



Approved TLIA Board Meeting Minutes July 9, 2018

Board Members: Steve Burgoon, Tom Kubala, Mary Magro, Kevin Middleditch, Mike Mitchell, Kathy Pattengale, Fran Steffen, John Yancey, and Randy Young

Apologies: None

Committee Reps:

Pat Covek - Tennis & Grounds Beautification

Jack Johnson – Parks

Kelsi Knight and Caroline Milne – Events

Carla Azate and Paula Ermilio – Youth

Cass Young – Communications

Guests:

Jean Brandt, outside CPA

Bill Hare, TLIA member

Chris Lajiness, TLIA member

Call to Order

Randy Young

Randy Young called the meeting to order at 7:08 pm.

President's Report

Randy Young

We just finished one of the very best July celebrations I've witnessed in my 16 plus years here in Tower Lakes. I want to pass along my congratulations to the Events Committee and all the volunteers for a job well done. I know the entire Board agrees and says Thank You!

I also want to take a moment to comment on last month's meeting. While I was unable to attend, I understand that it got somewhat contentious and opinionated during the committee reporting segment.

Let me remind everyone that the purpose of committee reports is to inform the Board of their committee decisions, activities, and financials. Additionally, it is the committee's responsibility to inform the Board, prior to the meeting, of any proposals or actions that impact the wider operations of the Association. I have consistently asked that these reports be detailed and in writing prior to the Board meeting. I believe some of our committees have become lax in these reporting standards.

Having this detail and information ahead of time is the only way the board can make decisions from an informed and prepared position.

At the meetings, everyone has an equal opportunity to present reports, proposals and motions to the Board and it is my job, as Chair, to manage the agenda and maintain the decorum of the meeting, which I intend to do.

My admonition to our membership and committees is that... it is their job to report, propose, and advise. It is the job of the Board... not the public... to discuss and debate the issues presented... and then approve or disapprove the proposals, motions and policies.

As I have said before, and practiced consistently, decorum will be maintained... and our attention will be given to those recognized to speak ... while each of us, with respect, awaits their turn to speak.

With that said, let me remind everyone that we are all neighbors and friends. And while we may differ in our views, we all share the common goal of community.

So, with that in mind... let us get started on tonight's very full agenda.

Financial Report**Mary Magro and Fran Steffen**

Jean Brandt, TLIA's consulting accountant, shared a brief overview of our finances, bookkeeping, and reporting to date in FY2018.

Funds and committee balance reports have been consolidated. Committee Balance Reports will be sent out after approval by the Finance Committee each month.

Committees should report financial information to Mary Magro so that she can update bookkeeping and QuickBooks records in a timely manner.

Resident Bill Hare requested that the Board continue to work toward gap accounting practices. He suggested that we include regular depreciation of the tennis courts and account for collected vs. budgeted dues in the budget. He also recommended maintaining a senior dues budget. Bill presented a revised plan to present dues (actual to budget). He requested that reports be run on a cash vs. an accrual basis. The budget currently reflects \$180,000 under budget for the first six months since many of our major expenses occur in the summer. Bill requested that the money coming in should be included in the year it is spent and wants TLIA to operate more on a monthly basis. In addition, the two extra months this year due to the change in the fiscal year need to be reconciled in the books.

Mary Magro shared the Budget to Actual report. Expenses this month were Capital expenses for reconstruction of the bridge as well as expenses for lawn maintenance, tree removal, and life guard salaries. We are still operating under budget at this point in the year.

Tower Lakes Improvement Association
Budget vs. Actuals: Nov 2017-Dec 2018 Budget - FY18 P&L

