

**BLOOMFIELD CLUB RECREATION ASSOCIATION**  
**MINUTES OF BOARD OF DIRECTORS' MEETING**  
**Wednesday, August 18, 2021**

A regular meeting of the Board of Directors of the Bloomfield Club Recreation Association was scheduled for 7:00 pm, Wednesday, August 18, 2021 at the Bloomfield Club Clubhouse, Bloomingdale, Illinois. Jan Bedard presided as Chairperson of the meeting.

Present: Jan Bedard, Vice President  
Mike Mazza, Treasurer  
Mary Bahr, Secretary (via phone)  
Russ Cascio, Director  
David Smith, Director  
John Schmitz, Director

Absent: Joe Chranko, President

Representing Management: Steve Elmore, EPI Management

Also present were MarLene McGuire, Marge Harmon, Recording Secretary and two homeowners.

**I. CALL TO ORDER**

Jan Bedard called the meeting to order at 6:58 pm.

**II. HOMEOWNER'S FORUM**

Homeowner requested that the sidewalks from the clubhouse to Schick Road be cleared after a snowfall.

**III. MODIFICATION/APPROVAL OF THE AGENDA**

*A motion was made by Mary Bahr to approve the Agenda. Seconded by Russ Cascio. Motion unanimously approved.*

**IV. REVIEW OF MINUTES**

*A motion was made by Jan Bedard to approve the minutes of the meeting on July 21, 2021. Seconded by David Smith. Motion unanimously approved.*

**V. TREASURER'S REPORT – presented by Mike Mazza**

a. Approval of Treasurer's Report – July 31, 2021

Total Cking & Savings	\$ 44,672.75	Total Acct Payable	\$ 9,311.17
Accounts Receivable	\$ 1,941.00	Prepaid Assessments	\$ 9,540.52
Short Term Reserve Inv	\$304,236.97	Total Other Current Liabilities	\$ 13,636.52
Total Current Assets	\$350,850.72	Total Reserve Fund	\$262,947.52
		Total Equity	\$327,903.03
		Total Liability & Equity	\$350,850.72

Total Income \$ 4,931 under budget  
Total Expense \$14,500 under budget

Net Income \$9,500 under budget with loss of income

Reserve Study – The Board agreed to build up the Reserve Fund in 2022 by not planning any Reserve projects. At the end of 2022, the balance in the Reserve account should be \$312,000.

*A motion was made by Jan Bedard to approve the Treasurer's Report as presented by Mike Mazza for July 31, 2021. Seconded by Russ Cascio. Motion unanimously approved.*

b. Approval of Disbursements.

*A motion was made by Jan Bedard to approve the Disbursements for July 2021. Seconded by Russ Cascio. Motion unanimously approved.*

## **VI. MANAGEMENT REPORT – presented by Steve Elmore**

**2020 Audit** – The 2020 audit was completed for approval by the Board. Steve Elmore recommended that the Board have the auditors conduct a financial review rather than a certified audit every two years. The review is \$500/year cheaper and tests half of the payables and receivables and ties up all the cash accounts.

*A motion was made by David Smith to accept the draft copy of the 2020 audit as completed by the auditors. Seconded by Mike Mazza . Motion unanimously approved*

**Sealcoating/Asphalt Status** – The asphalt repair will be done on August 26<sup>th</sup>. Sealcoating will be scheduled once the repair has been completed.

**Power Failure** – Steve Elmore reported that the default equipment was installed. If there is low voltage, the equipment will shut down the clubhouse. The door entry hardware/readers have been replaced and the WinPak software will be updated allowing the Association to still use the current card system.

**Tile Replacement for Indoor Pool** – Management has been unable to contact the contractor, High End Interiors, who was selected to install the tile for the indoor pool. Management was directed to contact the next vendor and ask to reduce their installation cost to \$24,900.

