



Illinois Department of Financial and Professional Regulation
Division of Real Estate

JB PRITZKER
Governor

DEBORAH HAGAN
Secretary

MARIO TRETO JR.
Acting Director
Division of Real Estate

Illinois Department of Financial & Professional Regulation, Division of Real Estate
Community Association Manager Licensing and Disciplinary Board
OPEN Minutes

Date: October 20, 2020

Call to Order: 11:02 a.m.

Location: IDFPR – Division of Real Estate
Remotely via interactive webinar and/or telephonically in accordance with provisions of Governor JB Pritzker’s Executive Order 2020-07 issued on March 16, 2020

Board Members Present: Sanina Ellison, Unit Owner
Marla Jackson - CAM Member
Louis Lutz – CAM Member
Stephanie Skelley – Vice Chairperson, CAM Member

Board Members Not Present: Asa Sherwood – Chairperson, CAM Member
Brent Baccus – Unit Owner

Division Staff Present: Monica Gutierrez – Chief of Boards and Complaints in Real Estate
Brokerage and Community Association Manager
Adrienne Levatino – Associate General Counsel
Ericka Johnson - Chief of Prosecutions
Hector Rodriguez – Chief of Audits and Investigations
Jeremy Reed – Chief of Licensing & Education
Donielle Philpott - Policy Manager
Debra Malinowski - CAM Board Liaison
Susan Sigourney - Board Liaison

Guest(s) Present: Matthew Green – Community Association Managers International Certification Board (CAMICB) and Community Association Institute (CAI)

TOPIC	DISCUSSION	ACTION
	<p>Due to recent amendments to the Open Meetings Act, Stephanie Skelley made the following statement at the CAM's Board meeting:</p> <p>“This meeting is being conducted by audio or video conference without the physical presence of a quorum of the members because the Governor of the State of Illinois has issued a disaster declaration related to public health concerns and an in-person meeting is not practical or prudent because of the disaster described in that declaration.”</p>	
Call to Order	<p>Stephanie Skelley, Vice Chairperson of the Community Association Manager Licensing and Disciplinary Board opened the meeting.</p> <p>Vice Chairperson Stephanie Skelley introduced Sanina Ellison as the new public board member. Sanina Ellison gave a brief bio of herself and mentioned that she's excited to be part of this Board.</p>	The meeting was called to order at 11:03 a.m.
Approval of Open Minutes	The Board reviewed the Open Minutes from the July 21, 2020 Community Association Manager Licensing and Disciplinary Board meeting.	A motion was made by Lutz and seconded by Jackson to approve the Open Minutes as presented from the July 21, 2020 CAM Board meeting. Motion carried by roll call vote.
Public Comments	Matthew Green from Community Association Manager International Certification Board (CAMICB) and Community Association Institute (CAI) mentioned that he represents the institute that administrators the CAM's certification program and the examination for the State of Illinois.	
Licensing Report	<p>The 2020 Licensing Report as of September 30, 2020 was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Reed mentioned that the Licensing Staff continues to work remotely from home. Mr. Reed further stated Licensing processed over 15,000 broker renewal applications for the month of September 2020. CAM licensed applications are processed in “real-time” and within a couple of weeks will issue a license. Mr. Reed mentioned that board members may</p>	

TOPIC	DISCUSSION	ACTION
	contact him if they need assistant with a licensing issue.	
Complaints Report	The 2020 Complaints Report through the month of September was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Investigations Report	<p>The 2020 Investigations Report through the month of September was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Rodriguez mentioned that the Investigators continue working remotely.</p>	
Prosecutions Report	<p>The 2020 Prosecutions Report through the month of September was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Ms. Johnson mentioned that CAM had their first informal conference in September 2020 with the next informal conference scheduled on November 4, 2020. The Department has resumed formal hearings. Currently, CAM has no formal hearings scheduled.</p> <p>Ms. Jackson inquired about if Prosecution prioritize and if there are reasons why there's a delay in making a resolution for the older cases. Ms. Johnson mentioned that Prosecutions does prioritize the older cases and gave some of the reasons why older cases have taken time to address. Ms. Johnson will provide the CAM Board Members, at the next Board Meeting a report with a status on cases over 12 months.</p>	
Formal Hearing Schedule	There are no upcoming formal hearings scheduled.	
Old Business	There was no Old Business discussed.	
New Business Chair and Vice Chair Elections	Vice Chairperson Skelley open the discussion for nominations regarding the Chairperson and Vice-Chairperson for the Community Association Manager Licensing and Disciplinary Board for 2021.	A motion was made by Lutz and seconded by Jackson to elect Stephanie Skelley as Chairperson. Motion carried

