

**LOWELL HOUSE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 5, 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 December 5, 2023, in person and via Zoom videoconference, pursuant to notice duly given to all unit owners.

Present: Dave DeVries, President
 John Berchem, Treasurer
 Ann Marie Calacci, Secretary (joined meeting at 6:36 p.m.)
 Angela Chereso, Director
 Marc DeMoss, Director
 Louise Pauly, Director
 Stephen Rossi, Director (joined meeting at 7:00 p.m.)

Also present were Kathleen Dormin, Property Manager, and Suada Karastanovic, Assistant Property Manager, of Chicagoland Community Management, Inc. Barbara A. Roberts acted as Recording Secretary. Board Vice President Phil Niedziela and Board Director Karen Doornebos were not present.

CALL TO ORDER

There being a quorum in attendance, Mr. DeVries called the meeting to order at 6:31 p.m. He added an item to the Agenda under New Business: discussing installation of electric vehicle charging stations in the garage. Ms. Dormin also added under New Business the proposal from Kovitz Shifrin Nesbit to represent the Association with regard to appealing the next triennial tax reassessment.

TREASURER'S REPORT

Financial Summary

Mr. Berchem reviewed the Financial Summary. The Association's financial condition at October 31, 2023, was as follows:

Operating Fund net income, current month:	\$9,151
Operating Fund net income, year to date:	\$85,215
Operating Fund available cash:	\$510,518
Ratio of Operating Fund cash to one month's operating expenses:	2.00
It is the Board's goal that this ratio should range from 1.5 to 3.0	
Reserve Fund expenses YTD:	\$298,868
Reserve Fund balance:	\$1,613,049
Reserve Fund average CD yield:	3.42%
Window Project Loan Balance:	\$315,502
Assessment delinquency amount, total:	\$4,664
Number of assessment delinquencies over 30 days:	6
Assessment delinquency percent, over 30 days:	2%
Percentage of units occupied by owners:	66%

MANAGEMENT REPORT

ACTION AND DISCUSSION ITEMS

Emergency Boiler Repair

Ms. Dormin explained that at the beginning of November, piping that feeds the boiler for the entire building was leaking, was found to be corroded and was replaced with copper piping. She added that the replacement took two or three days to complete and was performed on an emergency basis because the boiler provides heat for the building. **Mr. DeMoss moved to ratify the previous approval by the Board on November 15, 2023, to engage Marke Plumbing, Inc., to replace, on an emergency basis, the piping that feeds the boiler, in the amount of \$14,988.82. Ms. Pauly seconded the motion, and it passed unanimously.**

During the discussion, Ms. Calacci joined the meeting at 6:36 p.m.

APPROVAL OF MINUTES

Ms. Calacci asked if there were any additions or corrections to the minutes of the regular October 24, 2023, Board meeting. There was one correction. **Ms. Calacci moved to approve the minutes of the regular Board of Directors meeting held on October 24, 2023, as corrected. Mr. DeMoss seconded the motion, and it passed unanimously.**

MANAGEMENT REPORT (continued)

ACTION AND DISCUSSION ITEMS

Garage Credit Card Processing Machine

Ms. Dormin referred to the existing system for paying for nonresident parking consisting of coupons for guests and cash payments for outside parkers and the inadvisability of having cash in the garage office, and proposed using a credit/debit card reader in the garage to eliminate cash transactions. She added that residents would still be able to purchase coupons, and noted that the card reader would be hand held. Ms. Dormin further stated that the cost of the machine would be \$399.00 for WiFi access or \$299.00 for direct connection to a router, which is available at Lowell. She added that the fee would be 2.6% plus 10¢ for each swiped, chip or tapped payment, with no additional monthly fee, that the service would be provided by Chase Bank, which is currently used for garage transactions, and that tips would be paid in cash. Discussion ensued. **Ms. Pauly moved to approve the purchase of a hand-held credit/debit card reader for use by outside parkers to pay for parking, in the amount of \$299.00 plus a fee of 2.6% plus 10¢ per transaction. Ms. Chereso seconded the motion, and it passed unanimously.**

Mr. DeVries added an item to the agenda: a review of the recent 18th Police District Council meeting, to be inserted before Unit Owner Comments.

22.1 Disclosure Form

Mr. DeMoss moved to approve the standardized template dated December 2023 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

Mr. DeMoss moved to approve the standardized template for the Association's current Condominium Project Questionnaire. Ms. Calacci seconded the motion, and it passed unanimously.

Review of 18th Police District Council Meeting

Ms. Pauly explained that members of the 18th Police District Council were elected at the last municipal election and that the Council's next monthly meeting will be held on December 19 at the 18th District police station. She stated that at its November meeting, the Council discussed safety and advocacy for increased policing for the 18th District, and that it is asking for police officers who are from the District rather than having officers working overtime from other districts who are unfamiliar with the neighborhood, a matter of ongoing concern. Ms. Pauly further stated that other topics of discussion included migrants having been moved out of the police station, as well as the neighborhood task forces. She noted the opportunity for Board members and other Sandburg Village residents to attend the Council meetings – which she does as often as possible – as well as to become involved with various initiatives that are outlined on the Council's website, described the neighborhood areas comprising the 18th District, and also described the topics of discussion at the meetings, which are held on the third Tuesday of each month. Discussion ensued about the Council meetings and the desire for police presence in the neighborhood. The Board agreed that the monthly Council meetings should be discussed at all Lowell Board meetings. Ms. Pauly agreed to post information about the meetings in the elevator lobby and the Laundry Room, and described where the meetings take place.

UNIT OWNER COMMENTS

Mr. DeMoss complimented Ms. Dormin and Ms. Karastanovic on the improved appearance of the Laundry Room and the Management Office. He brought up a capital improvement project that was discussed in the past, which would be to replace the deteriorated concrete on the east side of the Lowell House plaza, as advised by Wiss Janney Elstner engineers. The Board agreed that this should be done.

Unit owners, the Board and Ms. Dormin discussed the following:

- How residents' questions are raised at the 18th Police District Council meetings.
- Increased police presence in the area of the Jewel at Clark and Division.
- 18th District Council meeting places.
- Whether only unit owners and registered tenants can have ESA animals.
- Unit owners paying fines incurred by their tenants.
- Locking the front and side doors.
- Not allowing visitors to bring pets into the building unless they have undergone the Association's pet-approval process.
- A new shelving unit against the wall near the Mailroom to accommodate more packages.
- A mold situation confined to a unit, which has been mitigated. No mold problems have been reported on any other floors.
- Upcoming projects listed in the Reserve Study, with no sizable projects anticipated at this time.
- A new Reserve Study to be conducted in 2024.
- Possible installation of an electric vehicle charging station.

Unit owners also offered compliments regarding the improved passenger elevator flooring and the new appearance of the freight elevator.

RECESS TO EXECUTIVE SESSION

The meeting was recessed to Executive Session at 7:04 p.m.

RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 7:20 p.m. ***Ms. Pauly moved to approve assessing a fine against a unit owner owing to complaints about noise and smoke. Mr. DeMoss seconded the motion, and it passed unanimously.***

ADJOURNMENT

There being no further business to be brought before the Board, upon motion duly made by Ms. Pauly, seconded by Mr. DeMoss and unanimously approved, the meeting was adjourned at 7:21 p.m.

Ann Marie Calacci, Board Secretary