November 2017 - December 2018

*note: this is the combined 14 month budget fy17/18

	July	Total			
		Actual	Budget	over Budget	% of Budget
Income					
Collection of past due accounts		500.00		500.00	
Committee Revenue				0.00	
Communications Committee	515.00	4,161.01	860.00	3,301.01	483.84%
Events Committee	21,232.62	39,948.57	12,000.00	27,948.57	332.90%
Tennis - Youth Committee		5,203.30	3,000.00	2,203.30	173.44%
Youth Committee	1,681.44	4,517.44	900.00	3,617.44	501.94%
Total Committee Revenue	\$ 23,429.06	\$ 53,830.32	\$ 16,760.00	\$ 37,070.32	321.18%
Dues Income	0.00			0.00	
Regular Dues	1,689.63	137,969.83	129,675.00	8,294.83	106.40%
Senior Dues	366.93	60,129.59	47,460.00	12,669.59	126.70%
Vacant Lot			788.00	-788.00	0.00%
Total Dues Income	\$ 2,056.56	\$ 198,099.42	\$ 177,923.00	\$ 20,176.42	111.34%
Late Fees Charged	63.00	1,431.83		1,431.83	
RFPP Revenue	717.00	5,151.00		5,151.00	
Services	75.00	2,857.62		2,857.62	
SILT Lake Special Assessment	858.44	85,842.08	84,000.00	1,842.08	102.19%
Unapplied Cash Payment Income		-492.33		-492.33	
Vacant Lot Dues		873.00		873.00	
Total Income	\$ 27,199.06	\$ 348,092.94	\$ 278,683.00	\$ 69,409.94	124.91%
Gross Profit	\$ 27,199.06	\$ 348,092.94	\$ 278,683.00	\$ 69,409.94	124.91%
Expenses					
Administration	225.45	4,668.55	2,500.00	2,168.55	186.74%
Bad Debts		700.00		700.00	
Beach/Lifeguards	11,623.50	21,915.10	27,840.00	-5,924.90	78.72%
Capital	4,600.00	12,981.83		12,981.83	
Committee Expense				0.00	
Communications	1,459.50	4,942.98	3,357.01	1,585.97	147.24%
Events Committee	19,818.94	26,566.65	13,715.95	12,850.70	193.69%
Tennis - Youth		165.00	1,553.30	-1,388.30	10.62%
Youth Committee	275.00	3,884.21	2,900.00	984.21	133.94%
Total Committee Expense	\$ 21,553.44	\$ 35,558.84	\$ 21,526.26	\$ 14,032.58	165.19%
Grounds Beautification	90.00	4,826.76	6,500.00	-1,673.24	74.26%
Grounds General	5,159.50	11,262.78	6,000.00	5,262.78	187.71%
Grounds Maintenance	285.00	9,640.00	12,000.00	-2,360.00	80.33%
Insurance	8,730.00	10,495.00	17,000.00	-6,505.00	61.74%
Lake	19,844.17	27,209.02	40,127.00	-12,917.98	67.81%
Lawn Maintenance		3,480.00	18,000.00	-14,520.00	19.33%
Legal & Professional	653.68	800.68	5,000.00	-4,199.32	16.01%
Member Services		1,005.10	2,500.00	-1,494.90	40.20%
Park Maintenance	250.00	450.93	3,500.00	-3,049.07	12.88%
Records & Archives			1,268.00	-1,268.00	0.00%
Silt Removal Project	4,500.00	58,783.99	84,000.00	-25,216.01	69.98%

Taxes		4,805.05	4,500.00	305.05	106.78%
Tennis Committee	525.00	1,615.17	1,500.00	115.17	107.68%
Tree Removal and Maintenance		7,450.00	13,750.00	-6,300.00	54.18%
Uncategorized Expense				0.00	
Website/Email	215.85	702.73	3,000.00	-2,297.27	23.42%
Total Expenses	\$ 78,255.59	\$ 218,351.53	\$ 270,511.26	-\$ 52,159.73	80.72%
Net Operating Income	-\$ 51,056.53	\$ 129,741.41	\$ 8,171.74	\$ 121,569.67	1587.68%
Other Income					
Interest Income	9.21	70.30		70.30	
Total Other Income	\$ 9.21	\$ 70.30	\$ 0.00	\$ 70.30	
Other Expenses					
Bank Transfer		-263.00		-263.00	
Depreciation	685.33	6,082.31		6,082.31	
Reserve Contributions for Year				0.00	
Events Reserve Contribution			6,000.00	-6,000.00	0.00%
Total Reserve Contributions for Year	\$ 0.00	\$ 0.00	\$ 6,000.00	-\$ 6,000.00	0.00%
Total Other Expenses	\$ 685.33	\$ 5,819.31	\$ 6,000.00	-\$ 180.69	96.99%
Net Other Income	-\$ 676.12	-\$ 5,749.01	-\$ 6,000.00	\$ 250.99	95.82%
Net Income	-\$ 51,732.65	\$ 123,992.40	\$ 2,171.74	\$ 121,820.66	5709.36%

