



CHICAGO PROPERTY SERVICES, INC.

2013 COMMUNITY ASSOCIATION PLANNER

COMPLEMENTS OF CHICAGO PROPERTY SERVICES
Salvatore J. Sciacca, President and Founder

MORE LIVING. LESS WORRYING.



CHICAGO PROPERTY SERVICES, INC.

455.0107

AREA 312 CODE

455.0155

TELEPHONE

MORE LIVING. LESS WORRYING.

FACSIMILE

OUR MISSION

To create stress free living environments within community associations which include condominiums, townhomes, HOA's, and co-operatives. We accomplish our mission by delivering the following:

- Education and awareness campaigns
- Lower operating costs through expense reduction initiatives and 5 year capital planning
- Maximized board efficiencies through continuous training
- Improved communications through white papers, social media and other channels

OUR SERVICES

- TRAINING
- TRANSITION SERVICES
- MANAGEMENT
- ACCOUNTING
- CONSULTING
- PERFORMANCE REVIEWS
- ONLINE SUPPORT SERVICES
- MANAGEMYSOCIETY.COM

DISCLAIMER

Chicago Property Services would like to commend you for volunteering your time and energy. As a board of director, your duties and responsibilities are quite significant and your association's success depends on the decisions you make.

Unless otherwise specifically stated, the information contained herein is made available to the public by Chicago Property Services, Inc. and may not reflect the realities of your actual association. The intent of this guide is to assist board members in planning the month to month operations of IL based community associations.

Neither Chicago Property Services, nor any other entity thereof, assumes any legal liability or responsibility of the accuracy, completeness or usefulness of the information disclosed in these pages. Please consult an attorney for any legal advice you may need in order to run your association properly.

2013 COMMUNITY ASSOCIATION PLANNER
COMPLIMENTS OF CHICAGO PROPERTY SERVICES

Dear Board of Directors,

In an ongoing effort to provide maximum value to Illinois based community associations, Chicago Property Services, Inc. (CPS) has developed the 2013 Association planner template. The template is designed to encourage proactive planning by the Board of Directors for the association. This will ideally result in a well run community that creates a more enjoyable environment for the homeowners and residents that reside within the community.

2013 ASSOCIATION PLANNING RESOLUTION

The Board of Directors of the _____ Association has agreed to the following meeting schedule on this date of _____ and will abide by it in order to streamline the experience within the _____ Association.

By:

_____	_____
President	Print Name
_____	_____
Treasurer	Print Name
_____	_____
Secretary	Print Name

2013 COMMUNITY ASSOCIATION PLANNER
COMPLIMENTS OF CHICAGO PROPERTY SERVICES

BOARD MEETINGS (At least 4 required)				
Name	Date	Time	Location	Description
Q1				Required
Q2				Required
Q3				Required
Q4				Required (Budget approval meeting)
Additional 1				Optional
Additional 2				Optional
Additional 3				Optional
Additional 4				Optional
BOARD Workshops				
				Q1
				Q2
				Q3 (Budget Planning)
				Q4
ANNUAL MEETING (1 Required)				
				Required
TOWN HALL MEETING(S)				
				Recommended
ASSOCIATION SOCIAL EVENT(S)				
				Recommended

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Board Meetings

- The Illinois Condominium Property Act (“condo act”) and the Common Interest Community Association Act (“cicaa”) requires condo associations to meet **AT LEAST** four (4) times per year.
- **Noticing Requirements**
 - At least 48 hours via posted notices
 - Electronic notification may be acceptable (check with an attorney)
- **Meeting Etiquette**
 - A well run board meeting should last about 1 hour.
 - Board meetings are NOT designed to serve as an open debate on general association matters (A town hall meeting would better serve that purpose)
 - If there are few or no decisions to be made, the meeting should not last more than 30 to 45 minutes.
 - The board should review the board meeting packet prior to the board meeting and be ready to discuss the issues.
 - Homeowners’ comments should be restricted to the “open session” part of the agenda. (See sample agenda below)
 - Only the board votes during board meetings; homeowners are allowed to vote during the annual elections and during special meetings if applicable
 - Board meetings are designed for the board to make decisions. For example:
 - Selection of the landscaper during the Q1 board meeting
 - Selection of the Janitorial vendor during a board meeting
 - Selection of the Snow contractor during the Q3 board meeting
 - Selection of the Masonry restoration company during the Q1 board meeting
 - Selection of the Painting contractor during the Q1 board meeting
- **Sample Agenda (general)**
 - Verify board of directors quorum (at least a majority of board members need to be present or dialed in via phone/internet/skype)
 - Completion of sign in sheet for members present
 - Reading and approval of prior board meeting minutes
 - Open session (10 minute forum for homeowner’s comments; board of directors need not respond; comments may be noted in the minutes)
 - President’s Report – overview of association; key developments summary
 - Treasurer’s report – financial status presentation
 - Management’s report
 - Summary of management activity
 - Closed issues
 - Open/pending issues
 - Old business
 - Decisions are made during this section to hire vendors
 - New business
 - New projects are discussed during this section

