

**SANDBURG VILLAGE CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 31, 2024**

The meeting was conducted by Zoom videoconference.

Present: Andrew Baglini – Association 1
James Johnson – Association 1
David Ruhland – Association 1
Robert Connor – Association 2
Sarah O'Neil – Association 2 (joined meeting at 7:18 p.m.)
Mary Schneider – Association 2
Brian Prendergast – Association 3
Tyler Murphy – Eliot
Gabrielle Thronson – Eliot
Amy Lorms – Faulkner
Beth Murphy – Faulkner
John Berchem – Lowell
Barbara Fiacchino – Association 7
Marcie Johnson – Association 7
Nancy Slattery – Association 7

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

CALL TO ORDER and AGENDA REVIEW

Mr. Connor called the meeting to order at 6:36 p.m. Ms. Goodwin called the roll and declared that a quorum was present.

UNIT OWNER COMMENTS AND QUESTIONS

At Ms. Thronson's request, Ms. Goodwin agreed to discard three bicycles that were abandoned in the South Mall after notifying the individual associations about them to see if they will be claimed. She also agreed to inquire about the status of the Clark Street parking permits. In response to a question from Ms. Murphy, Ms. Goodwin stated that the minutes from the meeting held on November 29, 2023, will be presented for approval at the February Board meeting.

ELECTION OF OFFICERS

Mr. Berchem nominated Rob Connor for the position of Board President. Ms. Fiacchino seconded the nomination. Mr. Connor was elected to the position of Board President by unanimous voice vote.

Mr. Berchem nominated Barbara Fiacchino for the position of Board Vice President. Ms. Murphy seconded the nomination. Ms. Fiacchino was elected to the position of Board Vice President by unanimous voice vote.

Ms. Fiacchino nominated John Berchem for the position of Board Treasurer. Ms. Schneider seconded the nomination. Mr. Berchem was elected to the position of Board Treasurer by unanimous voice vote.

Mr. Connor nominated Nancy Slattery for the position of Board Secretary. Ms. Schneider seconded the nomination. Ms. Slattery was elected to the position of Board Secretary by unanimous voice vote.

PRESIDENT'S REPORT

Noting that this was the first meeting of the HOA Board in some time, Mr. Connor reminded the Board members that there are three large projects planned for 2024, and it is yet to be determined which of the projects will be chosen. He noted that work on the AB Mall is a sizable undertaking that might be addressed this year.

FINANCIAL REPORT

Mr. Berchem reviewed with the Board the Financial Summary for the period ended December 31, 2023, as follows:

Operating Fund net income, current month:	(\$18,223)
Operating Fund net income, year to date:	\$28,872
Operating Fund balance:	\$120,644
Ratio of Operating Fund balance to one month's operating expenses:	0.7
Replacement Fund interest income, year to date:	\$97,199
Replacement Fund average CD yield:	2.18%
Replacement Fund expenses, year to date:	\$347,864
Replacement Fund balance:	\$5,021,935

Mr. Berchem reported that despite a loss in December, year to date HOA is \$28,000.00 ahead, and that it will remain to be seen what the audit reveals after adjusting entries are received from Chris Nyborg. He noted that the gross income from the pools was \$419,000.00, considerably more than last year, and that although the fund balances are lean, that does not affect HOA's operations. Mr. Berchem stated that the Reserve Fund amount of over \$5 million is good, with fairly low expenses year to date, and concluded by stating that HOA is a healthy association.

ACTION AND DISCUSSION ITEMS

2024 Village Capital Projects Update

Mr. Gaudette stated that he and Ms. Goodwin discussed with a contractor about various ways to categorize and phase capital project elements in the Village, and noted that pricing appears to be somewhat high, such that it is worth bidding work out to other contractors besides Zera Construction. He added that for some of the more complicated projects, it would probably be wise to continue to engage Zera, but that other contractors could be considered for less complicated work. Mr. Gaudette added that Ms. Goodwin's suggestion was to bid out some work to two other contractors besides Zera at the same time, so as to be able to make choices on a "menu" basis. He stated that several contractors will be asked to bid on the South Mall work.

- CD Mall (1300 Mall) Work was broken down into three prices, as follows. Work on the driveways was separated from work on the top of the malls because the driveways consist of a very simple concrete pour, whereas the malls consist of an architectural concrete with exposed aggregate. The separation was done with the intent of using the right contractors for the work. The pricing is shown in the Board packet.

