

**LOWELL HOUSE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 13, 2023**

A meeting of the Board of Directors of the Lowell House Condominium Association (the "Association"), an Illinois not-for-profit corporation, was held at 6:30 p.m. on February 13, 2023, via Zoom videoconference, pursuant to notice duly given to all unit owners.

Present: Dave DeVries, President
Phil Niedziela, Vice President (joined meeting at 6:51 p.m.)
John Berchem, Treasurer
Ann Marie Calacci, Secretary
Angela Chereso, Director
Karen Doornebos, Director
Louise Pauly, Director

Also present were Kathleen Dornin, Interim Property Manager; Suada Karastanovic, Assistant Property Manager; and Milena Radjenovich, Property Supervisor, of Chicagoland Community Management, Inc. Board directors Marc DeMoss and Stephen Rossi were not in attendance.

CALL TO ORDER

There being a quorum in attendance, Mr. DeVries called the meeting to order at 6:32 p.m. He welcomed new Board member Angela Chereso, who provided some details about herself and expressed her hope that the Board will avail itself of her skills and experience.

APPROVAL OF MINUTES

Ms. Calacci asked if there were any additions or corrections to the minutes of the January 10, 2023, Board meeting. There being none, ***Ms. Calacci moved to approve the minutes of the regular Board of Directors meeting held on January 10, 2023, as presented. Ms. Doornebos seconded the motion, and it passed unanimously.***

TREASURER'S REPORT

Financial Summary

Mr. Berchem reviewed the Financial Summary. The Association's financial condition at December 31, 2022, was as follows:

Operating Fund net income, current month:	\$44,853
Operating Fund net income, year to date:	\$160,435
Operating Fund available cash:	\$401,419
Ratio of Operating Fund cash to one month's operating expenses:	1.65
It is the Board's goal that this ratio should range from 1.5 to 3.0	
Reserve Fund expenses YTD:	\$230,355
Reserve Fund balance:	\$1,737,079
Reserve Fund average CD yield:	1.35%
Window Project Loan Balance:	\$778,656

Assessment delinquency amount, total:	\$1,796
Number of assessment delinquencies over 30 days:	5
Assessment delinquency percent, over 30 days:	1%
Percentage of units occupied by owners:	65%

Mr. Berchem remarked on the Association's excellent financial position and gave credit for it to Christina Briskovic and Suada Karastanovic, who create the budget and spend in accordance with it, and noted that only one of the delinquencies is anything but minor. Mr. DeVries also remarked on the Association's financial position. He welcomed Ms. Dormin, who has been acting as Interim Property Manager in Christina Briskovic's absence. In response to a question from Mr. DeVries, Mr. Berchem stated that the value of the Window Replacement Project when it began was slightly under \$8 million. Mr. DeVries remarked that no special assessments were required to finance the project. Mr. Berchem stated that some of the expense was paid from the Reserves and some from the bank loan, and that the intent of the Board is to pay down the loan in 2023 in two payments of \$100,000.00 each.

MANAGEMENT REPORT

ACTION AND DISCUSSION ITEMS

22.1 Disclosure Form

Ms. Pauly moved to approve the standardized template for the Association's 22.1 Disclosure form. Ms. Calacci seconded the motion, and it passed unanimously.

Fannie Mae Form 1076/Freddie Mac Form 476

Ms. Pauly moved to approve the standardized template for the Association's Condominium Project Questionnaire. Ms. Doornebos seconded the motion, and it passed unanimously.

Laundry Room Update

Ms. Dormin reported that a meeting about the laundry room was held on January 23 with the contractors and the permit expediter, and that the contractors performed all the final measurements for the drawings. She stated that the letter requesting the permit was recently submitted to the city Department of Buildings, adding that the Department advised Management that the average wait time for issuance of the permit at that point was 41 business days. Ms. Dormin also reported that all the contractors have been chosen and have been listed in the permit letter. Mr. DeVries noted that without the services of the expediter, the wait time would likely have been around eight weeks. In response to a question from Ms. Doornebos, Ms. Dormin stated that the laundry room equipment has all been ordered and received and is currently in storage, but that the construction materials, consisting of drywall, some lighting and the HVAC unit, have not been ordered. She added that the plumber will be out of town after May 31, so it is hoped that the plumbing can be completed before that, but that otherwise Management will have to engage another plumber.