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- Executive Session (only board members and optionally management are present; no homeowners are present during this section)
 - Discussion on hiring/firing employees, management, collections activity is discussed during this section
- Adjournment of meeting
-
- **Meeting Minutes**
 - Meeting minutes should be kept by the Secretary of the board
 - Required per the IL Condo Act
 - Minutes should reflect the following
 - Board members present
 - Start and end time of meeting
 - Decisions made by the board
 - a. Who made motion
 - b. Who seconded
 - c. Results of votes
 - Meeting minutes are not official until approved at a subsequent board meeting

Board Workshops

- These informal gatherings are intended for the Board to review open items and plan for subsequent Board Meetings
- There should be one workshop held in between each board meeting to ensure maximum productivity during each board meeting
- Topics for these meetings include:
 - Review of bids for pending projects
 - Preventative maintenance planning
 - Five-year capital planning
 - Prioritizing issues/projects
 - Budget planning
- Planning workshops allow subsequent Board Meetings to be more effective and streamlined
- Boards are encouraged to hold workshops in person or via conference call in between each Board Meetings
- **NO decisions are made during board workshops**

Annual Meeting

- **This is required by the Condo Act and CICAA**
- It's when the annual elections take place.
- Noticing Requirements
 - At least 10 but no more than 30 days via posted notices or hand delivery
 - Electronic notification may be acceptable (check with an attorney)

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- Some associations hold elections immediately after a Board Meeting while others associations hold elections on a separate date.
- All Homeowners are entitled to cast votes during the election
- Meeting Minutes
 - The meeting minutes from the prior year's annual election should be approved at the subsequent annual meeting
- There should be at least 2 people assigned to serve as election judges. For example, a representative from the management company and one homeowner at the association that is seen as fair and unbiased.
- Sample Agenda(general)
 - i. Sign in sheet for members present and members present via proxy
 - ii. Dissemination of ballots and selection of election judges
 - iii. Verification of quorum to hold annual meeting
 - iv. Review # of open positions, # of board of directors, term lengths
 - v. Review candidacy forms, take nomination from the floor
 - vi. Allow candidates to make a brief statement if more candidates than open positions
 - vii. Review voting procedures if formal vote necessary
 1. Cumulative
 2. non-cumulative
 - viii. Cast of votes and vote count
 - ix. Presentation of winners

Town Hall Meetings

- CPS recommends associations hold Town Hall meetings so that owners have an opportunity to express their opinions in an unrestricted forum.
- At least one meeting per year is recommended.
- Town Hall Meetings are generally required if a Board wants to adopt or amend rules and regulations at a subsequent Board Meeting.

Social Events

- CPS recommends this as a way to build the connections among the owners of the association.
- The association typically pays for the event.
- Events and venues vary and may include the local pub, courtyard party, roof deck BBQ, or a block party.

NOTE: This is NOT legal advice. Rather they are general recommendation based on our understanding of best practices for Illinois associations. CPS recommends that you contact an attorney and review your governing documents to determine what meeting obligations your association may have on an ongoing basis.

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2013 Q1 PLANNING CALENDAR

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Q1 BOARD WORKSHOP	<ul style="list-style-type: none"> Review landscaping bids, prepare for summer projects
Q1 BOARD MEETING	<ul style="list-style-type: none"> Approve landscaping vendor
PROJECTS	<ul style="list-style-type: none"> Interior painting
ADMINISTRATION	<ul style="list-style-type: none"> File annual report with secretary of state File refuse rebate with City of Chicago
ACCOUNTING	<ul style="list-style-type: none"> Monthly financial statements Weekly bill payments File tax returns Implement new 2013 budget Send Year End Report to all homeowners

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2013 Q2 PLANNING CALENDAR

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
28	29	30				

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Q2 BOARD WORKSHOP	<ul style="list-style-type: none"> Review bids for summer projects
Q2 BOARD MEETING	<ul style="list-style-type: none"> Approve vendors for summer projects
PROJECTS	<ul style="list-style-type: none"> Landscaping improvements Steam clean carpets Spring cleaning Power wash decks/porches Roof repairs/tuckpointing
ADMINISTRATION	<ul style="list-style-type: none"> Review utility contracts
ACCOUNTING	<ul style="list-style-type: none"> Submit year-end financial statement to all homeowners Monthly financial statements Weekly bill payments