Wednesday, Aug 08, 2018 07:53:58 PM GMT-7 - Cash Basis

Fran Steffen reported that over \$19,000 from the 4th of July activities has been deposited in our account. We continue to make significant progress regarding dues collections. The amount owed that is over 190 days past due is down to \$2,247, decreased in part due to write-off from foreclosure. Everyone except two noncommunicative parties

in arrears has set up a payment plant to pay their dues. These two parties have been sent to collections and will have legal fees imposed. We will pursue filing a lawsuit if there is still no response from them. \$10,656 remains in over 40 days past due unpaid dues.

Approval of May, June, and Special Meeting Minutes

May TLIA Board Meeting:

Motion to approve: Steve Burgoon

Second: Tom Kubala

All in favor

Special meeting:

Motion to approve: Steve Burgoon

Second Mary Magro

All in favor

June TLIA Board Meeting:

Motion to approve: Tom Kubala

Second: Mary Magro

All in favor

Committees

Beach

Mary Magro

The decrease in the geese population has had a positive effect on the beach area. Swimming lessons are in session. The lifeguards have been very responsible and are working hard. New ropes will be purchased, and umbrellas will be installed at the tables on the island.

Communications

Cassandra Young

There was a brief discussion regarding protocol for committee members' participation during Board meetings. This month the Communications Committee sent out 28 email blasts publicizing TLIA events and activities with high open rates and also created posters about the 4th of July festivities. The Communications Committee has raised \$3,740 via ads and sponsorships to help offset printing costs so far this year.

Events

Caroline Milne & Kelsi Knight

Events Committee members shared an overview of the July 4th festivities. Preliminary numbers reflect that the committee took in close to \$20,000 before expenses. The Board expressed gratitude for an outstanding job by the Events Committee in the planning and execution of the 4th of July activities. The Chili Cookoff will be held on October 13.

There will be a review of procedures for credit card payments made to committees, as it the Board's responsibility to make decisions related to setting up alternative ways to take in monies. The Board needs to establish a uniform vendor setup and manage all committees using the same system. Fran Steffen will spearhead setting up this process through the Finance Committee.

Grounds General

John Yancey

Bays Park drainage is being addressed, A new swale was constructed at Bays Park adjacent to Jeff Patronik's property to address drainage issues and handle water runoff. The contract was approved for payment to Encap and signed by Randy Young. A professional hydrologist may be needed to further evaluate the situation, and we will continually reevaluate drainage issues in this area with the assistance of the Village.

The second Bays Park sign that is currently being stored in the Beach House will be installed on the opposite side of the park from the existing posted sign. All parks have been weeded, and the mulch has been turned. Trees will be pruned as needed prior to the holiday.

The Village Tree Commission has worked with Tom Spicer to order trees both for TLIA and for residents. TLIA will be ordering trees and selecting planting sites. Park Stewards will be planting these trees at Fall Clean Up

Drew Mack is doing a fantastic job on the bridge with the help of Jack Johnson and Ray Boe. The bridge will be slightly longer and more accessible than the previous bridge, raised approximately two feet so not to impede water flow. The estimated completion date is set for Aug 1, weather permitting.

The South Hills boat landing rehabilitation will be addressed this fall and late summer. The entrance to the easement to access the landing is being completed by Tom Spicer in conjunction with the homeowners adjacent to the site. It will be landscaped this summer. The shoreline and water access will be cleaned up, trees will be removed from the

waterway, and the area will be prepared for landscaping this Fall. TLIA will also clean up and clearly mark boat landings that are not being used. The boat landing access by the dam needs to be clarified. Rehabilitation of the boat landing and easement access on the channel on North Lake Shore Drive will also be completed.

Residents will be required to remove all boats from the shoreline by October 1 on an annual basis. Fall cleanup will be October 6 this year.

