



# Park Tower CONDOMINIUM ASSOCIATION

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## Board of Directors Meeting Minutes July 13, 2020

**Meeting Location:** ZOOM.com Online

**Call to Order:** 7:50pm

**Members Present:** Michael Parrie  
Monique Fouant  
Cheryl Ronnett  
Jean Shamo  
Sheldon Atovsky

**Management:** Dave Barnhart, Property Supervisor  
Timothy Patricio, Property Manager  
Tricia Bulaclac, Assistant Manager

### Open Session

#### Commission Reports

Social Commission Chair Sheldon Atovsky delivered a report. The Commission proposes to open accounts on both Facebook and Instagram as a further outreach to people in the building. They propose to make these closed groups, that is, if someone wants to join the group they have to submit a request to do so with their name. Per Management's suggestion, admins for the groups would then ask Management to vet whether subscribers to the group are current Owners or Residents or not. If they are, they will be admitted to the group. If not, they won't.

Rachita Gupta, a member of the Social Commission, will design the sites. She and Sheldon Atovsky will be the initial administrators of the accounts to post and watch what occurs on the pages. Also, if one of the group members wants to post something, Rachita and Sheldon will be notified and the post will be submitted to them for approval. Then, if appropriate it will be placed on the page. If they think it is not appropriate, it won't be posted.

They plan to start with Facebook and then to add Instagram, the Commission is satisfied with the Facebook site.

#### Board Report

Board President Michael Parrie delivered a report thanking the health club commission and management on their development of new health club rules to apply with the health club reopening.

He reminded owners and residents who park in the garage that we tentatively plan to begin work on the membrane next month, August 3rd. Management is hosting a town hall meeting on July 20th at 7pm to preview what we can expect during the four months this late summer and fall, and during the four months next spring.

#### Action Items

#### Closed Session Business

After a motion by Michael Parrie, seconded by Monique Fouant, the Board of Directors voted unanimously in favor of a resolution to fine 14 unit owners \$100 for not having adequate proof of insurance, and may double

thereafter for each subsequent month, up to the maximum fine of \$1,000, until adequate proof of insurance is provided.

After a motion by Michael Parrie, seconded by Jean Shamo, the Board of Directors voted unanimously in favor of a resolution to fine 1 unit owner \$50 for the first month, and may double thereafter for each subsequent month, up to a maximum fine of \$200, for not attending the new residents' meeting via zoom.

After a motion by Michael Parrie, seconded by Sheldon Atovsky, the Board of Directors voted unanimously in favor of a resolution to direct Management to contact the Board attorney with regard to a unit owner on compliance with an electrical issue, if necessary.

After a motion by Michael Parrie, seconded by Jean Shamo, the Board of Directors voted unanimously in favor of a resolution to explore the redemption of property taxes of a unit; in addition, the Board asks Management to stop the progressive fine for unit owners on insurance violations after it reaches the \$1,000 per month mark, per the Board attorney's recommendation, for individual case considerations, and that this practice be examined annually.

After a motion by Michael Parrie, seconded by Cheryl Ronnett, the Board of Directors voted unanimously in favor of a resolution to deny a unit owner's request to waive a late fee.

After a motion by Michael Parrie, seconded by Monique Fouant, the Board of Directors voted unanimously in favor of a resolution to deny a second unit owner's request to waive a late fee unless he is able to provide a copy of the cancelled check, or stop payment and reissue the check immediately and this count as his one allowed late payment over a twelve-month period.

After a motion by Michael Parrie, seconded by Sheldon Atovsky, the Board of Directors voted unanimously in favor of a resolution to deny a third unit owner's request to waive a late fee.

### **Minutes – Board Meeting June 22, 2020**

After a motion by Sheldon Atovsky, seconded by Monique Fouant, the Board of Directors voted unanimously in favor of a resolution to approve the minutes from the Board Meeting held on Monday June 22, 2020.

