



Park Tower CONDOMINIUM ASSOCIATION

5415 N. SHERIDAN ROAD • CHICAGO, IL 60640 • (773) 769 3250 • FAX (773) 769 0047 • www.ptcondo.com

BOARD OF DIRECTORS MEETING AGENDA

Monday January 14, 2019 7:30PM

Following Special Meeting of Unit Owners to Review 2019/20 Budget
2nd Floor Party Room

6:30PM – CLOSED SESSION (Management Office)

7:30PM – Special Meeting of Unit Owners to Review 2019/20 Budget

OWNER FORUM

OPEN SESSION – Call To Order Regular Meeting

Confirm Quorum

Committee Reports

Board Report

Action Items

1. Closed Session Business
2. Minutes December 10, 2018
3. Budget 2019/2020
4. Key Fob Security
5. Owner Request – Leasing Exception
6. Owner Request – Unit Combination Amendment
7. Construction Requests

Business Reports

1. Treasurer's Report
 - a. End of Month Balances
 - b. Income and Expenses
2. Management Report
 - a. Monthly Activity
 - b. Recent Sales Activity

ADJOURNMENT

OWNER FORUM – 15 minutes, 2 minutes per person

Next regular Board Meetings – Monday January 28th and February 11th 7:30PM

BOARD OF DIRECTORS MEETING
Management Report
Monday January 14, 2019 7:30PM
Following Special Meeting of Unit Owners to Review 2019/20 Budget
2nd Floor Party Room

6:30PM – Closed Session (Held by Board in Management Office)

7:30PM – Special Meeting of Unit Owners to Review 2019/20 Budget

OWNER FORUM – 15 minutes, 2 minutes per person

The Board and Management will address feedback and questions from Unit Owners.

OPEN SESSION – Call to Order

Roll Call – Confirm Quorum

The meeting chair, expected to be Board President Michael Parrie, will confirm a quorum of Board Members is present. Board Members and representatives from Management will be introduced.

Committee Reports

Committee Chairs or others so designated will be invited to update the Board on business and activities.

Board Report

The Board President may review business or other matters of interest with the Board and audience.

Action Items – New Business

1. Closed Session Business

This agenda item is provided for any resolutions proposed resulting from Closed Session discussion.

2. Minutes – Board Meeting December 10, 2018

Attached to the report for Board Member review, are the proposed minutes from the Board of Directors Meeting held on Monday December 10, 2018, as submitted by Timothy Patricio, Property Manager.

A sample motion: “I move the Board of Directors approves the minutes from the Board Meeting held on Monday December 10, 2018.”

3. Budget 2019/2020

The purpose of this action item is for review and consideration of any matters raised for discussion in the Special Meeting for review of the budget. If any resolutions are needed, they can be proposed at the meeting.

For the Board’s reference, attached to the report for Members is a copy of the mailing sent to owners, giving notice for the Special Meeting.

4. Key Fob Security

As previously reported to the Board, there is a potential security risk with our present fobs and fob controllers.

It was report to us an online service offers to “clone” access cards and access fobs. This was tested by our current security system team at Chicago Building Services. (This vendor installed our new Security System in 2017.) They requested copies of four popular fob models and found that all duplicates worked as well as

the originals, including the 125 KHZ fobs we use at Park Tower. (Incidentally, over 90% of cards and fobs in use at apartment buildings and high rise residences are 125-kHz-frequency.)

When they requested the duplicate fobs, they we were not asked if they were authorized to request the duplicate. So, in theory, individuals can bypass management to get fobs which would be operational without registration or restrictions.

CBS advised that our new system installed last year would work with fobs and cards that use 13.56 MHz, which is a frequency that presently cannot be duplicated. However, we would need to replace all fob readers (16) and all fobs (about 1500). The estimate is \$14,537.54, which includes materials, labor and tax. We would probably expand this order to 2000 fobs so we have extra for stock, which would add about \$3000 to the cost.

While not an inexpensive project, the biggest headache will most likely be the actual transition from the old fobs to new. We are already devising a strategy to coordinate this should the Board agree to do this project.

While this is not budgeted, the Association is running a very favorable surplus at this time, and the moderate winter is putting us in an even better position as each month passes. Given how this potentially impacts the security of the building, Management suggests this is a very worthwhile effort – if not urgent - to devote surplus funds to.

A sample motion: "I move the Board of Directors approves the plan for replacement of all security fob readers and key fobs, and establishes a budget of \$18,000 for management to carry out this project, consistent with the proposal presented for this purpose by Chicago Building Services, Inc."

5. Unit Owner Request – Leasing Exception

Attached for Board Review is a request from the Unit Owner of 4909 to extend their leasing policy exception, granted by the Board in 2018.

A sample motion: "I move the Board of Directors approves/denies the request of the Unit Owner of 4909 for an extension of their exception the Association's Leasing Policy."

6. Unit Owner Request – Unit Combination Amendment

Attached to the report for Board review, is the proposed amendment to the Declaration as drafted by Association's legal counsel for the previously approved formal combination of Units 1706 and 1707 into one unit. Such an amendment only requires the authorization of the Board and the Unit Owner of record.

This was approved by the Board on June 11, 2018.