**Pool Operation** – Steve Elmore reported that SPMS is charging a surcharge of \$4,399 for the pool season. He recommended doing an analysis of service and charges at the end of the season with a recommendation of the balance to pay to SPMS. The pool will remain open until Labor Day with SPMS providing maintenance five days per week. The contract expires on 12/31/22 and the Board directed Management to get bids for 2022.

**Revised Clubhouse Use Agreement** – The Association attorney prepared an agreement to be attached to the Clubhouse Use Agreement and signed by the resident before hosting a party. The agreement reduces the Association's liability during Covid.

**Comcast Services** – Steve Elmore presented a list of charges/services on the Comcast invoice. Steve and MarLene will review the services/charges and report at the next meeting.

## **VII. CLUB DIRECTOR'S REPORT – presented by MarLene McGuire**

a. **Updates** – MarLene reported that Fox Valley performed the annual inspection and service.

b. **Outdoor Pool Abbreviated Hours** – MarLene McGuire reported that the pool will be open until September 3<sup>rd</sup> with the weekday hours of 11:00 am – 3:00 pm without a lifeguard and 3:00 pm – 8:00 pm with a lifeguard.

- c. **Covid Discussion** – MarLene asked for the Board’s direction regarding the clubhouse, parties and masks. Employees are required to wear masks at this time. The Board agreed to follow the CDC guidelines regarding mask requirements. If it changes, residents will be notified by email. The Board will follow CDC guidelines regarding use of the exercise equipment and reservations. Once the pool closes, some exercise equipment can be moved back into the atrium to allow for social distancing. Parties will be postponed until further notice.
- d. **2022 Proposed Budget** – The proposed budget with detail was posted on the BCRA website on 8/12/21.
- e. **Annual Meeting Information** – MarLene McGuire reported that the annual meeting will be held on 9/15/21. Mary Bahr is running for re-election. The monthly Board meeting will be held at 6:30 pm prior to the annual meeting.
- f. **Garage Sale** – The garage sale will be held on 9/18 from 9:00 am – 4:00 pm. In the future, the annual garage sale will be held the third Saturday of September instead of holding it in June.

**VIII. CLUB EVENTS REPORT**

**IX. COMMISSION REPORTS**

- a. Social Committee
- b. Architectural and Facilities
- c. Finance/Budget
- d. Landscaping – Mary Bahr reported that the gazebo has been power washed. The planter bed will be installed on 8/19 and the benches will be installed around the gazebo.

**X. OLD BUSINESS**

There was no Old Business to come before the Board.

**XI. NEW BUSINESS**


- a. **Sidewalk Snow Removal** – Jan Bedard asked Management to get the cost to clear the snow from the sidewalks from the clubhouse to Schick Road.

**XII. HOMEOWNER COMMENTS**

**XIII. ADJOURNMENT**

*A motion was made by Jan Bedard to adjourn the meeting at 7:54 pm. Seconded by David Smith. Motion unanimously approved.*

Respectfully Submitted,

  
Marge Harmon  
Recording Secretary

**BLOOMFIELD CLUB RECREATION ASSOCIATION**  
**BUSINESS SUMMARY**  
**August 18, 2021**

- A motion was made by Mary Bahr to approve the Agenda. Seconded by Russ Cascio. Motion unanimously approved.
- A motion was made by Jan Bedard to approve the minutes of the meeting on July 21, 2021. Seconded by David Smith. Motion unanimously approved.
- A motion was made by Jan Bedard to approve the Treasurer's Report as presented by Mike Mazza for July 31, 2021. Seconded by Russ Cascio. Motion unanimously approved.
- A motion was made by Jan Bedard to approve the Disbursements for July 2021. Seconded by Russ Cascio. Motion unanimously approved.
- A motion was made by David Smith to accept the draft copy of the 2020 audit as completed by the auditors.
- A motion was made by Jan Bedard to adjourn the meeting at 7:54 pm. Seconded by David Smith. Motion unanimously approved.