Security Camera Proposals

Ms. Dormin stated that Ms. Briskovic met with Chicago Police Sergeant Christopher Schenk, who performed a walk-through of the building and provided suggestions for improving security. She stated that she met with a representative from My Net Security and requested some proposals based on Sergeant Schenk's recommendations, including adding cameras on the garage ramp, lowering the existing cameras at the front of the building to allow a better view of people's faces, and installing a lock on the Receiving Room door and providing a code to each resident, so that residents can pick up their own packages, as well as to delivery people, so that they can access the Receiving Room without office personnel having to deal with packages. Ms. Dormin added that a camera would also be installed

inside the Receiving Room for additional security. Ms. Karastanovic provided additional details about how residents would obtain their packages. Mr. DeVries stated that he has discussed the matter with Ms. Dormin and Ms. Karastanovic, noting that the number of packages delivered to the building has greatly increased over the last five or six years, thus increasing the Management staff's workload. Ms. Radjenovich described package systems used at other properties, stating that because of space constraints at Lowell House, the systems that work for some other properties cannot be used at Lowell. Ms. Dormin noted that the current Receiving Room has been rearranged and more shelving has been installed, such that using a notification and entry code system could allow residents to retrieve their own packages, including in the evening or on weekends. Discussion ensued about notification and ways of securing packages, and Ms. Radjenovich stated that with packages left outside residents' doorways, there have been very few instances of package theft over many years, with Ms. Karastanovic adding that there has been no such theft in the nine years that she has worked at Lowell. Ms. Pauly suggested using the notification and entry code system on a trial basis. Ms. Dormin reiterated that residents like having their packages delivered to their doors but that it occupies too much of Ms. Karastanovic's time. **Mr. Berchem moved to approve the proposal submitted by My Net Security, Inc. on January 16, 2023, to furnish and install cameras outside the two garage doors, in the amount of \$1,706.50. Ms. Pauly seconded the motion, and it passed unanimously.**

During the discussion, Mr. Niedziela joined the meeting at 6:51 p.m.

Mr. Berchem moved to approve the proposal submitted by My Net Security, Inc. on January 16, 2023, to lower the position of the two outside cameras at the front of the building, in the amount of \$724.78. Ms. Doornebos seconded the motion, and it passed unanimously.

Ms. Pauly moved to approve the proposal submitted by My Net Security, Inc. on January 16, 2023, to purchase and install a keypad lock on the Receiving Room door, in the amount of \$1,233.83. Ms. Calacci seconded the motion. After discussion, the motion passed unanimously.

Domestic Boiler Circulating Pump

Ms. Dormin explained that the existing boiler circulating pump must be replaced, and stated that two proposals were received for the work, with the lower cost quoted by Marke Plumbing, noting that Marke is the plumbing contractor that the Association usually engages. **Ms. Pauly moved to approve the proposal submitted by Marke Plumbing, Inc. on February 8, 2023, to remove, repair and replace the domestic boiler circulating pump, in an amount not to exceed \$2,950.00. Mr. Niedziela seconded the motion, and it passed unanimously.**

Domestic Booster Pump

Ms. Dormin stated that two booster pumps are currently operational, with a third pump out of service. She added that in the Reserve Study, \$20,000.00 is allocated for the repair of the pump to be made in 2025, and that the quoted price for the work is under \$20,000.00. Ms. Dormin also stated that the price quoted by Marke Plumbing was lower than that quoted by American Veteran Services for the work, and that the lead time for completion of the work is 10 to 12 weeks. **Mr. Berchem moved to approve the proposal submitted by Marke Plumbing, Inc. on February 8, 2023, to replace a domestic booster pump, in an amount not to exceed \$19,189.76. Ms. Doornebos seconded the motion, and it passed unanimously.**

Mr. DeVries suggested using the services of plumbing companies other than Marke Plumbing from time to time, to ensure receipt of proposals with competitive pricing.

UNIT OWNER COMMENTS

Unit owners, the Board and Ms. Dormin discussed emailing Board meeting minutes to residents after they are approved; making recordings of meetings available to residents or transmitting them on the building's internal channel; no longer permitting smoking in the building or revisiting the issue of smoking in the building, with possibly another survey on the subject; a problem with a noisy neighbor, to be discussed in Executive Session; hearings regarding fines; ways that activities subject to fines are dealt with; increasing fines as infractions of rules escalate; a presentation at Wintrust Bank regarding emergency phone numbers and police beat meetings; notices delivered under doors that are not read if residents are away from home for extended periods; whether or not emailing notices is more efficacious than printing them; requirements that certain types of notices be distributed as hard copies; a unit door being slammed; calibrating door closers; removing bank information from resident records now that it is no longer being used with regard to paying assessments; and the success of the conversion to AppFolio for paying assessments.

RECESS TO EXECUTIVE SESSION

The meeting was recessed to Executive Session at 7:38 p.m.

RECONVENE TO OPEN SESSION AND ADJOURNMENT

The meeting was reconvened to Open Session at 7:46 p.m., and, there being no further business to come before the Board, upon motion duly made by Mr. DeVries, seconded by Ms. Pauly, and unanimously approved, the meeting was adjourned at 7:47 p.m.


Ann Marie Calacci, Board Secretary