A new path to the gazebo from the street needs to be built. A path down from South Hills to the lake, which is currently only grass, is also under consideration. Pooling water at the soccer field will need to be filled with silt or dirt.

Grounds Beautification

Planting is completed, and watering continues. The Memory Garden will be finished soon, and solar lights will be installed. Carriage Landscaping is doing a great job helping to maintain our properties. Upcoming projects include planting fall mums and decorating for Christmas.

Pat Covek

Please do not cut or take any flowers, flowering shrubs or trees from TLIA properties. They are there for all of us to enjoy.

Two doggy bag stations will be installed: one on the East side, one on the West side. Bags will be supplied, but waste needs to be taken home with dog walkers. Mike Mitchell will help put up the poles for these stations.

The committee is considering installing a commercial grade grill on the island. This could possibly be funded through the Memorial Day Run. A similar grill could also be installed at the soccer field, or one like the grill at the tennis courts. Portability and security are essential to consider when purchasing a grill.

Lake Committee

Randy Young persisted to get the permit in order to proceed with the Kelsey Road silt removal project. We continue our efforts with LC DOT to get the permit. Given the current timing, we are pursuing an alternative plan to barge the necessary equipment to Kelsey Woods to move existing silt and bring needed materials there for the next phase of pumping. Also, we are beginning planning for the next stage of pumping, which would be around the islands and East side boat landing. Possible silt location sites of the soccer field and wetland at Melrose/Terrace are being considered. We continue collaborating with Village on storm water management solutions in the area & will look at potential LC SWM grants to help with the efforts.

Tom Kubala

The Lake Committee continues to work with ILM on lake treatment. It has been a tough year with the extensive rainfall and hot, calm weather patterns we have been in. We are still dealing with algae, and now a new issue, duckweed, has come up, mainly in the channel. The areas (approximately 38 acres) that have been treated for underwater plants have seen the growth knocked back quite a bit. Lily treatment, of approximately 20 acres is planned for July 13. Lily and algae harvesting will be one around the lake. Additional financial resources might be needed for treating the lake.

A total of 32 geese were removed from the lake out of 37 in the original count. The USDA called it a very successful harvest. The final report has been submitted to IL DNR to close out the permit. Goose meat products were donated to the Greater Chicago Food Depository in Chicago. Next year we will return to our ongoing goose management efforts: oiling, fencing, etc.

Fish shocking has been rescheduled to July 10. Any carp will be collected and removed. In addition, we will get an estimate of the current population of the game fish in the lake. This is a routine effort to manage the fish population.

Zach Rowley continues to lead the Volunteer Lake Management Program (VLMP) efforts, with Lake team members supporting him as needed. The Galavich twins have taken over 100 carp out of the lake. We will be sharing ways residents can dispose of carp in the newsletter. The expanded silt team will be working on the boat landing in the channel, the beach area, and the wet area at Melrose and Terrace. The five-year project will be completed in 2021. In addition, the Village will be working on storm water management in concert with TLIA.

Youth

Jacyln Aprati, Carla Arzate & Paula Ermilio

Family Bingo took in approximately \$600 over the Fourth. Upcoming events include the Back to School party, Boomers day out at the park, a campout in September at Barsumian Park, Halloween in October and Santa

Visit/Carriage Rides in December. Just a reminder that all committees should communicate with Cass Young to check the master calendar and/or the website before planning events.

Member Services

Kevin Middleditch

Several Recreational Family Pass Program (RFPP) members have requested the possibility of obtaining individual memberships. All TLIA members and RFPP pass holders pay per household as there is no way to manage individual memberships. Kevin Middleditch is working on a draft of the directory.

