

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 16, 2022**

The meeting was conducted by Zoom videoconference.

Present: Andrew Baglini – Association 1  
Jim Lothe – Association 1  
Robert Connor – Association 2  
Sarah O’Neil – Association 2  
Mary Schneider – Association 2  
Diana Levin – Association 3  
Bruce Kaminsky – Eliot  
Gabrielle Thronson – Eliot  
Amy Lorms – Faulkner  
Beth Murphy – Faulkner  
John Berchem – Lowell  
Barbara Fiacchino – Association 7  
Nancy Slattery – Association 7

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Also present were Melissa Goodwin, HOA Property Manager, Tahalia Melendez, Administrative Assistant, and Isela Morris, Regional Director, of FirstService Residential; and Paul Gaudette of Wiss Janney Elstner Associates, Inc. Barbara A. Roberts acted as Recording Secretary.

**CALL TO ORDER**

Mr. Connor called the meeting to order at 6:35 p.m.

**UNIT OWNER QUESTIONS AND COMMENTS – Proposed 2023 HOA Budget**

Ms. Lorms mentioned objections voiced by Faulkner House residents regarding Faulkner’s and HOA’s assessment increases. Ms. Thronson stated that there were similar objections from Eliot House residents. Ms. O’Neil noted lengthy discussions about assessment increases at the Association 2 Board meeting. Ms. Goodwin suggested that discussions about the budget could take place later in the Board meeting.

**APPROVAL OF MINUTES**

Ms. Levin asked if there were any additions or corrections to the minutes of the regular Board meeting held on October 19, 2022. There being none, *Ms. Levin moved to approve the minutes of the HOA Board of Directors meeting held on October 19, 2022, as presented. Mr. Kaminsky seconded the motion, and it passed, with Ms. Slattery abstaining.*

## **PRESIDENT'S REPORT**

Mr. Connor characterized the COVID-19 pandemic period in Sandburg Village as “the worst of times” and “the best of times,” noting that while the pandemic itself was a harrowing experience, the Village staffers all rose to the challenge and carried out their duties. He mentioned especially Ms. Goodwin’s and Ms. Melendez’s excellent work in the HOA Management Office. Mr. Connor wished everyone a good year in 2023, and thanked all those who attended the HOA meetings during the past year.

## **FINANCIAL REPORT**

Ms. Goodwin advised the Board that the current financial report is not yet available, noting that she usually receives the report from the FirstService Financial corporate office on the 17<sup>th</sup> or 18<sup>th</sup> of the month. Mr. Berchem stated that based on last month’s figures and his understanding of the Association’s current condition, HOA is liquid and can afford to make repairs as needed and maintain its property well.

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## **ACTION AND DISCUSSION ITEMS**

### **2022 Village Capital Projects Update**

Mr. Gaudette reported on the following:

- The survey of the underside of the garage slabs has begun.
- South Mall: Zera Construction completed the South Pool concrete on budget during the warm weather. They will apply sealant in some areas in the next couple of weeks, depending on weather.
- AB Mall: Zera completed the driveway and mall targeted concrete work on budget and will apply sealant.
- CD Mall: Work on the CD Mall has been put on hold until next year because of the façade work being performed on the CD buildings.
- North Mall:
  - Bulley & Andrews Concrete Restoration – BACR – completed its work on the North Mall expansion joint on budget.
  - BACR completed some stainless steel work on a time and materials basis.
  - BACR completed work on the North Mall stairway railing at the southwest corner of the mall on budget.
  - BACR completed repairs to the North Pool membrane that was damaged by Fitness Formula Club during its cleaning of the pool interior on budget; FFC will pay for this work.
  - There is a small area of membrane work needed at the top of the ADA ramp at the southeast corner of James House owing to considerable wear. This work will be performed next year.

Discussion ensued about applying some sort of non-slip material on the James House ADA ramp and on other ramps elsewhere in the Village.

The Board thanked Mr. Gaudette, and he left the meeting at 6:49 p.m.

### **2023 HOA Operating Budget**

Ms. Goodwin reported that Management and the Budget Committee met to discuss the 2023 budget and are recommending a 7.6% increase for the 2023 operating budget and various proposed increases on the Schedule of Fees, including a \$50.00 increase in the cabana rental fee as well as slight

increases in the various guest fees. She stated that the Schedule also includes swimming lessons as well as locker rental, and that the various pool fees will be discussed in more detail at the February and March HOA Board meetings, the usual time that the Board discusses the pools and tennis courts. Ms. Goodwin added that she did receive some questions about water use for landscaping and the use of leaf blowers, noting that the mall areas are too large for the use of rakes. Discussion ensued about the HOA assessment increase and various HOA matters in general. Ms. Goodwin stated that she met with the manager of FFC to discuss improvements for next season and will meet with the pool management staff. Discussion ensued about various associations' assessment increases. ***Mr. Berchem moved to approve the proposed 2023 Sandburg Village Condominium Homeowners Association budget, which includes a 7.6% increase in assessments, and the 2023 Schedule of Fees as presented. Ms. Fiacchino seconded the motion, and it passed, with Ms. Thronson opposed.***

#### **2023 HOA Board Meeting Dates**

Ms. Goodwin directed the Board's attention to the proposed Board meeting dates for 2023, noting in particular the May 17 audit review meeting date – the only date on which HOA auditor Chris Nyborg would be available – as well as the September draft budget meeting date. She stated that there will be no Board meetings in June, August or December, that the meetings will be held at 6:30 p.m., and that the Board will decide whether any meetings will be held in person. Discussion ensued about in-person meetings in 2023, taking into account COVID and the flu. ***Mr. Connor moved to approve the 2023 Board meeting dates as presented. Ms. Slattery seconded the motion, and it passed unanimously.***

