

# The Brook Forest Community Association

Board of Governors  
Meeting Minutes  
October 7, 2020

Meeting Called to Order: The meeting was called to order by Wayne Ziemer at 7:06P.M. via Zoom.

**Board Present:** Tim Soltys, Carmen Baldo, Joan Mullins, Wayne Ziemer, James Lin and John Kelly.

**Absent:** Michelle Quinlan Nicole Javell and Raju Iyer

**Also Present:** Dennis Brugh of Oak & Dale Properties (Management) as well as many residents

## **REVIEW OF MINUTES**

***Tim Soltys motioned to approve the July 27, 2020 Board Meeting Minutes, as presented, seconded by Carmen Baldo.***

***Voice vote. All in favor.***

***So ordered***

## **TREASURERS REPORT**

**Monthly Financial Statement** – Dennis Brugh reported on the financial statements through October, 2020 which reflected the following:

<b>Operating</b>	\$ 95,869
<b>Reserve</b>	\$104,054
<b>CD</b>	\$103,456

**2021 Draft Budget** – Management presented the draft 2021 Budget which reflected no increase in assessments.

***John Kelly motioned to approve the draft budget for distribution to the residents (this will be formally adopted at the November meeting), seconded by Tim Soltys.***

***Voice vote. All in favor.***

***So ordered***

## **ARCHITECTURAL**

The Committee reported the approval of a new home at 3 Regent Drive.

## **SECURITY**

The Association is looking to tighten up the effectiveness of the security cameras at the entrances. A contract with Chicago Two Way and monthly reports of status.

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## OLD BUSINESS

**Tennis Court Resurfacing-** *The Board discussed installing a combination lock on the courts to make sure that they are being used by Brook Forest Residents. Management will work to get this completed.*

**Parking Lot** – Management is looking into crack filling and seal coating the parking lot in the spring. Also the split rail fence has been replaced.

**Spruce Trees along 88 and Rt 83** – Management to have Wingren clean weeds around the spruce trees and treat with a herbicide to eliminate all weedy vegetation. They will also remove any volunteer trees that have popped up in the pines/spruce trees.

### **General Comments**

- Herbicide in curbs throughout community to eradicate weeds.
- Make sure flowers at entrances do not block view of traffic (Mockingbird Entrance).
- Garbage cans to be stored out of view
- Improve owner maintenance
- Update website

## NEW BUSINESS

**Leasing** – The Board will begin reviewing the leasing requirement within the subdivision to address short term leasing and also the possible fees for units leased. This will be reviewed by the Board at future meeting. Some of the items to be consider in the Rules and Regs:

- No short Term Leasing (under 12 months)
- Max. of 10 Units rented at a time
- Security Deposit
- Leasing forms/application and approval
- Owner/tenant must properly maintain property

Also as part of the Rules and Regs modification, increase the fine schedule.

**Holiday Decorations** – Management presented the proposal from Wingren for installation of the Holiday display at the four entrance consistent with what was done last year (\$8,034)

***Carmen Baldo motioned to approve the proposal from Wingren Landscape in the amount of \$8,034 for installation of Holiday Decoration at all four entrances, seconded by Tim Soltys.***

***Voice vote. All in favor.***

***So ordered***

# **The Brook Forest Community Association**

*Adjournment – Motion was made by John Kelly to adjourn the meeting at 8:21PM.  
Carmen Baldo seconded the motion.*

*Voice Vote. All in favor*

*So Ordered*