



# Northwest

## Property Management

[www.nwpropertymanagement.net](http://www.nwpropertymanagement.net)

**THE TIMBERS CLUB CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
St. Charles Township Offices  
Monday, March 20, 2023 at 7:00 P.M.**

### **AGENDA**

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. FINANCIAL/MANAGEMENT REPORTS (Page 1)**
  - a. Maintenance Report (Page 26)
  - b. Inspection Report (Page 27-49)
- V. COMPLETED MAINTENANCE REPORT**
  - a. Snow removal services and salting
  - b. Kramer Tree work completed
  - c. Building 15: Front door lock repair
- VI. OLD BUSINESS**
  - a. Other
- VII. NEW BUSINESS**
  - a. City of St. Charles/Detention Pond (Page 50)
  - b. Insurance Renewal (Page 52)
  - c. Not Just Grass Information (Page 60)
  - d. Approval of Checks
  - e. Other
- VIII. OPEN MEETING TO HOMEOWNERS**
- IX. EXECUTIVE SESSION / RULES ADJUDICATION**
- X. NEXT SCHEDULED MEETING**

Monday, April 17, 2023
- XI. ADJOURNMENT**

THE TIMBERS CLUB CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING

St. Charles Township Offices

February 20, 2023 @ 7:00pm

1. CALL TO ORDER

The meeting was called to order at 7:04pm.

Those present were:

Mr. Tom Bosko	President
Ms. Isie Barclay	Secretary
Ms. Michelle Fey	Treasurer
Mr. Brian Schumacher	Managing Agent
Ms. Cindy Bravos	Director
Mr. Andrew Subject	Director

2. APPROVAL OF AGENDA

A motion was made by Cindy Bravos to approve the agenda, seconded by Michelle Fey. Motion unanimously approved.

3. APPROVAL OF THE MINUTES

Minutes from the January 16th, 2022 meeting: A motion was made by Isie to approve the minutes as presented, seconded by Andy. Motion unanimously approved.

4. FINANCIAL / MANAGEMENT REPORTS

The operating account reflects a total net worth of \$148,534.70 and the Reserve Account reflects a total net worth of \$89,344.92. A motion was made by Cindy, second by Michelle to approve the financials as presented through January of 2022. Unanimously approved.

The Board approved the purchase of a new CD in the amount of \$50,000 at Wintrust Bank. It will mature in 11 months.

Approval of Checks: A motion was made by Cindy, second by Michelle to approve payment of checks as presented. Unanimously approved.



# Northwest

## Property Management

[www.nwpropertymanagement.net](http://www.nwpropertymanagement.net)

### THE TIMBERS CLUB CONDOMINIUM ASSOCIATION MANAGEMENT REPORT MARCH 2023

#### FINANCIALS

Attached are the financials for the month ending February 28, 2023.

CASH / INVESTMENTS		
Cash	Enterprise Operating Checking	\$120,067.95
Cash	Enterprise Reserves Checking	\$72,600.73
<b>TOTAL:</b>		<b>\$192,668.68</b>

#### OTHER CURRENT ASSETS

Prepaid Insurance \$334.58

(4) CD's \$178,443.68

#### ACCOUNTS RECEIVABLE / PREPAID ASSESSMENTS

Your AR Report represents past due or delinquent assessments and your Prepaid Report represents assessment paid ahead.

Total past due assessments are \$6,850.08

Total Prepaid assessments are \$12,893.07

#### OPERATING EQUITY ACCOUNTS

All operating equity accounts represent funds out of operating that are earmarked for future projects and/or expenses and do not represent additional cash on hand. Funds may be utilized without effecting the current years' operating budget provided the funds are available in the operating cash accounts.

Total Operating Equity is \$4,888.23

Prior Year's Equity balance is \$139,471.31 which represents a surplus of funds at year end, year over year.



# *Northwest*

## *Property Management*

*www.nwpropertymanagement.net*

### **REPORTS**

Attached for your review are the following reports:

- Property Inspection
- Correspondence
- Home Sales

Respectfully Submitted,

Brian Schumacher, CMCA  
Community Association Manager  
Northwest Property Management

5. MAINTENANCE REPORT

Snow plowing during the recent snowfall went well, with our contractors salting the driveways beforehand to avoid the melting snow from icing over. This action was in consideration of the aging population as well as the safety for the community as a whole.