A sample motion follows: "I move the Board of Directors approves the Amendment to the Declaration, as drafted by Association counsel with Kovitz Shifrin and Nesbit, formally combining Units 1706 and 1707 into one Unit with a total combined percentage of ownership of .283532%."

11. Construction Requests

Attached to the report for Board Member review are remodeling packets for the following Unit Owner construction projects:

- #1106-flooring remodel
- #1404-flooring/kitchen remodel
- #2015-flooring remodel
- #3705-full remodel
- #5010-flooring remodel

A sample motion follows: “I move the Board of Directors approves the remodeling plans of units 1106, 1404, 2015, 3705, and 5010 as submitted by the unit owner, following the recommendations of the chief engineer as outlined in their written specifications and in accordance with the Rules and Regulations and remodeling guidelines of the Park Tower Condo Association.”

Business Reports

1. Treasurer’s Report

Fund Balances End of November 2018

Operating Funds \$706,785 (increase of \$129,794 from prior month)

Reserve Funds \$1,991,822 (increase of \$88,702 from prior month)

Total Cash and Investments \$2,698,606 (increase of \$218,496 from prior month)

November 2018 Revenue and Expenses

Total Operating Revenue: \$514,918

Total Operating Expenses: \$336,555

Income From Garage: \$13,756

Contribution To Reserve: \$136,675

Total surplus: \$55,444

2. Management Report

a. Business and Activities

b. Recent Sales Activity

ADJOURNMENT

There being no further business, the Board will consider adjourning the meeting.

A sample motion: “I move the Board of Directors adjourns the January 14, 2019 Board Meeting at ____PM.”

OWNER FORUM – 15 minutes, 2 minutes per person

The Board and Management will address feedback and questions from Unit Owners.

Next regular Board Meetings – Monday January 28th and February 11th 7:30PM

CN1325 Park Tower Condominium Association
Schedule of Cash and Investments
November 2018

G/L Account Number	Account Number	Type	Date		Interest		Amount
			Purchase	Maturity	Rate	Yield	
<u>Operating Funds</u>							
<u>Draper and Kramer, Incorporated Controlled Accounts</u>							
111000	Petty Cash						500.00
112000	Barrington Bank / Sweep	xxxxxx7212 / xxxxxx8936	Checking			2.02	359,206.02
112025	Barrington Bank / Sweep - Payroll Reserve	xxxxxx7212 / xxxxxx8936	Checking			2.02	88,100.00
117000	Barrington - Operating Contingency	xxxxxx8152	Savings			2.02	7,253.19
							<u>455,059.21</u>
<u>Operating Contingency Funds</u>							
<u>Draper and Kramer, Incorporated Controlled Accounts</u>							
117500	International Bank of Chicago	xx0361	CD	09/29/18	03/28/20	2.470	27,264.09
117500	Bridgeview Bank	xxxxxx573/1	CD	03/31/18	03/31/19	2.000	92,256.37
117500	Delaware Place Bank	xxxx9615	CD	08/07/18	11/05/19	2.079	81,200.08
117500	BMO Harris	xxxxxx9335	CD	02/23/17	03/23/19	1.489	51,004.92
Barrington Bank Reserve Total							<u>251,725.46</u>
Total Operating Funds							<u>706,784.67</u>
<u>Replacement Reserve Funds</u>							
<u>Draper and Kramer, Incorporated Controlled Accounts</u>							
132102	Barrington Bank	xxxxxx1639					
	Libertyville Bank & Trust Company		Max Safe			2.02	236,165.14
	Hinsdale Bank & Trust Company		Max Safe			2.02	242,371.04
	Beverly Bank & Trust Company		Max Safe			2.02	248,192.76
	Crystal Lake Bank & Trust Company		Max Safe			2.02	219,401.37
	Village Bank & Trust Company		Max Safe			2.02	84,062.79
Barrington Bank Reserve Total							<u>1,118,895.14</u>
Total Replacement Reserve Funds							<u>1,118,895.14</u>
<u>Replacement Reserve Investments</u>							
<u>Draper and Kramer, Incorporated Controlled Accounts</u>							
132300	Byline Bank	xxxxxxxx0164	CD	09/20/18	02/20/20	2.571	105,180.00
132300	International Bank of Chicago	xx0320	CD	01/20/17	01/20/19	1.500	102,009.88
132300	Bridgeview Bank	xxxxx136/1	CD	03/28/18	03/28/19	2.000	153,760.61
132300	First Midwest Bank	xxxxxx8624	CD	06/29/18	06/29/19	2.000	108,632.68
132300	Byline Bank	xxxxxxxx9403	CD	08/08/18	09/08/19	2.180	101,824.04
132300	First Midwest Bank	xxxxxx0092	CD	08/08/18	09/08/19	2.000	100,000.00
132300	Delaware Place Bank	xxxx9606	CD	08/07/18	11/05/19	2.079	101,500.12
132300	TCF Bank	xxxxxx6108	CD	10/10/17	12/10/19	1.990	100,019.31
							<u>872,926.64</u>
Total Replacement Reserve Investments							<u>872,926.64</u>
Total Replacement Reserve Funds and Investments							<u>1,991,821.78</u>
Total Cash and Investments							<u>2,698,606.45</u>

* Funds in excess of \$250,000.00 are swept to a MaxSafe money market fund earning interest at 2.02%.
Note: Rates listed above are for informational purposes only and reflect the most current rate available at reporting time.