

Management meeting with EPI

5/14/07

- 1) EPI Management Company starts by presenting example manual.
- 2) Reviewed the process for letter of delinquency.
- 3) Reviewed thoroughly the entire manual. Several example forms were presented to the board.
- 4) EPI Realty Management, located in Crestwood, IL.
- 5) Estimated \$800.00 a month for the total presentation.
- 6) If the association wanted to do some of the work presented in the manuals themselves. A reduction in the monthly fee could be reduced.
- 7) A follow up with the sale of a house is handled by EPI to make sure when a home is sold within the subdivision. The appropriate paper work is completed and letters are sent showing the transference of one ownership to the other.
- 8) There is a \$65.00 charge to the seller of the home with in the Chesterfield Subdivision including the bylaws and all of the rules and regulations.
- 9) \$.08 per copy is charged with all copying.
- 10) The Treasurer of the association is in direct contact with EPI as far as all transactions.
- 11) All accounting statements originate from Crestwood IL.
- 12) Who makes the determinations of the reserves- EPI give a projection but there is no guaranteed.
- 13) There are 8 managers with in EPI, interviewing a manger that would serve the association would be available.
- 14) Coping fees cannot be estimated due to the notices.
- 15) All invoices are scanned into the computer and then sent to the treasure of the association for our files.
- 16) They have an add on service to help create a website that is set up for the board members to be able to access and the homeowners can access sites but are not able to access others.
- 17) What can EPI do for this subdivision- being that they are very computerized?
They look in advance for when contracts are up and notify the board to review.
- 18) Located in the Chicago land area they have about 50 subdivisions they manage.
- 19) \$40.00 if EPI has to go to court for a delinquent homeowner.
- 20) Taxes are completed by EPI for \$250.00, on top of fee.
- 21) Jim expressed the concern for the changeover from one Management Company to another. EPI has a list that they typically follow for a check off list for the transfer.
- 22) We discussed having a transition period between two management companies.
- 23) Management companies cannot be a collection agency.
- 24) They do not do phone calls to the homeowners.
- 25) They are able to comply with the list that Brian sent EPI except for calling homeowners.
- 26) References for subdivisions would be provided upon request.
- 27) The manager would come out and review the homes that are not compliant and take photos and record the violations.

- a) Call to order for the meeting, Eric is not here.
- b) Jim contacted the village in regards to the water at the bike path
- c) City is going to use some of the SAS funds fix the problem that we have a bike path.
- d) Jim would like to have a clean up day interjected with in the subdivision.
- e) Jim discussed the great job that Brian did with the hard work in getting a landscaping contractor. Acres landscaping is our new contractor and we are getting 2 years of service for the cost of 11 years service last year.
- f) The Park district will take care of the pond area and the land around the property.
- g) Jim and Brian are working with the PD and have made some good contact with the PD.
- h) Chesterfield subdivision owns the lake basically.
- i) The land on the north side of the fence between Butterfield roads is owned by the county and is being cut by COA.
- j) Debra from Legum and Norman did not send the financials to Brian. She has not sent any information to COA. Brian has repeatedly called her and she will not return any information.
- k) COA has sent them notification in regards to not paying anyone and we do
- l) Jim made a motion to approve the contract for the landscaping contractor. Randy 1st and Chris 2nds.
- m) Jim made a motion to send the letter to the Legum and Norman, Randy 1st and Chris 2nds.
- n) Irrigation system will be started up this week and Jim will give Chris the RPZ to start up the irrigation system.
- o) Jim has been monitoring the lawns and will be watching this week for lawns that are not cut.
- p) It was asked how EPI costs are related to Legum and Norman.
- q) Debbie Garcia is presenting information in regards to Rules and regulations.
- r) The fence issue came up again in length and it was discussed.
- s) The communication could be the ones who are part of a welcoming committee.
- t) Getting a new management company is number 1 over the fence issue.
- u) Deciding what the front yard is versus the back yard needs to be very well thought out. The proposed amendment will be reviewed with the executive session on May 14th at 6:30pm. Two management companies will be there at the session.