

PARK PLACE OF ITASCA ASSOCIATION
BOARD MEETING MINUTES

Thursday, June 18, 2026
ITASCA Public Library
START TIME - 7:00 PM

i. Call to Order at 7:00 PM

ii. Roll Call

Board Members Present

Mike Bernstein

Marcia Weinstein

Carolyn Yesensky

Tom Holden

Kristan Limani

Larry Schweizer

Members Absent

Mike Wagner

Foster Premier Management Representative

Steve Tillinghast

iii. Confirm Board Positions

The board reviewed post-election officer designations to ensure formal notation.

Larry agreed to serve as secretary if no one else volunteered; a motion was made and approved to proceed with Larry as secretary.

The current acting president and treasurer roles continue; no other officer changes were requested.

iv. Secretary's Report

June 4 minutes were reviewed.

A motion to approve the minutes carried without noted corrections.

v. Treasurer's Report

May financials and reserve strategy

Operating account balance, reserve balance and total assets reviewed.

Funds reimbursed from the wood trim program increased operating cash; a transfer to reserves is planned soon to maintain alignment with purpose and reduce risk.

A late-stage report will confirm who paid wood trim fees to finalize transfer amounts to reserves.

Operating funds are over FDIC limits due to inflows; the board aims to transfer to reserves "sooner than later."

Two year-end excess operating transfers were discussed. The board will wait about a month to complete the wood program transfer before deciding on the next transfer, then reassess operating balances.

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Treasurer's Report Cont.

Storm sewer costs and maintenance contract: recurring storm sewer charges were noted; an approximately \$2,700 charge was tied to high pond levels with multiple service visits by Choice.

Follow-up in new business was requested to align budget lines (erosion control, signage, landscape additional) with planned spending.

vi. Old Business

Parking Signage

Fast Signs received the color swatch and sent it to production; a printed sample on actual material will be reviewed.

Verbiage remains as approved, with the towing line removed; underlines stay.

Installation is targeted by month-end, pending color accuracy confirmation.

Patio Tracker

Notices for annual concrete raising/replacement were sent April 23.

Replacement paperwork was due June 15; replacement completion is due August 15.

Owners must secure approvals before work; follow-ups will be sent to non-responders.

AAA Construction paused work due to insurance issues; RJ Concrete emerged as an alternative option.

Wood Trim Replacement

Dispute for units 266/268: \$1,707.14 in additional work was charged incorrectly to 268; photo verification shows 268 is an end unit and likely not the work address.

IOC initially confirmed their report; the manager re-verified on site and will demand corrections to reflect 264/266 where applicable.

Unit 268 already paid; a reimbursement check will be issued, and proper rebilling will occur.

Owners asked about "no-maintenance" trim; the installed material is primed and painted with a long warranty (50 years cited), so painting is expected despite low maintenance claims.

Many units' replaced trim closely matches original appearance post-paint.

Landscaping

Persistent issues with BrightView's representative (Jim) include incomplete tracking and delayed responses.

The board has a consolidated list mapping proposal numbers to locations for audit; many items in bold green are verified as complete, white items remain.

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Landscaping Cont.

Jim requested an on-site hour with an authorized board member to reconcile, but the board expects the vendor to validate completion using their own proposals/invoices.

RFPs, watering, and schedule

This is BrightView's last season under the current term; RFPs will be issued for 2025–2026, targeting at least 3–5 competitive bids (e.g., Apex, Premier, others).

A dedicated watering program will be included as a separate line item in RFPs to improve turf; a professional scope (likely from the incumbent) will define apples-to-apples bidding.

Target: send RFPs within two weeks, request 3–4 weeks turnaround, and have quotes by early August for budget planning.

The snow contract is shown in the management report as expiring March 2027, covering the next winters through 2026–27.

Window Tracker

The association is exploring Climate Solutions (window manufacturer) plus an independent installer to reduce costs versus the current Climate Guard turnkey model.

The manager seeks installer quotes by a firm date (e.g., July 20) while keeping manufacturer and installer in the same email thread for coordination.

