

**SANDBURG VILLAGE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 27,2010**

HOA's Alcott Hospitality Room, 1460 North Sandburg Terrace, Chicago, Illinois 60610

Present: Mary Murtaugh - Association 1

Mario Rizzo - Association 1

Robert Connor - Association 2

Mary Beth Wheeler - Association 2

Cyd Stein - Association 2

Geoff Kelly - Association 3

Eduard Teodosescu - Eliot

Katherine Macedonio - Faulkner

Jon Skor - Faulkner

John Berchem - Lowell

Dave Beck - Association 7

Marcie Johnson - Association 7

Jack Vedra - Association 7

Also present were Steve Habib, Property Manager, and Julie McCracken, Site Supervisor, of DKCondo, A Draper and Kramer Company. Barbara A. Roberts acted as Recording Secretary.

**CALL TO ORDER / AGENDA REVIEW**

Mr. Vedra declared that a quorum was present and called the meeting to order at 6:43 p.m. He added to the agenda an action item about the landscape consultant contract for 2010.

**APPROVAL OF MINUTES**

Mr. Vedra asked if there were any additions or corrections to the minutes of the regular Board meeting held on December 9, 2009. There being none, Ms. Wheeler ***moved that the minutes of the regular Board of Directors meeting held on December 9, 2009, be approved as presented.*** Mr. Beck seconded the motion, and it passed unanimously.

**ELECTION OF OFFICERS**

Mr. Vedra proposed a slate of Board officers for 2010, as follows:

President - Jack Vedra

Vice President - Mary Beth Wheeler

Treasurer - John Berchem

Secretary - Mary Murtaugh

There being no other nominations for Board officers, Mr. Rizzo ***moved that the Board elect the following to act as Board officers for 2010: Jack Vedra - President, Mary Beth Wheeler - Vice President, John Berchem - Treasurer, and Mary Murtaugh - Secretary.*** Ms. Johnson seconded the motion, and it passed unanimously.

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**PRESIDENT'S REPORT**

For those new to the HOA Board, Mr. Vedra described the composition, function and duties of the Board, noting that each member of the Board represents not only his or her individual association but also all Sandburg Village residents as a whole, stressing that the good of the entire Village is paramount in every decision and vote.

Mr. Vedra stated that Board meetings are held on the fourth Wednesday of every month with the exception of November, so a meeting is held early in December, and that usually either the July or the August meeting is skipped if possible, or any other meeting may be skipped if there is nothing to vote on. He explained that each Board member receives a Board packet on the Friday before a meeting, and that on the preceding Monday, he and Mr. Habib meet to establish the meeting agenda and assemble information needed for the meeting, so that any Board member wishing to add an item to the



orders will be handled, the purpose of performance bonds, and other matters. Mr. Vedra thanked Mr. Jacobs and Mr. Gaudette for their presentation.

#### Meeting Dates

The Board briefly reviewed the Board meeting dates for 2010. In response to a question from Mr. Rizzo, Mr. Vedra explained that an individual association may not designate anyone other than a seated director or alternate to attend a Board meeting as a Board member, but may change its alternate Board directors if necessary.

#### Landscape Consultant Contract

Mr. Habib briefly reported on the elements of the proposed 2010 contract submitted by Jacobs/Ryan Associates, including the design of the seasonal rotation plantings, five walk-throughs of the Village, and consultations to continue to improve the Village landscaping. Mr. Berchem *moved to approve the proposal submitted by Jacobs/Ryan Associates Landscape Architects, Inc. on January 27, 2010, to perform various design and consulting services for the 2010 landscaping plan, in the amount of \$9,000.00.* Ms. Johnson seconded the motion, and it passed unanimously.

#### DIRECTORS-MANAGEMENT FORUM

- Ms. Johnson asked about the cause of the recent fire in Bryant House. Ms. Wheeler said that the Chicago Fire Department has not yet reported on the cause. Mr. Berchem asked if Association 2 learned anything from the fire. Ms. Wheeler replied that the Association had just finished installing its life safety communication system and that the system apparently worked perfectly. Mr. Rizzo added that Association 1 is considering going beyond the City of Chicago's life safety requirements. Discussion ensued about speaker systems and smoke detectors in elevators.

- Mr. Beck reported that the contract for the James House Window Replacement Project has been approved, for less money than originally estimated, and that the J/K Finance Committee is now working on financing; he added that more than half the payment for the windows has already been pledged by unit owners, and that the project is expected to begin in June.

- Mr. Berchem stated that Lowell House engaged Commercial Alarm Systems and Dunning Electrical Services to design and install its life safety alarm and communication system and that, judging by their design and their presentation, the project should proceed very smoothly.

- Ms. Johnson asked if any of the associations have informed their residents about procedures to follow in case of a fire, or have arranged a presentation to residents by the Chicago Fire Department. Mr. Berchem stated that the Chicago Fire Department supplied brochures to Lowell House, and that an informational DVD is also available. Ms. Johnson suggested that all Sandburg Village Homeowners Association Board Meeting Minutes

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associations issue a directive for residents to inform their property managers if they would need assistance in evacuating, noting that people sometimes are only temporarily disabled and may forget to inform management.

- Mr. Connor asked how HOA Management intends to deal with rabbits in the malls this year. Mr. Habib stated that funds have been included in the budget for legal trapping and removal.

- Ms. Wheeler conveyed a request from an Association 2 unit owner about permitting elderly or retired residents to use HOA's Alcott House Hospitality Room as a gathering place. Discussion ensued about liability issues, whether and, if so, how to charge for such a use of the room, conflicts with the cleaning and set-up schedule for meetings, and other matters. The consensus was to refuse the request.

- Mr. Teodosescu asked what route is followed when HOA's staff removes snow. Mr. Habib responded that the Village is plowed from the outside in, starting from the sidewalks on Clark and LaSalle and moving toward the middle to clear the malls, stairways and ramps. He added that Everest Snow Management, Inc. clears the driveways and loading dock areas according to its own schedule. Mr. Connor remarked that HOA's snow removal efforts worked well last year.

#### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:26 p.m.  
Respectfully submitted,  
//SIGNED//  
Secretary