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2013 Q3 PLANNING CALENDAR

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Q3 BOARD WORKSHOP	<ul style="list-style-type: none"> • Review annual budget • Review 5 year capital plan • Review snow removal bids • Review accounting controls • Review collections policy
Q3 BOARD MEETING	<ul style="list-style-type: none"> • Steam clean carpets • Wash windows
PROJECTS	<ul style="list-style-type: none"> • Exterior improvements • Power wash façade, sidewalks
ADMINISTRATION	<ul style="list-style-type: none"> • Survey homeowners regarding recommended capital projects • Conduct a town hall meeting • Host the annual association social event
ACCOUNTING	<ul style="list-style-type: none"> • Monthly financial statements • Weekly bill payments
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2013 Q4 PLANNING CALENDAR

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Q4 BOARD WORKSHOP	<ul style="list-style-type: none"> • Review annual budget • Review 5 year capital plan • Review all vendor agreements • Review vendor performance • Review governing documents
Q4 BOARD MEETING	<ul style="list-style-type: none"> • Approve 2014 budget • Approve 5 year capital plan (2014-2018) • Approve snow removal vendor • Update rules and regulations • Approve 2013 operational plan
ANNUAL ELECTION	<ul style="list-style-type: none"> • Election
PROJECTS	<ul style="list-style-type: none"> • Winterize association • Install holiday decorations
ADMINISTRATION	<ul style="list-style-type: none"> • Establish 2014 association meeting calendar
ACCOUNTING	<ul style="list-style-type: none"> • Monthly financial statements • Weekly bill payments

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About Chicago Property Services, Inc.

PREMEIR COMMUNITY MANAGEMENT:

Chicago Property Services, Inc. is Chicago's premier provider of professional offsite management services for condo and townhome community associations. Through innovative management techniques, CPS is creating stress free living environments for thousands of homeowners throughout the Chicago area. With over 50 exclusive properties under management, Chicago Property Services is setting the gold standard in offsite management.

COST SAVINGS:

Through their cost cutting and price negotiation abilities, CPS is saving community associations thousands of dollars annually. In addition, CPS has saved associations tens of thousands of dollars on their capital project expenditures through the project management services offered by CPS.

TIME SAVINGS:

Through the guidance of CPS, client board members are much more effective in decision making and planning. This allows board members to spend more time attending to their professional and personal lives. The average CPS board meeting last no more than 1 hour and our typical client holds quarterly board meetings.

Through proactive 5 year capital planning, CPS saves clients both time and money. Projects are completed sooner and cost less money. In addition, CPS clients have access to a state of the art exclusive online support tool called managemycommunity.com (MMC). MMC gives board member and homeowners real time access to critical information such as contact information, maintenance issues, and financial information.

Let Chicago Property Services create a more pleasant living environment for your association. Experience **MORE LIVING** and **LESS WORRYING**. For more information, visit www.chicagopropertyservices.com

About the Author, Salvatore J. Sciacca

Salvatore J. Sciacca is a leader in community association management, with more than 20 years experience. Founder of Chicago Property Services, Inc., (CPS), the premiere community management company in metropolitan Chicago for townhouses, condominiums, co-operatives, and homeowner associations, Mr. Sciacca also serves as its chairman and president. Mr. Sciacca is also the founder of managemycommunity.com which is soon becoming the leading online support portal for community associations. Mr. Sciacca is recognized for his extensive knowledge of capital planning, preventative maintenance, and cost-saving measures. At present, Mr. Sciacca's firm manages a portfolio of 50 unique properties including the former Marshal Field mansion. The portfolio has a combined value of \$300 million.

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Following rigorous exams, Mr. Sciacca became a Certified Manager of Community Associations (CMCA®) in 2002 by the Community Associations Institute (CAI), the top national trade association in the field. He was designated an Association Management Specialist (AMS®) in 2004 through CAI. Mr. Sciacca is a member of CAI, and the Association of Condominium Townhouse & Homeowners Association (ACTHA). Mr. Sciacca regularly attends national conferences such as the CAI CEO Retreat and the CAI National Trade Show.

Locally, Mr. Sciacca regularly attends ACTHA and CAI trade show events and is a regular guest speaker at ACTHA seminars and events.

Through his continuous interactions with national and local trade associations and industry experts, Mr. Sciacca remains at the forefront of best practices in the industry. Mr. Sciacca has often teamed up with the legal experts at Kovitz Shifrin Nesbit to give seminars and presentations throughout the community about current issues. He has been featured in several Chicago Tribune articles, CondoLifestyles articles and on CAI's radio talk show.

Mr. Sciacca holds a Bachelor of Science degree in electrical engineering from the University of Illinois at Urbana Champaign and a Master of Business Administration in international business from DePaul University.

Mr. Sciacca can be reached via phone at **312.455.0107 x102** or via email at **ssciacca@chicagopropertyservices.com** or you can follow him on **Facebook on his Condoboss** page at **facebook.com/pages/Condoboss/420215411400058**. His Condoboss page is full of free information and valuable tips on how to best run community associations.