

BLOOMFIELD CLUB RECREATION ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
Wednesday, February 21, 2024 – *Submitted for Approval: 20 March 2024*

Present: Jan Bedard (President), Russ Cascio (Vice President), Mary Bahr (Secretary), Paulette Wirkus (Treasurer), David Smith (Director), Paraj Mathur (Director), Kim Tarman (Administrator)

Absent: Tina Dunn (Director), Pam Stanish (ABC Property Managers)

Homeowners Present: Mr. & Mrs. Justin Scheuchenzuber (323 Torrington)
Kerri Fricke (215 Benton), Paula Albright (217 Benton), Kathleen LaManna (252 Lynwood)

At 6:30 pm, prior to the regularly scheduled meeting, the Board met in closed session with a homeowner to discuss problems with his family's rental of the Library and Party Room. The party did not end as contracted, extra cleaning was needed and a window was left open, causing a security system alarm. The board approved \$100 for the contractual overtime charge and \$125 for extra cleaning to be withheld from the \$450 rental deposit. The homeowner complimented the Attendant for her help during the rental period. Kim Tarman will add instructions to check windows to the standard Rental Checkout List. We will also review instructions for adjusting room temperatures during rental periods as well as checking the accuracy of current room thermostat.

I. Call to Order

Jan Bedard called the meeting to order at 7:00 pm.

II. Homeowners' Forum –

- A.** We have been unable to identify the person who vandalized the downstairs Men's locker room last month. The camera angle and focus are not good enough for identification and it appears that the person entered the facility without swiping an id card. It is possible that either the back entrance gates were not properly closed or that he followed another resident into the Clubhouse. The Court and patio gates are now padlocked, requiring everyone to use the front entrance to enter the Clubhouse. We will have to realign the gates to make sure that they close properly as soon as the Courts open this spring. The attendants have been instructed to keep an eye on the front door to make sure that it closes properly.
- B.** Homeowners are pleased that the Village of Bloomingdale has installed a Stop sign at the corner of Lynwood Lane and Benton Drive. Compliments go to Jan Bedard for her persistence in getting this long-sought safety improvement.

III. Approval of Agenda - Motion by Russ Cascio, seconded by Paraj Mathur.

Approved unanimously.

IV. Approval of Minutes from January 17, 2024 Meeting.

Motion by Russ Cascio, seconded by Paraj Mathur. Approved unanimously.

V. Treasurer’s Reports - Presented by Paulette Wirkus.

A. Paulette Wirkus and Mary Bahr met with Jolanta Nawrocka of ABC Property Managers on January 30, 2024 to finalize Year End Accounting for 2023, reclassify some 2023 expenses and prepare posting of the 2024 Budget.

Treasurer Paulette Wirkus presented the December 31, 2023 Financial report:

The Dec. 31, 2023 Balance Sheet shows:

Total Checking/Savings	175,478.08
Total Accounts Receivable	9,921.00
Edward Jones Investment Acct	424,851.28
<u>Total Assets</u>	610,250.36
Prepaid Assessments	2,152.00
32000 Retained Earnings	22,481.80
Opening Balance Equity	9,052.11
Total Reserve Fund	483,167.28
Net Income for 2023	93,397.17
<u>TOTAL LIABILITIES & EQUITY</u>	610,250.36

B. We finished 2023 in a strong financial position. The savings reflected in the Net Income number came primarily through the realignment of personnel costs. The 2023 Budget had funded an Administrative Assistant position which was eliminated when Marlene McGuire retired. Because of the continuing lifeguard shortage, we replaced the third-party Lifeguard Contract directly hired Pool Attendants which resulted in a savings of approximately \$20,000. We also saw a significant reduction janitorial services and routine repair costs. Replacement of the Library and Office windows, repainting of the patio furniture and replacement of kitchen appliances were completed as budgeted reserve projects. Reserve projects for light post painting and exterior electrical repairs were deferred into 2024.

Motion to accept Treasurer’s Report for Dec. 31, 2023 by David Smith, Second by Russ Cascio. Approved unanimously.

The full balance sheet and Budget Actual vs Budget reports will be posted on the website.

C. Treasurer Paulette Wirkus presented the January 31, 2024 Financial report:

The Jan. 31, 2024 Balance Sheet shows:

Total Checking/Savings	182,730.45
Total Accounts Receivable	451.00
Edward Jones Investment Acct	426,789.40
<u>Total Assets</u>	609,970.85
Prepaid Assessments	9,820.00
32000 Retained Earnings	115,878.97
Opening Balance Equity	9,052.11
Total Reserve Fund	463,311.53
Net Income (thru Jan, 2024)	<u>11,908.24</u>
<u>TOTAL LIABILITIES & EQUITY</u>	609,970.85

Motion to accept Treasurer's Report for Jan. 31, 2024 by David Smith, Second by Russ Cascio. Approved unanimously.

