

March-April 2012



Briarcliffe Lakes Manor Homes Homeowners' Association

President's Message

Happy arrival of Spring! With the weather warming up in the past few weeks, we have seen some budding on the bushes and the return of the birds in the trees. However, don't count Mother Nature out just yet – traditionally in the Chicagoland area, we are due for at least one more snowfall in excess of three inches. Everybody keep their overcoats handy just in case.

With the rise in temperature, there will be more work on the property than you have seen for the last few months. If you have questions about some of the work being done around your unit, please be sure to contact our management company for details. It is important that if you have specific requests of our landscaping company and such, these requests run through management and not the vendor on the property at the time. This way we can ensure that the work being performed is what the association intended.

The board is planning a renewed focus on rules and regulations over the next few months. In an effort to keep our property looking neat and tidy, we will be inspecting garages and patios for potential rule violations. Please re-familiarize yourself with what is appropriate for garage storage and what can be kept on balconies. If you see a rule violation, please be sure to report it to the management company so that we may take the appropriate action.

---Sean LaFortune

Management Report

G&D Property Management Inc. has recently gone through changes; after 13 years in the property management industry Suellyn Miller has retired from G&D Property Management Inc. Also Mark Miller is no longer the manager for the Briarcliffe Lakes Manor Homes Association: **below is the new contact information for your Association.**

- Property Manager: Dave Grill 630.495.4466 extension 204 or dgrill@gd-pm.com
- For services requests: Sarah Larson at extension 212 or slarson@gd-pm.com
- For questions on your account or billing invoices: Laura Sapyta at extension 207 or lsapyta@gd-pm.com

We look forward to working with the Board of Directors and the homeowners at the Briarcliffe Lakes Manor Homes community.

This is a reminder to please take a few minutes to fill out census form and send your insurance declaration page before the April 30th deadline. Any forms not received by the April 30th deadline will receive a 30-day notice prior to fines being placed on their BLMH account. Please send your census and insurance forms to:

Attn: Dave Grill
G&D Property Management Inc.
412 Eisenhower Lane North
Lombard IL, 60148

---Dave Grill

Briarcliffe Lakes Manor Homes Homeowners' Association

Director Reports

❖ Treasurer's Report

The following is a brief summary of the March Treasurer's report:

I took money from the UBS money market fund and re-invested into CD's under the UBS umbrella. The interest was a little more and so was the security, I laddered the CD amounts so that money would always be readily available.

- \$100,000 into a Discover CD at .35% which matures 2/22/2013 \$100,000 into a Goldman CD at .70% which matures 2/24/2014.
- \$100,000 into a Goldman CD at .55% which matures 8/22/2013.
- \$40,000 into a Goldman CD at 1.00% which matures 2/23/2015.
- \$40,000 into an Ally CD at .95% which matures 2/23/2015.
- \$20,000 into an Ally CD at .95% which matures 2/23/2015.
- The balance remains in a money market account.

These were the best interest rates and be more flexible than our own personal CDs as these can be cashed in with no penalty for early withdrawal.

The past due assessments remains high in my opinion. The dollar amounts have gone down, and the number of units past due of more than \$100.00 is now 50 units from 61. The past due amount has gone from 18.2% of units to 14.9%. Some people are making a very good attempt to get themselves caught up.

I also want to remind everyone to get their insurance and census forms in by April 30th or you will receive a fine.

One last thing, now is the time to make sure you file for the senior freeze on your property taxes.

Contact the county at 630-407-4900 to see if you qualify.

--Sheryl Bailey, Treasurer

❖ Welcoming

The updated/revised Welcome Packet has been completed. Copies of the Welcome Packet have been distributed to all new unit owners for the years 2010, 2011 and the one new owner for 2012.

Cont'd above, at right

-Welcoming Report, cont'd from below, at left-

The Welcome Packet can now be distributed promptly to new owners once the purchase has been completed. The welcome packet can also be accessed on our website at BLMH.org.