Repairs identified in our January session were completed on Buildings 9, 5, 7, 8, and 13.

The Board is projecting the probability of roofing two more buildings in the coming year.

6. BUSINESS MEETING

Old Business: Removal of the three dead trees will take place on February 23rd, weather permitting.

New Business: Carpet cleanings in the foyers is planned for this coming Spring. Cindy moved to approve the Mr. Natural contract with Scotchguard. Second by Isie, motion approved.

7. OPEN TO HOMEOWNERS

We have a request for one homeowner who wishes to install a stair-lift for her second floor unit, at her expense. The lift will be in compliance with ADA. She will be responsible for removal when she vacates the premises.

9. NEXT SCHEDULED MEETING

March 20, 2022 at 7pm.

10. ADJOURNMENT

The meeting was adjourned at 7:50 pm.

Respectfully Submitted:  
Isabell Barclay, Board Secretary

THE TIMBERS CLUB CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
St. Charles Township Offices  
March 20, 2023 @ 7:00pm

1. CALL TO ORDER

The meeting was called to order at 7:00pm.

Those present were:

Mr. Tom Bosko	President
Ms. Isie Barclay	Secretary
Ms. Michelle Fey	Treasurer
Mr. Brian Schumacher	Managing Agent
Mr. Robert Biddle	Director
Ms. Cindy Bravos	Director
Mr. Andrew Subject	Director

2. APPROVAL OF AGENDA

A motion was made by Andy Subject to approve the agenda, seconded by Robert Biddle. Motion unanimously approved.

3. APPROVAL OF THE MINUTES

Minutes from the February 20, 2022 meeting: A motion was made by Michelle Fey to approve the minutes as presented, seconded by Isie Barclay. Motion unanimously approved.

4. FINANCIAL / MANAGEMENT REPORTS

The operating account reflects a total net worth of \$150,067.95 and the Reserve Account reflects a total net worth of \$251,044.41. A motion was made by Robert Biddle, second by Michelle Fey to approve the financials as presented through February of 2023. Unanimously approved.

Approval of Checks: A motion was made by Isie Barclay, second by Robert Biddle to approve payment of checks as presented. Unanimously approved.

5. MAINTENANCE REPORT

Brian Schumacher conducted an inspection of the properties. The following maintenance issues were or are being addressed:

208 Benham – The owner will be asked to remove a collection of shoes left in the foyer area as this is a violation of the Condominium rules.

212 Benham – An identified rusted fixture ring in the foyer will be replaced.  
The Board is considering installing Kickboard plates at the bottom of outside foyer doors.

The Board discussed reviewing a policy for move in – move out inspections to insure there is no damage to the common areas prior to a home sale. Tom Bosko will arrange a meeting time.

6. BUSINESS MEETING

Old Business:

Brian will work on getting estimates for paint / plaster work identified during his recent inspection.

Kramer Tree will return to complete removal of the dead tree located behind Building 5.

The front door lock was repaired on Building 15.

New Business:

The City of St Charles has notified us to clean up the retention pond and regrade the low point area for better drainage.

Insurance Renewal: The Board has approved renewing its commercial property insurance with Traveler's, premium totaling \$25,788.93.

Brian Schumacher will seek out bids for this year's driveway seal-coating.

7. OPEN TO HOMEOWNERS

Homeowners reported the dead tree behind Building 5 has not yet been removed. Kramer was unable to complete the job due to weather conditions. They will return this week.

8. EXECUTIVE SESSION / RULES ADJUDICATION

Our attorney has sent letters to 218 Benham Court and 238 Benham Court advising them that they are severely behind in payment of dues, and that, if not paid, action will be taken.

9. NEXT SCHEDULED MEETING

April 16, 2023 at 7pm.

10. ADJOURNMENT

The meeting was adjourned at 8:14 pm.

Respectfully Submitted:

Isabell Barclay, Board Secretary