TOPIC	DISCUSSION	ACTION
2021 Proposed CAM Schedule	<p>CAM Board Members received a report regarding the 2021 proposed CAM Schedule for Board Meetings and informal conferences.</p> <p>Ms. Levatino reminded board members the importance of their attendance for CAM Board Meetings.</p> <p>Ms. Levatino mentioned the IDFPR propelled the introduction of legislation last year to amend the CAM Act and will again in the 2021 Legislation that will include the increase of CAM Board Meetings to once every two months and licensing community association managing firms. Vice Chairperson Skelley said increasing the CAM Board Meetings to once every two months was a good idea and there were additional comments made concerning this topic.</p>	<p>by roll call vote.</p> <p>A motion was made by Lutz and seconded by Skelley to elect Marla Jackson as Vice-Chairperson. Motion carried by roll call vote.</p>
Motion to go into Closed Session	<p>Roll Call Vote taken: Sanina Ellison, yes Marla Jackson, yes Louis Lutz, yes Stephanie Skelley, yes</p>	<p>A motion was made by Lutz and seconded by Jackson to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 11:26 a.m. Motion carried by roll call vote.</p>
Closed Session	<p>The Board reviewed the July 21, 2020 Closed Minutes.</p> <p>The Board deliberated on pending enforcement actions</p>	
Motion to go Into Open Session		<p>A motion was made by Lutz and seconded by Jackson to go</p>

TOPIC	DISCUSSION	ACTION
		by Jackson and seconded by Lutz to adjourn at 11:47 a.m. Motion carried by roll call vote.

2020 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M s	1800	1821	1839	1846	1859	1873	1895	1907	1917			

2019 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M s	1966	1974	1989	1998	2000	2032	2039	2043	2055	1739	1749	1777

2018 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M s	1749	1751	1770	1783	1803	1825	1853	1871	1894	1909	1925	1938

2017 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG (RENEWAL)	SEP	OCT	NOV	DEC
C A M s	1,818	1,863	1,874	1,885	1,902	1,923	1,933	1,938	1966	1688	1698	1714

2016 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M s	1,584	1,629	1,651	1,668	1,687	1,718	1,720	1,754	1,775	1,784	1,806	1,811

2015 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG (RENEWAL)	SEP	OCT	NOV	DEC
C A M s	1,684	1,697	1,714	1,723	1,735	1,758	1,774	1,782	1,779	1,503	1,563	1,580

June 2020
CAM Complaint Report

Column1	New CAM Complaints	New CAM Complaints Assigned To Investigations	Complaints Closed At Intake Review	Refer to Prosecutions
January	11	8	2	1
February	11	7	4	0
March	8	7	1	0
April	5	4	1	0
May	4	2	2	0
June	10	9	1	0
July	14	11	4	0
August	13	12	1	0
September	10	6	4	0
October				
November				
December				
Total	86	66	20	1

**C.A.M. INVESTIGATIONS REPORT
OCTOBER 2020**

	Pending C.A.M. Cases	CASES OVER 5 MONTHS OLD	New C.A.M. Cases Received	Referred to Prosecutions	Recommended for Closure	Closed at Complaint
JANAURY	53	33	8	1	3	2
FEBRUARY	59	35	7	0	1	4
MARCH	63	36	7	2	1	1
APRIL	67	38	4	0	0	1
MAY	67	41	2	2	0	2
JUNE	75	46	9	0	1	1
JULY	81	52	9	1	2	4
AUGUST	84	54	12	1	8	1
SEPTEMBER	86	54	5	1	2	3
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL						

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT SEPTEMBER 2020

	New Cases	Pending open cases	3 nmonths or less	cases over 3 months	cases over 6 months	cases over 9 months	cases over 12 months	cases over 24 months	FORMAL COMPLAINTS FILED	CLOSED	CLOSED ADMIN	CLOSED ADMIN WARN LETTER	CLOSED FORMAL ORDER	CLOSED: CONSENT ORDER	CLOSED: NON-DISC ORDER	IL INC TAX	CHILD SUPPORT
JANUARY	4	43	9	4	25	0	4	1	2	8	6	2	0	0	0	0	0
FEBRUARY	0	39	2	7	21	4	3	2	1	4	3	0	0	0	0	1	0
MARCH	3	42	3	7	15	12	3	2	0	0	0	0	0	0	0	0	0
APRIL	0	41	3	5	5	19	6	3	0	1	0	1	0	0	0	0	0
MAY	2	38	2	4	8	17	5	2	0	5	2	0	0	2	0	1	0
JUNE	0	37	2	2	9	11	12	1	5	1	0	0	1	0	0	0	0
JULY	1	38	3	2	9	10	12	2	1	0	0	0	0	0	0	0	0
AUGUST	1	37	2	2	7	4	19	3	1	1	0	0	0	1	0	0	0
SEPTEMBER	1	33	2	2	4	7	14	4	1	5	2	2	0	0	1	0	0
OCTOBER										0							
NOVEMBER										0							
DECEMBER										0							
TOTAL	12								11	25	13	5	1	3	1	2	0