D. At this time, because we have finalized Dec. 31, 2023 reports, the Board is asked to transfer 2023 net income to the reserve account and to close out to reserve accounts for completed projects.

The following motions made by Mary Bahr, seconded by David Smith, Approved unanimously.

Motion 1: Move Accumulated Balance of account 32000 Retained Earnings to Account 3340 Replacement Reserve, Adding \$115,878.97 to Replacement Reserve.

Motion 2: Move \$50,000 to account 3442 from Acct. 3340 to fund Phase II of Pool Equip Replacement. Decreasing Replacement Reserve by \$50,000.

Motion 3: Close Acct 3373 Indoor Pool/Spa Deck/Grout move balance to 3340 Adding \$2,923.58 to Replacement Reserve.

Motion 4: Close Acct 3408 Library Windows move balance to 3340 Adding \$8,075.00 to Replacement Reserve.

Motion 5: Close Acct 3441 Replace Dishwasher/Stove/R move balance to 3340 Decreasing Replacement Reserve by \$499.10

These changes will be reflected in the February 29, 2024 Financial Reports. The net result will leave the General Replacement Fund Balance at **\$427,254.61** and our Total Reserve at a record high of **\$655,568.95**.

We will be removing some unused accounts from the Budget vs Actual report.

President Jan Bedard commented that our financial reports are in the best shape they have been in several years. All accounting is cash basis and we are able to track expenditures directly to the cash balance statements.

Mary Bahr mentioned that the current special rate of 4.00% on the Barrington Bank Savings account will expire in March. The rate will probably reset to something less than 1.00%. The money market account at Edward Jones, which is currently near 5.00%, could be used to hold short term cash. This will be more difficult to handle since checks will have to be cut to move the funds in and out of the accounts. Paulette Wirkus agreed to help facilitate these moves.

VI. Social Committee Report – The visit with the Easter Bunny and Egg Hunt is scheduled for March 16 with a rain date of March 23. The Egg Hunt will take place outdoors, weather permitting. Another Bingo Night has been scheduled for April 12. Ongoing events include monthly Coffee and Conversations, Game Day and Book Club events.

VII. Management Report – Pam Stanish (ABC Managers) absent due to illness.

- A.** The Platinum Pools has ordered replacement equipment for the outdoor pools and indoor pools. Permit applications for that work have been submitted to the Illinois Department of Public Health, with just a couple of minor changes. We expect the permit review to be complete in 3 or 4 weeks.
- B.** Motion by Jan Bedard, seconded by Russ Cascio to pay Aquatic Design Partners (Tyler Daley) the remainder of his Pool Equipment Design Contract fee, less \$500. Approved unanimously.
- C.** The remaining work to seal the pathway from Lynwood Lane to Wentworth Lane will be scheduled for completion as soon as weather permits.
- D.** The Board is submitting a list of projects anticipated for this spring and summer for which Pam Stanish is asked to solicit bids. These include:
 - a.** Replacement of Concrete Ramp from West Party Room door to West Pool entrance gate.
 - b.** Light Post Painting – for decorative lampposts along Bloomfield Parkway and around the Clubhouse.
 - c.** Staining of the gray wood fencing along Butterfield Drive at the South Entrance to Bloomfield Club. This work could be coordinated with BC-I and BC-III since those fences are the same age and need to be stained to get better pricing for the work
 - d.** Dryvit Repairs at front entrance of the Clubhouse, to include possible installation of bumper strips along the stairs and repair of the crack in front wall.

- e. Repair or replacement of rusted iron work on the brick walls at the Schick entrance.
- f. The capstones on the brick walls at both the Schick and Butterfield Entrances look like they need to be cleaned and sealed to prevent further deterioration. Can we get an opinion and quote for this work.
- g. The glass seals on several of the windows in the Portico have failed. These should still be under warranty and we need someone to do the repair.
- h. A depression is forming at the east edge of the multi-Courts, in the stone edging area. That area has a drain that will need to be examined to see if it is clogged or broken.
- i. The tile and grout floor around the indoor pool needs to be resealed. We have one quote from Mr. Fixit. We need additional quotes for this project.