#### **2023 HOA Office Holiday Schedule**

Ms. Goodwin presented the proposed Management Office holiday schedule and noted that the floating holiday date has not yet been approved, and that she will distribute a revised holiday schedule once the floating holiday date has been approved. ***Mr. Berchem moved to approve the 14-day 2023 HOA Management Office holiday schedule as presented. Ms. Slattery seconded the motion, and it passed unanimously.***

#### **Village Security Contract**

Ms. Goodwin stated that the current security provider is Allied Universal Security, whose contract will expire on December 31, 2022, and that she recommends staying with that provider for 2023, adding that she did request proposals from two other providers just to confirm that Allied Universal Security's rates are in line with the going rate. She directed the Board's attention to a comparison of Allied Universal Security with PalAmerican Security and SecureOne Security that she provided. Ms. Goodwin described the days and hours that Allied provides unarmed security guard coverage, and mentioned the firm's HeliAUS phone/tracking/reporting system. Discussion ensued about Allied's coverage of various areas in the Village, criminal activity in the neighborhood, improving lighting in various areas, installing exterior cameras that could be tied in to the City of Chicago Emergency Management and Communications system as some of the individual associations have done, changing the patrol coverage hours in the winter, and minimizing blind spots. Ms. Goodwin described how the guards patrol the Village, varying the times that they do so and the pattern that they follow, the guards' activity and incident reports, and how the guards deal with homeless persons on the grounds. ***Ms. Slattery moved to approve the security service contract with Allied Universal Security at a cost of \$117,852.00, which includes the HeliAUS system, for unarmed security guard services for 2023. Ms. Fiacchino seconded the motion, and it passed unanimously.*** Discussion ensued about the Maintenance staff's hours, and about the excellent work that they do.

#### **102B Construction Plans**

Ms. Goodwin presented the remodeling plans submitted by Reena Shah, DDS, stating that Wiss Janney Elstner has reviewed the plans, and that Dr. Shah's designer and contractor have responded to questions from WJE. She added that before the remodeling begins, representatives from WJE, AB

Management and its building engineers as well as Cliff Farmby and herself will perform a walk-through to ensure that all questions have been answered, such that the construction can be approved. Ms. Goodwin added that the project is currently in the permit phase and that she will be informed when the permits have been obtained, after which the walk-through will be scheduled. Discussion ensued. **Mr. Connor moved to approve the proposed plans for Dr. Reena Shah's remodeling of unit 102B, so long as all requirements imposed by Wiss Janney Elstner are met and authorization is given to WJE and Management to review and approve any changes requested by Dr. Shah, which will be communicated to the Board of Directors. Mr. Berchem seconded the motion, and it passed unanimously.**

#### **HOA Management Agreement**

Ms. Goodwin reminded the Board that the Management Agreement was discussed at the last Board meeting, that the agreement is scheduled to end on December 31, 2023, and that it will roll over from 2022 to 2023 for a one-year term at an increase of 3% for 2023. She stated that if the Board wishes to seek bids for 2024, the Board will have to perform the bidding process. Ms. Goodwin confirmed that there is no terminology in the Agreement referring to any specific vendors. Ms. Morris stated that any Board members that have any questions, concerns or suggestions regarding the Agreement should communicate them to Ms. Goodwin or to herself, and that she very much appreciates HOA as a client.

#### **DIRECTORS-MANAGEMENT FORUM**

##### **Management Report**

Ms. Goodwin and the Board discussed the possibility of holding a Holiday Party this year or next year, possibly at the 3<sup>rd</sup> Coast Café, or as a catered event in the Alcott Hospitality Room. The Board decided to wait until next year, taking into account the current public health situation. Ms. Slattery noted that the 3<sup>rd</sup> Coast Café can cater a party at a HOA location, and Mr. Connor suggested the possibility of a spring or summer party in the Alcott Hospitality Room as well as on the mall outside it, to which the Board agreed. Ms. Goodwin reported on the City Shared Sidewalk Program, stating that she will once again enter HOA in the lottery in January, with the hope that more work on Village perimeter sidewalks can be performed. She added that there will be no December HOA Board meeting unless questions arise regarding Dr. Shah's remodeling project or the Eliot Hospitality Room remodeling project. Discussion ensued about the timing of the Eliot Hospitality Room remodeling project, closing the Tot Lot for the winter, and the HOA sidewalks that have been and will be repaired as part of the City Shared Sidewalk Program

#### **RECESS TO EXECUTIVE SESSION**

The Board meeting was recessed to Executive Session at 7:57 p.m.

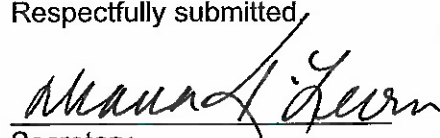
#### **RECONVENE TO OPEN SESSION**

The Board meeting was reconvened to Open Session at 8:06 p.m. **Mr. Berchem moved to approve the decisions regarding personnel matters discussed in Executive Session. Mr. Kaminsky seconded the motion, and it passed unanimously.**

**ADJOURNMENT**

There being no further business to come before the Board, upon motion duly made by Mr. Berchem, seconded by Mr. Connor and unanimously approved, the meeting was adjourned at 8:08 p.m.

Respectfully submitted,

  
Secretary