

PROPERTY ENHANCEMENT COMMITTEE
Landlord Managers Meeting
MEETING MINUTES
April 27, 2022

Present: Chair Bill Schmidt, Trustee Chester Pojack, Jim Hilborn

Also Present: *Staff liaison:* Tom Bialas, Steve Kalish,

Absent: Syed Razvi, Paul Gasiecki (Excused), Trustee Mohammed Siddiqi (Excused),

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

Minutes

The February 26, 2022 minutes were approved.
(Note: No March 23, 2022 meeting.)

Discussion Items: Landlord Managers Meeting

Real Estate Transfer and Rental Properties – Assistant to the Director Bialas and Lead Code Enforcement Officer Kalish presented familiarization training with the Village’s website for access to important information and resources readily available to owners and the public.

The presentation demonstrated the use of the Village’s website, associated with the Community Development Department web pages. The demonstration emphasized the ease of use when the public needs to inquire about the real estate transfer process and the requirements involved in participating in the Village’s Rental Property Crime Prevention Partnership program. Explanations included ordinance requirements and availability of information with simple clicks of the mouse to navigate the website.

Access: Public access is provided by going to the Village website, www.glendaleheights.org, locating the “Departments” dropdown box at the top of the page, in the line just below the Village logo. From the drop down box, users can select from the various Departments of the Village. Real Estate Transfer information can be accessed at the Finance Department or Community Development pages. Rental Licensing and Inspection Program information is accessed at the Community Development page. Those particular webpages are accessed by clicking on the menu bar on the left side of the page listing the various subtopics available. Discussion included the information available at the Real Estate and Rental webpages, including the following:

Real Estate Transfers: Users are provided an overview of the steps to follow when selling real estate. Links are highlighted in blue letters to access the Real Estate Transfer Application for Certificate of Inspection, Freedom of Information, Real Estate Stamp Transfer Declaration and State of Illinois Real Estate Transfer Declaration (PTAX-203) forms at the transfer webpage. A link to an example inspection form is also available. The importance of early submission of application and scheduling of the required transfer inspection was stressed. The application fee of \$100.00, due at the time of submission of the form, is displayed on the webpage. Additionally provided is a statement of the cost of the transfer stamp based on a calculation of \$3.00 for every \$1,000.00 of the sale. By clicking on the various links, users have easy access to the needed forms and checklists to assist them as they complete the transfer of real estate requirements established by Village ordinance.

Rental: The importance of accessing and reviewing the rental licensing ordinance requirements was stressed for persons involved in the real estate transfer process. For persons owning property meeting the Village's ordinance related to rental properties, website users selecting "Rental Licensing & Inspection Program" in the menu bar from the Community Development page can view an overview of the program. Copies of the Rental Licensing Application, Acknowledgment of Understanding and Compliance Form, Lease Addendum and an example copy of the rental inspection form are all accessible from the specific rental webpage for the convenience of users. A review of the renewal process stressed the importance of timely submission of forms and payments no later than the annual due date of February 1st of each year. Attendees were reminded both the reviewed, updated and signed renewal/application and the licensing fee must be submitted together by the due date to avoid late fees. Failure to submit both constitutes an incomplete submission triggering the ordinance required late fees.

Topic of Discussion – Miscellaneous Discussion by Committee

- A question was raised from an attendee regarding the Nuisance Ordinance and how the Village assists with problematic situations in rental properties. The importance of police reporting, nature of the nuisance, and how the type of incident influences the ability for Community Development to take action under the Ordinance were reviewed. The discussion included the role of the Village, Police Department and Community Development, working in partnership with owners and tenants, to resolve nuisances. It was stressed that the Village does not evict people. The eviction responsibility lies solely with ownership. The Nuisance Ordinance is designed with protection of owners and tenants in mind. As a part of the Ordinance, police and code officers are available to testify at eviction hearings about their observations and reports related to the Village's response to such problem situations. Attendees were reminded that the Nuisance Ordinance is only one of the possible tools available to deal with problem properties and tenants as criminal complaints and civil actions may be a more appropriate response based on the situation.

Next Meeting:

- The next Property Enhancement Committee Meeting will be May 26, 2022 at 6:30 in the Floyd Brown room of Village Hall.
- The next Property Enhancement Committed Meeting with the Landlord/Managers Meeting will be August 24, 2022 at 6:30 pm in the Council Chamber at Village Hall.

Adjourn: Chair Bill Schmidt adjourned the meeting at 8:00 PM.