### **Social Media Commission Requests**

After a motion by Sheldon Atovsky, seconded by Monique Fouant, and discussion, the Board of Directors voted unanimously in favor of a resolution to approve the Social Commission's request to create closed Facebook and Instagram groups for use by the Commission.

### **Newsletter Commission Discussion**

After a motion by Cheryl Ronnett, seconded by Monique Fouant, the Board of Directors voted unanimously in favor of a resolution to call for volunteer residents and Unit Owners to participate on the Newsletter Commission.

### **22.1 Disclosure**

After a motion by Cheryl Ronnett, seconded by Jean Shamo, and discussion, the Board of Directors voted unanimously in favor of a resolution to approve the updated 22.1 disclosure as drafted for July 2020, with edits suggested by Sheldon Atovsky.

### **Health Club Reopening Policies**

After a motion by Monique Fouant, seconded by Sheldon Atovsky, and discussion, the Board of Directors voted unanimously in favor of a resolution to approve the PTCA Health Club Reopening Policies and Condominium Amenities Use Agreement as presented by Management and used for reopening of the Park Tower Health Club on Monday July 6, 2020 at 9am; in addition any requests for deferral of a health club membership must be made to the management office by August 15th.

### **Unit 511 Construction**

After a motion by Jean Shamo, seconded by Monique Fouant, and discussion, the Board of Directors voted unanimously in favor of a resolution to approve a contract as proposed by SK Construction at a cost not to exceed \$56,000 for completing the remodeling of Unit 511.

**Garage Project Change Order/Update**

After a motion by Sheldon Atovsky, seconded by Cheryl Ronnett, and discussion, the Board of Directors voted unanimously in favor of a resolution to approve the expense of \$8,983 be added to the Garage Concrete Repairs and Membrane Replacement Project, as proposed by Monson Nicholas, Inc., for the additional labor anticipated for the additional mobilization that will be needed to stop work in the Winter of 2020 and recommence in the Spring of 2021.

**Chiller Maintenance Contract**

After a motion by Michael Parrie, seconded by Cheryl Ronnett, and discussion, the Board of Directors voted unanimously in favor of a resolution to approve entering a contract for the annual chiller maintenance program, for a term of 6 years, at an initial annual rate not to exceed \$20,420, to increase annually no more than 3%.

**Boiler Maintenance Contract**

After a motion by Sheldon Atovsky, seconded by Cheryl Ronnett, and discussion, the Board of Directors voted unanimously in favor of a resolution to approve entering a contract for the annual boiler maintenance program, for a term of 6 years, at an initial annual rate not to exceed \$10,500, to increase annually no more than 3%.

**Construction Requests**

After a motion by Michael Parrie, seconded by Monique Fouant, the Board of Directors voted unanimously in favor of a resolution to approve the remodeling plans of units 514, 1211, and 2502, as submitted by the unit owner, following the recommendations of the building engineer as outlined in their written specifications and in accordance with the Rules and Regulations and remodeling guidelines of the Park Tower Condo Association; in addition, the Board requires contractors to present a written protocol for the steps and requirements they have in place to help prevent the spread of COVID-19.

**Treasurer’s Report**

Board Treasurer Jean Shamo reviewed financial data for the month.

Operating assets totaled \$1,263,974 the Reserve cash and investments were \$2,210,056 for a total of cash and investments of \$3,474,030.

Total Operating Revenue for May 2020 was reported as \$530,608, total Operating Expenses were \$399,035, net garage income was \$8,008, a contribution to the Reserve Fund was reported as budgeted at \$149,258, and that resulted in a net Total Defecit for May 2020 of \$9,676.

**Management Report**

Property Manager Tim Patricio reviewed current business and activities of interest, and results from the most recent sales.

**ADJOURNMENT**

There being no further business, after a motion by Monique Fouant, seconded by Sheldon Atovsky, the Park Tower Condo Board of Directors voted unanimously in favor of a resolution to adjourn the July 13, 2020 Board Meeting at 8:43PM.

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Michael Parrie, Board President

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Date

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Sheldon Atovsky, Board Secretary

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Date