Please note that the contact information for management as reflected in the management section of this newsletter has not been transferred to the Welcome Packet.

--Sondra Seery, Welcoming Director

❖ Rules and Regulations

As a reminder to our residents during election season, we have a few reminders to all of our residents:

- We do NOT allow any political signs placed anywhere in the complex, may it be in your windows, or in the yards on common elements. As our General Rules about our Common Elements states on page 9 of our Rules and Regulations posted on our website, "No 'For Sale' signs, advertising or other displays shall be placed on the outside of a building, on the common elements or on the limited common elements."
- We also prohibit solicitation. The rules also clearly state: "The common elements shall be used only for access, ingress, and egress to and from the respective Units by the respective families residing therein and their respective guests, household help and other authorized visitors, and for such other purposes which are incidental to the residential use of the respective units..."
- We also prohibit postings on the cork boards above the mailboxes unless permission has been previously approved by the Board of Directors. Stated in the rules: "There will be no soliciting, posting of signs or letters, or delivering brochures in the front entry halls with out permission of the Board."

We hope these rules have been helpful. If you have any questions, please consult the rules and regulations on our website at <http://www.blmh.org/association-board/association-governance/> for any clarification to any rules. If you see any suspicious behaviors in our complex, please report it. Have a wonderful spring!

--Brian Collins

❖ Architecture & Maintenance

I usually prepare a report for the board's use and submit it prior to the association meeting. In January it was a report which summarized 17 possible key activities for 2012. That list and board discussion determined my task agenda for 2012.

Briarcliffe Lakes Manor Homes Homeowners' Association

Director Reports - continued

-A&M Report, cont'd from previous page--

I submitted a detailed 10-page report in advance of the March 8 association meeting. This is for the board and management's use. It provided details for 15-items, an "Action Item" list with specific requests, and a "To Do" list of another 7-items for me to investigate in 2012.

The report summary was discussed during the meeting and a number of things were approved. However, many of the board approvals were to proceed by obtaining bids, preparing specifications, etc. Only after that, will a final decision to proceed be made.

This is a multi-step process. First, identify issues and problems. Then determine what might be done. If a general course of action is agreed, then proceed with specifications and bids; if not, move on. If a decision was made to proceed, then budgeting is reviewed as are the project or task merits and priorities. After further board discussions, a decision is made to proceed or to defer. If a decision is made to proceed, a motion is made for a vote and if there are sufficient "aye" votes, the board directs management to proceed. Then the actual work begins.

The Role of the Reserve Study

The reserve study is a guide for the board. It influences budgeting and also the maintenance of the association. It is an aid to budgeting, establishing priorities and scheduling the maintenance of the association. It is being used for its intended purpose.

Transition to Spring

The association is in process of the annual transition from winter to spring. This means that the garage utility room heaters will be turned off, and the watering hoses will be brought out and distributed on the grounds. The utility room heaters are checked for proper operation twice yearly; fall and spring. As of March 20th, work was completed via the work order system for replacement of three heaters.

Roofing Update

The roofing project will continue, and the board intends to replace the roofs of 6 buildings in 2012. The board has directed management to proceed with attic inspections at 11 buildings. The owners of units in those buildings will be notified by mail. Please assist us in completing this important step, so the work may proceed. This is a critical step in the final selection of the roofs to be replaced in 2012.

Interior and Exterior Painting & Balcony Inserts

The buildings on Plymouth will be painted this year, as will three on Lakecliffe Blvd.

-A&M Report, cont'd from below, at left--

This is in accordance with the 5-year painting schedule and these buildings will also receive new balcony inserts. This is the final year of balcony insert replacement. Management has submitted specifications to the board. In 2013 and thereafter we will be shifting to a 6- year painting cycle.

Owners who reside in the scheduled buildings will be notified by management of power washing and other preparatory work, as well as the actual painting. As usual, it will be necessary to use some electricity from balcony outlets. If this is objectionable, owners should notify management in writing, in advance of the work.