- AB Mall (1200 Mall): The pricing is the same as for the CD Mall. It is the most complicated. Attempts are being made to adjust the phasing of the work because part of the garage will have to accommodate some of the repair work, so that some cars will have to be temporarily moved.
 - Work on the driveway is targeted for 2024.
- North Mall: Both of the contractors – Zera and BACR – are scheduled to begin work in April. Zera is performing warranty work on an expansion joint in front of James House at no cost. Bulley & Andrews Concrete Restoration is scheduled to do its repair of the expansion joint that is on top of the handicap ramp in April as well.

Ms. Goodwin advised moving forward with the work on the 1300 Mall first, but agreed that it should be offered for bids as well, adding that bids will also be solicited for the two other 1300 Mall projects. Mr. Gaudette confirmed that the bids will be available to present to the Board at its February meeting. He stated that HOA's practice of using several different contractors over the years has resulted in the contractors bidding competitively. Discussion ensued. Mr. Gaudette remarked on HOA's position as a favored customer because HOA pays its bills on time, crediting Mr. Berchem with fostering this reputation.

The Board thanked Mr. Gaudette, and he left the meeting at 6:52 p.m.

Master Association Resale Disclosure Form

Ms. Goodwin explained that HOA's disclosure form is updated monthly, with the only change being the Reserve Fund balance, and is actually seldom used because unit owners do not pay HOA directly. She noted that the Reserve Fund balance as of December 31, 2023, was \$5,021,934.00. ***Mr. Berchem moved to approve the Resale Disclosure Form as presented for use in unit resales. Ms. Schneider seconded the motion, and it passed unanimously.***

CSV #1 C/D Receiving Room Lease Renewal

Ms. Goodwin stated that C/D's legal counsel agreed to most of the lease that HOA Management presented to them, countering with a few minor redlined items, mostly legal terms, as shown in the Board packet. She added that HOA's legal counsel agreed to most of those items but countered on some, and that the final draft of the lease is included in the Board packet, to be returned to CSV #1 for agreement of the Board approves of it. Ms. Goodwin further stated that for the time being, the Receiving Room is leased on a month-to-month basis until the renewal lease is agreed upon, and that most of the agreement for the pricing and the term itself has already been agreed upon. ***Ms. Slattery moved to accept the proposed renewal lease with CSV #1 Cummings/Dickinson as approved and amended by HOA's legal counsel. Ms. Johnson seconded the motion, and it passed, with Mr. Baglini and Mr. Ruhland abstaining.***

Fitness Formula Club Pool Management Contract

Ms. Goodwin explained that, as with the C/D Receiving Room lease renewal, the FFC pool management contract has undergone revisions from both HOA's legal counsel and FFC's legal counsel over several months. She pointed out a final request from FFC according to which there would be a three percent increase annually in the \$5,000.00 optional management fee each year if, in April of each year, the HOA Board approves keeping the pool season open additional days, from October 1 through October 15. Ms. Goodwin stated that HOA's legal counsel approved the request and recommends that the Board accept it. ***Mr. Connor moved to accept the proposed amended management contract with Fitness Formula Club dated November 30, 2023, as presented. Ms. Fiacchino seconded the motion. After discussion, the motion passed, with Ms. Thronson opposed and Mr. Baglini***

abstaining. Ms. Goodwin stated that she will send an email to the Board members with open dates in February for a special Board meeting to discuss pool matters, to which representatives from FFC will also be invited. Further discussion ensued.

During the discussion, Sarah O'Neil joined the meeting at 7:18 p.m.

Pool ADA Lift Replacements

Ms. Goodwin stated that the lifts currently at the pools, which were installed in 2015, are no longer operational and must be replaced. She explained that they provide the accessibility to the pools that state law requires, and that the recommended replacement lifts are exactly the same as the current lifts, such that the staff will know how to operate them. After discussion, ***Ms. Thordson moved to approve the purchase of two replacement ADA pool lifts, two covers, removal of the old lifts and installation of the new lifts by Blue Island Pools and Spa at a cost of \$34,128.88. Ms. Johnson seconded the motion, and it passed unanimously.***

Pool Furniture Replacements

Ms. Goodwin explained that she sought bids for the listed replacement furniture for the north and south pools, and that Admiral Outdoor Furniture offered the best prices. She noted that the expense is a capital expenditure and is budgeted at \$40,000.00. Discussion ensued ***Ms. Thordson moved to approve the proposal submitted by Admiral Furniture on January 19, 2024, for the purchase and delivery of 20 chaise lounge chairs, 50 stacking chairs, six black tables, 15 umbrella bases and ten packs of round end caps for the bottom of the pool chair legs, in the amount of \$23,364.98. Ms. Slattery seconded the motion, and it passed unanimously.***

