

BLOOMFIELD CLUB RECREATION ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
Wednesday, November 15, 2023 – *Approved: Jan. 17, 2024*

Present: Jan Bedard (President), Russ Cascio (Vice President), Mary Bahr (Secretary), Paulette Wirkus (Treasurer), David Smith (Director), Paraj Mathur (Director), Tina Dunn (Director), Kim Tarman (Administrator), Pam Stanish (ABC Property Managers)

I. Call to Order

Jan Bedard called the meeting to order at 7:00 pm. She introduced the new Director, representing BC-I, Tina Dunn.

II. Homeowners' Forum – no comments or questions.

III. Approval of Agenda - Motion by Russ Cascio, seconded by Jan Bedard.
 Approved unanimously.

IV. Approval of Minutes from Oct. 19, 2023 Meeting.
 Motion by Russ Cascio, seconded by Jan Bedard. Approved unanimously.

V. Treasurer's Report - Presented by Paulette Wirkus.

A. A full accounting for the period ending Oct. 31, 2023 has been delayed because of a medical emergency in our bookkeeper's family. A meeting will be scheduled for the first week in December with Jolanda to review financial reports in preparation for the year end accounting summary.

The current Balance Sheet shows:

Total Checking/Savings	160,722.61
Total Accounts Receivable	-3,271.00
Edward Jones Inv. Acct	416,223.46
<u>Total Assets</u>	<u>573,675.07</u>
Total Liabilities	.00
32000 Retained Earnings	22,481.80
Opening Balance Equity	9,052.11
Total Reserve Fund	470,658.99
Net Income	71,482.17
<u>TOTAL LIABILITIES & EQUITY</u>	<u>573,675.07</u>

A correction will be made to to show a \$7,627.00 contribution to the General Reserve fund for October. This will reduce the Net Income by the same amount.

Motion by Mary Bahr to approve October disbursements as presented and accept the partial Oct. 31, 2023, financial report, as corrected. Seconded by David Smith.
 Approved unanimously.

B. Audits – Because of the 2023 change in property managers and resulting accounting system modifications, we will not be contracting for a formal audit of the 2022 calendar year. EPI did not provide complete documentation for the full year which would be required to perform such an audit. All cash accounts for 2022 have been reconciled. We will review all 2023 financial reports in January 2024 and plan to contract for a formal outside audit in 2024.

VI. Social Committee Report – Presented by Kim Tarman.

- A.** Dec 2 is the date for the Kid’s Holiday Party. Residents should bring their own camera for pictures with Santa.
- B.** Dec 10 is the date for the Adults only Holiday Party. RSVPs are requested. More information will be available in the newsletter.

VII. Management Report – presented by Pam Stanish (ABC Managers)

- A.** Masonry work at the Schick Entrance has been completed.
Sealcoating/Crack Filling/Restriping of the parking lots and pathways has been partially completed. The crew from Twin Brothers did not complete the sealing the pathway from Greenfield to Schick and the section from Lynwood to Wentworth. Payment for 35% of the full contract price of \$6,350 will be held back until this work is on those sections in early Spring 2024, as soon as weather permits. A partial payment of \$ 4,127.50 for the completed portion of the work will be made.
- B.** Roof Leak/Repair- Adams Roofing sealed areas around the chimney above the Clubhouse kitchen. Repairs to the kitchen ceiling will not be done until we have a chance to see that the leak has been stopped. Adams Roofing will be paid \$ 825, per contract, for the work that has been done.
- C.** Aquaguard has cancelled our contract for maintenance of the indoor pool and spa. They have also withdrawn their proposal for outdoor and indoor pool maintenance for the 2024 season. Platinum, Sunset and Pool Watch have been contacted to provide bids for this work. The indoor pool and spa will remain open as long as the chemical readings stay at safe levels. The indoor pool and spa may have to be closed until a pool servicing company can be found if levels become unsafe or the facility needs service which our staff cannot provide. Kim will contact Aquaguard to ask if they could send someone for an additional couple of weeks until we get a new contractor in place.
- D.** Aqua Design - We have received the design for the pump room renovation from Tyler at Aqua Design partners. We have not received his report. We can pay the portion of the contract charge for the site visit which is \$500. Payment for the remainder of the contract will depend on attaining the remaining project milestones. We need to have a contractor give us estimates on costs before we submit the plans to ILDPH.

- E. Winter Projects: No specific projects are planned for the interior of the Clubhouse this winter.
- F. The decorative iron fencing on the East and West Schick Brick walls is in need of repair and/or replacement. Pam will look into getting quotes for spring work.
- G. The west side concrete ramp going to the Party Room and leading to the west side pool entrance will need to be replaced. Pam will look into getting quotes for spring work.
- H. Most of the residents do not use coupon books to pay their monthly assessments. Letters will be sent to all BC-IV units and to the Boards for BC-I, II, and III with instructions on making assessment payments in 2024. The monthly assessment is \$ 96.00 per unit, due on the 1st of the month and subject to a late fee if paid after the 20th. The letter will contain instructions for how to make payments either through ACH, direct payment from your bank or by check. Unit owners who want coupon books can request the books from the property manager for a fee of \$ 5.00.

VII. Administrators Report. Presented by Kim Tarman.

- A. The plumber shut off the downstairs kitchen water and winterized the pipes.
- B. Ridgeway cleaned the furnaces and changed the filters.
- C. Handyman Steve will repair the upstairs kitchen ceiling when we are sure that the leak repair holds.
- D. Court nets will be scheduled to be taken down. They have been left up because the weather has been so nice. People were playing this week. We are hoping to have someone on staff learn how to install and remove the nets so we do not have to depend on a contractor's schedule.
- E. Fox Valley did the fire extinguisher inspection. All good.
- F. The pond fountain will be removed the week of Nov. 20.
- G. Clubhouse Holiday lights will be turned on Tuesday, Nov. 21. I would like to recruit the Bahr's (and anyone else who might want to help) to double check them with me on Nov. 17 or 20. *It's a Wonderful Light* is installing the rest of the lights/decorations on Nov. 16.
- H. Residents continue to abuse the Rental reservation system. We have been allowing residents to reserve rentals in advance with payments and set up instructions due 2 weeks prior to the event. We have had several incidents where residents have not made timely deposits or set up arrangements even after several attempts to contact them. This causes difficulty in staff scheduling. Kim recommended that we extend the deadline for receipt of

payments to 30 days in advance of the rental event. Reservations will be cancelled if payment and set up arrangements have not been made at least 30 days in advance. Board members unanimously approved this change to the Rental Contract. K&K will take pictures of sample room set up options.

- I. Motion by Jan Bedard to approve holiday gifts for the attendants per recommendation by Kim Tarman. Russ Cascio seconded. Approved unanimously.

VIII. Old Business – none.

IX. New Business – Tina Dunn suggested that the BCRA Board schedule a meet and greet with the Board Members from BC-I, II and III. Hopefully we can do this in January of 2024.

X. There will be no Board meeting in the month of December. The next meeting of the BCRA Board of Directors is scheduled for January 17, 2024. The Open Meeting was adjourned at 8:07. A short Executive Session followed.

Respectfully submitted,

Mary Bahr
Secretary