

**PROPERTY ENHANCEMENT COMMITTEE
LANDLORD/MANAGERS MEETING
MEETING MINUTES
April 24, 2024**

Present: Chairman Bill Schmidt, Jim Hilborn, Gyanila Naqvi, Michael Ontiveroz, Jim Sullivan.
Trustee Mohammad Siddiqi

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

Absent: Paul Gasiiecki

Chairman Bill Schmidt called the meeting to order at 6:31 PM.

Minutes

The March 27, 2024 minutes were approved.

Discussion Items:

Multi Family Condo Association Registration. Operations Supervisor Tom Bialas and Lead Code Enforcement Officer Steve Kalish presented information related to Village's Registration and Inspection of Multiple Ownership Multiple-Family Dwellings (Condominiums) Ordinance (10-14B-2) adopted and amended by the Village Board. Discussions included:

- Licensing Requirements: Any person, firm, partnership, HOA, management company, association, corporation, managing agent, property agent, or other legal entity that intends to operate, manage or maintain within the village any multi-family dwelling(s) or condominium complex, whether vacant or occupied, shall submit an application for a registration to the community development department.
- Application Required: Each application filed with the director of community development shall state the name, address, e-mail address and telephone number of the homeowner's association, management company, the address of the dwelling(s), the number of dwelling units, within the multi-family dwelling(s), and the name, address, and twenty-four (24) hour phone number or numbers of a contact person that has the authority to make or authorize repairs as needed.
- Licensing Fee, Term and Renewal: Condominium complexes registration is \$100.00 - per building. Condominium complexes, if unit information not provided registration, is \$100.00 - per building, plus \$50.00 per unit. Registration is for a one-year period, February 1 to January 31 the following year. Fees are due February 1st each year, with late fees accumulating at 20% of the registration fee on the first of each subsequent month of non-compliance.
- Inspection Required and Re-inspection Requirements: Registration inspections of multi-family dwellings or condominium complexes shall include the exterior of each multi-family dwelling or condominium complex, the common interior elements of each multi-family dwelling or condominium complex. The registration inspection and a re-inspection is included, after which, additional re-inspections have a \$75.00 fee.
- Enforcement & Penalty: It shall be the duty of the community development department to enforce the provisions of this article. Any party in violation of the provisions, in addition to other remedies available to the village shall, upon conviction thereof, be subject to fines not less than one hundred dollars (\$100.00) nor more than one thousand dollars (\$1,000.00) for each violation. Each day during which a violation of this article continues or is permitted to exist shall be considered a separate and distinct offense.

Topic of Discussion – Miscellaneous Discussion by Committee

- None.

Next Meeting:

The next Property Enhancement Committee Meeting is scheduled for May 22, 2024 at 6:30 pm in the Floyd Brown Room, 1st Floor of the Village Hall.

Adjourn: Chairman Bill Schmidt adjourned the meeting at 7:07 PM.