

**PROPERTY ENHANCEMENT COMMITTEE
LANDLORD/MANAGERS MEETING
MEETING MINUTES
January 31, 2024**

Present: Chair Bill Schmidt, Trustee Mohammed Siddiqi, Jim Hilborn, Paul Gasiiecki, Gyanila Naqvi, Michael Ontiveroz, Jim Sullivan

Also Present: *Staff liaison:* Tom Bialas, Steve Kalish, Trustee Chester Pojack

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

Chairman Schmidt welcomed the new members of the Committee.

Minutes

The October 25, 2023 minutes were approved.

Discussion Items:

Rental License Renewal for 2024. Operations Supervisor Bialas provided a reminder that the rental license renewal for the 2024 licensing year was due February 1st. Owners and managers were reminded of the importance of providing accurate and legible email addresses as Community Development is working to update the record management and renewal notification system in the coming year.

Interior Maintenance – Inside the Home. Lead Code Enforcement Officer Steve Kalish and Operations Supervisor Tom Bialas presented information related to rental property owners and the importance of maintaining rental properties. Information provided included:

- Proper maintenance is a partnership between owners/managers and tenants.
- Identifying maintenance issues early and addressing them prevents deterioration of the property.
- Deterioration negatively impacts tenants, the neighborhood and community.
- Maintaining properties is not just a good thing to do, it is required by various laws/ordinances.
- Owners and managers should be continually involved in the property.
 - When first purchased, owners/managers invest in their business property.
 - Failing to persist in maintaining property can cost owners repair bills, as well as fines/fees.
 - Conducting ownership inspections, in accordance with lease agreements, in addition to rental program inspections is a good business practice.
- Owners/managers/tenants should work to maintain areas of the interior as a matter routine.
 - Keep the living area clean and free of rubbish or garbage.
 - Walls, floors, ceilings, kitchens and bathrooms should be clean and sanitary.
 - Damaged walls, doors, windows and screens need to be repaired.
 - Electrical and plumbing hazards repaired promptly.
 - Ground Fault Circuit Interruption (GFCI) outlets are present and working in kitchen, bathroom and unfinished basement areas.
 - Insect, pest and rodent infestations require prompt efforts of reliable qualified exterminator.
 - Bedrooms and basements require compliance with emergency egress requirements.
 - Smoke and carbon monoxide detectors need to be maintained and not tampered with.
 - Overcrowding can overtax a property resulting in maintenance issues.
 - Ensure owners/managers are dealing with overcrowding issues in a lawful manner.
 - Updating of appliances and mechanical equipment helps ensure tenants have a safe living space.
 - Updates also help to maintain the rental appeal to prospective tenants.
- Tenants maintaining their living spaces is a cooperative effort with ownership. Partnering with managers, tenants, neighbors and the Village helps protect owners' investment.

Topic of Discussion – Miscellaneous Discussion by Committee

- Egress window requirements – Audience and Committee Member Gyanila Naqvi inquired what the egress requirements involved when purchasing a home for ownership versus rental. Insp. Kalish and O.S. Bialas discussed Village requirements that bedrooms and finished basements all need to comply with egress. A buyer of a home may accept existing window conditions and proceed to buy a home. When windows are replaced, a permit is needed and compliance will be required. If a buyer will not accept that condition, a seller would be in a position to bring the home into compliance to proceed with that buyer. As a rental property has a transient nature of tenants coming and going versus an owner-occupied property, rental windows require compliance as a part of the transfer process.
- Overcrowding – Committee Member Gyanila Naqvi expressed concern that Overcrowding investigations could lead to Fair Housing Act complaints. Insp. Kalish explained that such investigations are conducted with consideration of fair application of occupancy requirements. Committee Member Ontiveroz expressed that overcrowding can have a negative impact on properties and neighborhoods. Member Ontiveroz and Trustee Pojack commented that safety of the residents is an important aspect overcrowding.
- Appliance and Mechanical Equipment – Committee Member Mike Ontiveroz express the importance of installation of anti-tip devices on kitchen stoves. Trustee Pojack also expressed the importance of such safety devices. Committee Member Ontiveroz explain the anti-tip on a stove prevents appliances tipping over and injuring people. Additional comments included furniture companies also provide anti-tip equipment for installation once items like shelving units are placed in homes.
- Electrical Panels – Committee Member Gyanila Naqvi Inquired about properties with 100-amp service and the need for upgrading electrical panels. Insp. Kalish discussed there are 100-amp services in homes; however, as electrical demands on panels increase, the 100-amp service may need upgrading. Committee Member Ontiveroz added that with the increase in the number of electric vehicle and the need for home charging capability, systems will likely need an upgrade. Insp. Kalish explained such upgrades would need a permit.
- Air B&B properties – Insp. Kalish responded to an audience member’s inquiry if Air B&B properties were allowed in the Village. Insp. Kalish advised they currently were not allowed under Zoning. Insp. Kalish added that, unlike a rental with a regular tenant, such a business involves frequent change in occupants. He indicated the issue is under review for consideration to allow Air B&Bs.
- Rental Licensing/Registration - Committee Member Gyanila Naqvi inquired about the inspection process of Multi-Family buildings. Insp. Kalish discussed the registration vs. rental licensing of individual rented units and that inspections cover the common areas of such properties. Committee Member Naqvi asked if the Village had made changes to allow prorated annual licensing fees. Chairman Schmidt indicated that the Board had not made changes to fees.

Next Meeting:

The next Property Enhancement Committee Meeting is February 28, 2024 at 6:30 in the Floyd Brown room on the 1st Floor of the Village Hall.

The next Property Enhancement Committee Meeting and Landlord/Managers Meeting is scheduled for April 24, 2024 at 6:30 pm in the Council Chamber, 2nd Floor of the Village Hall.

Adjourn: Chairman Schmidt adjourned the meeting at 7:35 PM.