Winter Dormant/Rejuvenation Pruning Plan Revised Proposal

Ms. Goodwin reminded the Board that the proposal from Woodlawns was discussed at the November Board meeting and that she was directed to ask Woodlawns to minimize the amount of pruning to be performed on the Village shrubs. She stated that the revised proposal is for \$5,657.00, and that, as shown on the revised maps, the key areas for the work would be the South Mall, the 1300 Mall, the 1400 Mall and the North Mall planters – the oversized planters that are placed around the North Pool. Ms. Goodwin added that it is recommended that the work be performed in the winter. Ms. Slattery confirmed with Ms. Goodwin that the planned pruning aids in the survival and growth of the shrubs and minimizes the need to purchase new shrubs. ***Ms. Johnson moved to accept the proposal submitted by Woodlawns Landscape Company on January 8, 2024, for Village landscaping dormant/rejuvenation pruning, in an amount not to exceed \$5,657.00. Ms. Schneider seconded the motion, and it passed unanimously.***

Association Entrance Pots: Spring, Summer, Fall and Winter Rotations

Ms. Goodwin reminded the Board that Woodlawns Landscape Company is HOA's new landscaping vendor, and referred to the cut sheets in the Board packet showing Woodlawns' renderings of its proposed planting rotations, based on requests from the various associations. She referred to the comments and requests from the various associations over the years, and the work that was performed with Christy Webber, HOA's former landscaper, to develop planting schemes that work well with varying amounts of shade, sun, wind and other elements. Ms. Goodwin pointed out some of the new elements proposed by Woodlawns for the rotations. Discussion ensued. Ms. Goodwin suggested approving Woodlawns' proposed arrangements for spring, and asking Woodlawns to present a different color palette for later in the year. Discussion ensued. ***Ms. Fiacchino moved to accept Woodlawns Landscape Company's renderings for the 2024 spring rotations as presented. Ms. Schneider seconded the motion, and it passed unanimously.***

Germania Fountain Redesign

Ms. Goodwin informed the Board that James-Kilmer requested a new design or update of the Germania fountain, and that the Board asked her to obtain additional estimates from designers other than the JNL Design Group, the source of the original proposal for \$4,500.00 to \$6,500.00, which was recommended by WJE. She stated that Boilini Company, recommended by Woodlawns, submitted a proposal for the entire project, including design and construction, that other vendors offered design only, and that she recommends accepting the proposal from Boilini for the design phase, and she mentioned the proposals received from other recommended firms. ***Ms. Thronsdon moved to approve the proposal submitted by Boilini Company on January 12, 2024, for the design phase for the Germania fountain, at a cost of \$1,500.00. Mr. Ruhland seconded the motion, and it passed unanimously.***

ADDITIONAL BUSINESS

Ms. Goodwin stated that she had no additional business to present to the Board.

DIRECTORS-MANAGEMENT FORUM

Ms. Goodwin reviewed the elements of the current Management Report:

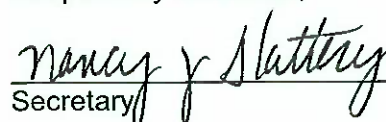
- The HOA Contract Log, which provides information about all of the current contracts and is updated regularly.
- Assessment Increases: The 2024 HOA assessment increase of 5.3% was applied to each association on January 1, 2024. The CD commercial unit assessment charge-backs were increased by 6.9% and the AB units charge-backs were increased by 5%, per each association's approved 2024 budget.
- Pools: Per the discussion earlier in the meeting, Management will schedule a special Board meeting devoted to discussion about the pools.
- Schiller Mall New Fence and Gate: In response to the request from CSV #3 for a new fence and gate for the Schiller Mall on the east and west sides of Lowell House, WJE indicated that such a fence can be installed, and Inside-Out Painting's proposal regarding the fence was presented to CSV #3 for its review. More information will be made available at the February HOA Board meeting.
- HOA Website Redesign: A couple of vendors were contacted, more meetings are scheduled, and Management hopes to have a presentation for the February meeting. In response to a question from Ms. Thronsdon about using FirstService's website, Ms. Morris explained that the FirstService website operates with different customizations for HOA, including information from all of its properties. Discussion ensued. Ms. Goodwin stated that she will work with Ms. Morris regarding what customization FirstService can provide. Further discussion ensued about websites and computer programs and platforms that could be useful to HOA Management.

Discussion ensued about landscaping lights, snow removal services, ice-melting salt, future in-person or hybrid HOA Board meetings, and Owl cameras for recording meetings. Mr. Connor suggested giving more thought to in-person or hybrid meetings for discussion at the next Board meeting.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Mr. Connor, seconded by Mr. Berchem and unanimously approved, the meeting was adjourned at 7:58 p.m.

Respectfully submitted,


Secretary