Rain Garden

Andy Hay

The detention function is working well at Bays Park. During heavy rains in June, only once did it briefly reach the spillway. Drainage from roads and other properties is reaching the raingarden via the storm drains as planned. Drainage from new berm in front of Hess's house is working well. The plants are growing and thriving. A couple of species didn't make it as it proved too wet for them. These have been replaced with plants that have a better ability to thrive in fully wet areas. Today we have a mix of full wet and partial wet plants, as we initially underestimated how wet the area in the sun would still remain. Soils samples from 18 inches down show permanent wet. New plants will be installed this week at no charge. Weeding is ongoing as plants take over from the weeds. Monarchs and Hummingbirds have been seen in the garden, as well as other pollinators. Drainage from Patronik's property isn't making it into the raingarden at high rainfall. The connection system is being re-engineered at no charge. A small berm will divert water from the volleyball court to the existing swale (again, at no charge). ENCAP cleared and rebuilt the drainage swale that was blocked with garden refuse and mud, completely overgrown. The work is a cost of \$1,250, which can be applied to matching funds. The volleyball court will then be protected both sides. The contract work was approved by Grounds, signed by Randy Young, and completed on July 5. The Water contractor that ruined the wall will rebuild an earthen structure at no cost to us.

ENCAP provided the additional engineering plans and information needed to make a third submission to LC Storm Water for the Wetland Development Plan at Wagner Park. We should receive the WDP in July and hope to receive Army Corps permitting this summer. We will need TLIA help to get boats removed from the grass on Wagner in November (racks can stay). Construction will begin over the winter or in the spring, depending on how frozen ground is (Frozen means less damage). Planting and wetland remediation of damp area is scheduled to occur in May/June, subject to plant availability. The garden opening is set for July 2019.

We continue to experience ongoing challenges with reimbursement from ILEPA, and we still haven't received claims from April for Q1. The Q2 submission will be in July. Lake County has been very supportive. Sharon Osterby has been out to view garden at Bays Park in June and took pictures as a showcase feature for their grant support. She has also offered to host a "Garden day" in the fall at Bays Park to teach local residents how to maintain native and wetland plants on their own properties. A \$12k grant is available to us upon completion of the rain garden.

SLT Report

Steve Burgoon

No report

Tennis

Pat Covek

Tennis and pickleball lessons are in progress. A platform for the storage box was built above the water line. A lock needs to be secured for the storage box. A dead evergreen behind the courts was replaced. Currently there is no water source there. Pat will call Paul Kierig regarding the possibility of getting access for watering.

The 4th of July 4th Round Robin was attended by approximately 12 Tennis players.

Water was up to the top of the courts after the rain, and the Village is working on this.

Old Business

Randy Young

TLIA wishes to honor Bob Brown's service with a simple faux bronze plaque that will be placed at the bottom of a tree on his property, donated and planted by North Lake residents in the fall. The plaque will read:

Bob Brown

Thank You for Your

Dedicated Service to Tower Lakes

The cost if the plaque, mounted on a 36" stake, is \$290.39 plus shipping.

Motion: To approve this request not to exceed \$350 by Mary Magro

Second: John Yancey

All in favor

PARC Committee

Jack Johnson

The PARC Committee proposes that the Board approve the scheduling of an open meeting to review the Bays Park

Improvement Proposal and listen to any concerns that park neighbors have relating to moving forward or not moving forward on the improvement plan as proposed. Additionally, this meeting would be followed by an (amended) final plan for Bays Park Improvement to be added to the voting agenda at the next Annual Meeting of the Association, Jan. 2019.

Potential issues with the ½ court basketball court proposed in the plan include the proximity of impervious surface to the rain garden, any restrictions presented by the proximity to the rain garden/potential risk to our relationship with the EPA, current drainage issues and repaving by the courts (Randy Young will talk to Joe Skurla regarding this), and changes to the look and purpose of Bays Park. The proposed path has already been removed from the plan. Alternative to the plan were suggested: a basketball hoop(s) versus an actual basketball court on other sites in the community and a play area/jungle gym with picnic tables in Bays Park to make it more family friendly. The Board will respond to PARC's request with specific alternatives to the original plan.

The discussion on long-term storage of TLIA archives was postponed until the next meeting. There will be a general discussion of signage at the next meeting as well.

New Business

Randy Young

None

Public Comments/Discussion

Chris Lajiness volunteered to help explore the possibility of purchasing grills for TLIA properties.

Adjourn

Motion to adjourn: Mary Magro

Second: Mike Mitchell

Meeting was adjourned at 9:15 pm.

Respectfully submitted,
Kathy Pattengale