

**PROPERTY ENHANCEMENT COMMITTEE
MEETING MINUTES
January 28, 2015**

Present: Chair Bill Schmidt; Members: Jim Hilborn, Village Board liaison: Chester Pojack;
Staff liaison: Steve Kalish; Staff members: Tom Bialas, Jennifer Hopwood.
Not Present: Eric McFadden, Ann Weinsheim, Bill Burger, Sandy Gresak
Resigned: Maureen Kirkes

Chairman Bill Schmidt called the meeting to order at 6:32 PM.

Minutes

October 22, 2014 minutes were approved.

Topic of Discussion – Multi-Family Building Sales

1. The market has bounced back a little bit, enough for a few of the multi-family housing buildings to sell in the area. As long as they have been doing/keeping up with their rental licensing the real estate transfer goes through smoothly as we have streamlined the inspection process and made the rental and real estate transfer inspections mirror each other. The inspections are detailed and go through the common areas, boiler room, laundry room and individual units.
2. Stonegate has separated out some of their units to apartments and single family condominiums.
3. Investors, owners and DuPage Housing have been cooperating and working with the Village, both with the Police Department and Community Development Code Enforcement.
4. Century Point – a few of the owners have voucher assisted housing apartments. Before the owners allow occupancy, the Village licenses the units a complete inspection is performed and the unit is in compliance.
5. Steve discussed the Ordinances that he handed out. 10-14B-8, pg 6, 10-14B-10A pg 7, 10-14B-10D pg8 (max Occupancy). We get help and cooperation from the Police Department with incident reports involving units and from the schools districts regarding possible overcrowding. Trustee Pojack said “What if the Resident claims the other occupants are just “visiting” when questioned about overcrowding. Steve Kalish responded that the Village then goes to management/owners to see what acceptable visit duration is. It tends to be fourteen (14) days unless a certain situation has been discussed with them. Tom Bialas added that the Village most often finds out about the overcrowding from complaints from neighbors. Steve Kalish stated that it is easy to see who is a “visitor” vs an actual resident at the property with the help of Vehicle Stickers. Jim Hilborn stated that he calls in visitors at his home that have vehicles without a Village Sticker and are parking overnight on the street to the police Department. Tom Bialas said those are the residents that do things correctly.

6. Tom Bialas reported that the great part is when an owner passes the real estate transfer inspection the first time due to having annual rental inspections and follows through with any corrections that are noted on the rental inspection form.
7. Jim Hilborn asked if the Village adopts its own codes. Steve Kalish stated that the Board adopts the code for the Village. He further added that 'the onus' is on the ownership to get the inspections. With building owners, I want to make sure the focus stays here and make sure the owners get their annual inspections. There are a lot of buildings and tenants in the program."
8. Tom Bialas stated that the Community Development team has been collecting several past due licensing fees, applications, paperwork, etc.
9. Steve Kalish reported that there are owners that can fall through the cracks. To obtain compliance from these cases, tickets are issued for lack of inspections. The bottom line is that they need to get their inspections done.
10. **Talk to Joanne about keeping all rental licenses on separate shelf (not with permits) so that after August all owners that have submitted paperwork and fee need to be cited for non-compliance of not having an inspection scheduled.
11. Multi-Family licenses for the previous year expire February 28th. All licenses are valid March 1 through February 28.
12. Tom Bialas did inform the Committee that there were discussions to regionalize the inspections, but no final decision to the discussion was made at this time.
13. Steve Kalish informed the Committee that the latest increase to pricing was the first ever. The current price for Multi-Family Licenses is \$100 per building/ \$50 per unit. This was raised from the previous pricing of \$50 per building/\$35 per unit.
14. Sale process for the buildings – the property is put on the market. The owner fills out a Real estate Transfer Certificate of Compliance Application and pays the fee and the inspection is scheduled with an inspector. At the inspection, a copy of the inspection report is left with the owner. At the top of the form there is an escrow amount assigned to the property. The procedure is now pretty standard across the board from inspections to escrow to Guarantee of Compliance and sale. The buyer has to come in and, sign off on the Guarantee of Compliance and post the escrow before the Transfer Stamps are issued by Administrative Services if full compliance has not been achieved by the closing date. With the sale of a property, the building and units need to be brought into compliance.
15. The Village works really well with the Glenside Fire Protection District and Bloomingdale Fire Department to bring buildings into compliance. Real estate Transfer Inspections are a tool that both the Fire Department and the Village use to gain compliance. Portillo's is a great example of the teamwork and value of the inspection.
16. Tom Bialas pointed out that is very similar to an Insurance Inspection. They usually come into the property and say you need to fix, this, this and this before insurance can be issued for the property. Steve Kalish stated "Good point, you would think that owners are getting lists from their insurance agents." Tom Bialas said if they start to use the word 'liability' in the inspection, people start pay attention.
17. Steve Kalish stated that part of the Village's job to the owners is education.

Topic of Discussion – Miscellaneous Items

1. Trustee Schmidt stated that he had received two (2) calls from Lou on Dickens (he currently lives out of state) regarding his inspection and Tony, the inspector. *Steve stated that he will discuss with Tony to review the case and get back to Trustee Schmidt. Director Kalchbrenner and Trustee Schmidt have discussed this topic.*

Next Meeting: February 25, 2015 at 6:30 PM.

Adjourn: The meeting was adjourned at 7:26 PM