Any owner whose unit is in a building that is not on the painting schedule and is interested in having their balcony painted out of cycle should contact management in writing and make a request for a quotation from the painting contractor. They will then be contacted.

Gloucester Pump Pit for Waterfall Number 2

Work is underway to repair this pit, and once completed landscaping improvements are planned for this area. The work will require several months.

Driveway Improvements

The board has approved that 13 driveways be repaved in 2012. These were on the list for 2011 and were approved in 2011. With this reaffirmation management will obtain bids.

Benches on Salisbury and Dover

The board has directed management to get a proposal for replacement benches in these locations. Work on Dover began in 2011. The new benches will be of composite material, which should never rot or crack. Hopefully, they'll last a "lifetime."

Lakecliffe

The board has directed management to obtain bids to clean using a "vacuum" type street sweeper. Some street repairs will be made this year. However, the board has directed management to obtain longer term recommendations. The questions to be answered include "What specifically is to be done?" and "When?" The board will then review and begin the decision making process and will decide on the next course of action.

Brick Window Sill Replacement

The board has directed management to obtain bids for replacing some first floor brick window sills with limestone. This work was suspended in 2009. After obtaining bids, a course of action will be determined.

Waterfall #2 – Bridge and Patio – South Thames. This is a continuation of a plan discussed with the board in 2011 and again in 2012.

--Cont'd on next page--

Briarcliffe Lakes Manor Homes Homeowners' Association

Directors Reports - continued

❖ Architecture and Maintenance, *cont'd from previous page* –

Waterfall #2 – Bridge and Patio – South Thames, *cont'd*. Detailed sketches are being prepared for the board, as are price estimates. These will detail the new walking path arrangement, the new bridge, and a rough design of the patio. With this information, the board will make a decision on the direction to proceed.

This is anticipated to be a multi-step project which will be completed in several phases, roughly as follows:

- **Phase 1** – Demolition, Stream Modifications and new Bridge, and restart the stream.
- **Phase 2** – New Deck and Concrete Walks.
- **Phase 3** – Landscaping.

--That's all, for now, but there will be more in future newsletters! –*Norm Retzke, Vice President*

❖ Committees

The association has a volunteer Board of Directors/Managers comprised of owners who donate their time and talents to the betterment of your association. They agree to operate as fiduciaries, put aside personal agendas, and operate the association as a business in a fair and uniform manner in which all owners are equally represented.

This is without doubt a difficult task, made more difficult by the extreme economic situation which began with the recession in 2007. The board performs a variety of tasks, including the preparation of this newsletter and the association website.

Owners are encouraged to support the board in performing its fiduciary duties. Owners may assist as members of the committees, which include finance, welcoming, maintenance, landscaping, architecture and rules enforcement. Anyone wishing to join the committee, and make a contribution to the association and to your neighbors, please contact management or the President.

Board of Directors

Sean LaFortune
President
1703-D Lakecliffe

Sheryl Bailey
Treasurer
1777-D Gloucester

Norman Retzke
Vice President, Architecture & Maintenance
1733-B Harrow Court (630) 800-8208
NormAtBLMH@earthlink.net

Brian Collins
Rules and Regulations Director
1773-A Gloucester

Sondra Seery
Welcoming Director
1777-A Gloucester

John Scudder
Landscape Director
1713-B Lakecliffe Drive
(630) 935-8489
johnnarrell@hotmail.com

Management

G&D Property Management
Dave Grill, dgrill@gd-pm.com

412 Eisenhower Lane North, Lombard, IL 60148-5706
Phone: 630.495.4466 (Manager at extension 204)
Fax: (630) 495-4468

After-Hours Emergency Number

If serious conditions, such as water leaks in your unit or garage, warrant prompt attention after 5 p.m. on weekdays or during the weekend, you should call the after-hours emergency number:

(847) 923-6060

You may also call the management office number and stay on the line for the recorded message to give you the emergency number.