VII. Administrators Report. Presented by Kim Tarman.

- A. Emily Higgins, a long-time attendant, has resigned. Kaitlyn will be picking up her hours. The Board will meet in Executive Session to discuss pay and personnel issue at the end of the regular meeting tonight.
- B. The indoor pool was drained and cleaned. Filters were replaced. This service needs to be done annually. Platinum Pools charged \$2,250 for the service. An email vote was solicited and approved by the Board. The 8 new filters cost \$500.
- C. The spa continues to be a problem. Chemical levels need to be manually re-adjusted just about every time that it is used. In 2023, it was closed for repairs for a total of 93 days. So far in 2024, it has been closed for 6 days. Repair and maintenance costs since Dec 1 or 2023 have totaled \$3,556. Usage is very low. Three different pool companies have now told us that they personally do not use public spas, primarily because of the difficulty of keeping them sanitary and chemically balanced. Hotels and apartment complexes are removing spas for that reason. It seems that we have to close the spa for chemical rebalancing every time anyone it is used. The Board will be asked to make a decision on whether it makes sense to continue operating the spa.
- D. At the last meeting we were asked to look into adding handrails to fill in the gap at the front Clubhouse entrance. Steve (Mr. Fixit) suggested that we install a vertical handrail, matching the existing black coated stainless steel on the gap area where the stairs turn. This handrail would cost approximately \$280 and should solve the problem by giving residence a handhold as they come up the front stairs and make the turn. This work should be done before the Dryvit repair so that any damage to the Dryvit that may occur when the handrails are attached can be repaired at that time.
Motion by Mary Bahr to approve addition of 2 vertical handrails, matching existing rails, one on each side of the front Clubhouse entrance for a total not to exceed \$600. Seconded by Jan Bedard, Approved unanimously.
- E. Steve of Mr. Fixit has submitted a proposal to seal coat the indoor pool floor for \$2,100. This work needs to be done but we need at least one other quote for the project. Please add this to Pam's list for additional quotes.
- F. We have switched payroll companies. We are now using ADP, which is much easier and will save as much as \$2,000 in payroll processing costs.

- G. The Garage Sale dates for 2024 will be: May 17/18 and Sept. 20/21. The May weekend is the week after Mother's Day.
- H. We have 9 parties scheduled for March through May. Already 7 of the 9 parties have signed contracts and have submitted the rental fees.

VIII. Old Business – The parking lot security cameras, both east and west sides, are not working properly. If Jason of Intelligent Systems is unable or unwilling to fix the installation we need to find another networking or security company to fix the system and provide proper documentation.

IX. New Business – We will require residents who want to use the outdoor to sign the Outdoor Pool Rules Affidavit for 2024. The Affidavit will be included in the March newsletter.

X. Adjournment

The meeting adjourned to Executive session at 8:00 to discuss personnel policy and pay issues.
Executive Session was adjourned and the Board returned to open session.

XI. Board returned to open session.

- A. BCRA is complying with the new Illinois Mandatory Paid Leave Law which requires that employees accrue 1 hour of paid leave for every 40 hours worked. Employees start earning leave with the first hours worked on or after January 1, 2024. Paid leave may be used after the employee has been employed for more than 90 days. In our case, this will result in an effective 2.5% pay raise for those employees who are not currently accruing paid leave or vacation time.
- B. The Illinois minimum wage for 2024 is \$14.00. Some new employees and those under age 18 may be paid less per the Fair Labor Standards Act.
- C. BCRA is moving to a 2 tier pay structure for regular Clubhouse Attendants. New hires will start at \$15.00 per hour. After they have worked, on average 10 hours per week for 6 months, the Administrator may decide to increase the hourly wage to \$16.00 per hour. This way, new attendants may get a raise without waiting for the annual Board wage review which usually happens in January. In most cases, new attendants will earn \$15.00 per hour while all experienced attendants will earn \$16.00.
- D. Summer pool attendants will be hired at \$16.00 per hour in 2024.
- E. Motion by Jan Bedard: Current attendants will receive a \$1.00 per hour raise starting with the first full pay period after this meeting, to bring them in line with the policy outlined in C above. Second by Mary Bahr. Approved unanimously
- F. Motion by Jan Bedard: the Club Administrator will receive a \$2.00 per hour raise starting with the first full pay period after this meeting. Second by Mary Bahr. Approved unanimously

XIII. The next Board meeting is scheduled for 7:00 pm on March 20, 2024. This Meeting adjourned at 8:45 pm.

Respectfully submitted,

Mary Bahr
Secretary