The long-range completion date remains 2030; improved pricing could accelerate the schedule and reduce reserve funding needs.

The board prefers not to mix brands within a unit but prioritizes resolving active leaks.

Unit-specific remediation at 54 Bay Drive

Significant water intrusion led Climate Guard to quote \$5,744 for three double units.

The board decided to proceed and, to avoid a half-done unit, complete the remaining windows in that unit (four additional windows noted) to close the issue comprehensively.

Ordering will proceed promptly given lead times.

July 4th Planning

Additional fencing cost approved: Quote URAF-17557 for \$2,900.36.

The village contributed \$1,500 to the church for overflow parking; the church will manage that lot under its agreement.

The board will explore offsetting future event expenses (fence, security) and consider village support as an annual practice.

Wristbands are required for guests; some homes requested large quantities (e.g., 30).

Extras will be distributed by Sunday before the event so hosts can mail or distribute to guests; owners requesting bands will receive confirmations.

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July 4th Cont.

If a guest lacks a wristband at entry, security will validate by resident name and unit number as a backup.

Estimated on-street capacity: about 56 spaces plus 27 guest spots, excluding private driveways and garages.

Parking is first-come, first-served; wristbands do not guarantee parking.

Residents are urged to maximize driveways/garages and have guests carpool; owners blocking street spots early for guests is common but discouraged.

Overflow vehicles will be redirected to the church lot to prevent double-parking, inside-street parking, lawn parking, hydrant blockages, and emergency access issues.

Security staffing and traffic flow

An additional "floater" security resource will manage flow and monitor capacity to reduce backups onto the main road.

The board will request temporary no-parking signs/barricades along the inner perimeter to keep aisles clear.

Security will be instructed to admit residents even during peak congestion; if no street parking remains, non-resident vehicles without a driveway destination will be directed to overflow.

A comprehensive eblast will cover access rules, parking, overflow location, carpooling, and responsibility for guests' behavior and parking choices.

The church and village will align on lot procedures, including requiring wristbands or name/unit verification.

Insurance Policy Renewal

CAU renewal: \$7,552 (about \$900 less than last year) with equivalent coverage; DCI: \$9,906; Gallagher: \$12,386.

The board approved CAU as the carrier.

Binding and form execution

The agent (Joel Davis) will finalize the application and check the correct boxes to match the quoted coverage.

Steve will email the agent to "bind coverage"; signatures will follow, and outdated return dates on forms will be disregarded per agent confirmation.

Driveway Inspections

Board members observed scraping and cracking, possibly from snow operations; typical driveway life is around 20 years.

A joint walk with ANA is planned to assess driveway conditions; scrape marks suggest equipment blade issues.

Snow vendors typically use poly blades; replacement frequency and handling will be reviewed.

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vii. New Business

Reserve Study

The board will delay the reserve study update until more progress is made on windows, coach lights, drainage/riprap, and other scoped items to ensure accurate inputs.

Concern was raised about advisors' reliance on generic databases; the association wants contractor-grade numbers and will challenge variances.

Steve has been coordinating with Reserve Advisors (contacts Henry and Tim), compiling required documents, and will schedule a call to align scope and expectations.

Typical study turnaround post-walk is about one to six weeks; target is to resume in late summer/early fall after key cost data is in hand.

Coach Light Installations

Installation begins July 8.

First batch includes 286 fixtures, already prepared and staged.

Only 90 back-of-unit lights were initially ordered; approximately 84 more are needed so all back lights match.

Units retaining compatible fixture styles will still receive perimeter caulking; an eblast will inform residents about crews working at fronts and patios.

viii. Homeowner Forum opened at 8:33 PM

Homeowner's questions and topics included landscaping, concrete repairs, 4th of July and a potential 'porch pirate' situation.

ix. Executive Session opened at 8:45 PM

Topics discussed include legal matters, violations, and fines.

x. Reconvene at 8:55

xi. Final Adjournment at 8:56