



# Illinois Department of Financial and Professional Regulation

## Division of Real Estate

**JB PRITZKER**  
Governor

**MARIO TRETO JR.**  
Acting Secretary

**LAURIE MURPHY**  
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: May 18, 2021

Call to Order: 11:01 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: Brent Baccus – Unit Owner  
Sanina Ellison, Unit Owner  
Marla Jackson – Vice Chairperson - CAM Member  
Louis Lutz – CAM Member  
Asa Sherwood – CAM Member  
Stephanie Skelley – Chairperson, CAM Member  
Linda Tsacalides – CAM Member

Board Members Not Present:

Division Staff Present: Laurie Murphy – Acting Director – Division of Real Estate  
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  
Paloma Cruz – DRE GC Law Clerk  
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)  
Julie Cramer

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	Stephanie Skelley, Chairperson of the Community Association Manager Licensing and Disciplinary Board opened the meeting.	The meeting was called to order at 11:01 a.m.
	Chairperson Skelley welcomed and introduced Linda Tsacalides as the new CAM Board Member.	
Approval of Open Minutes	The Board reviewed the Open Minutes from the March 16, 2021 Community Association Manager Licensing and Disciplinary Board meeting.	A motion was made by Lutz and seconded by Sherwood to approve the Open Minutes from the March 16, 2021 CAM Board meeting. Motion carried by roll call vote.
	<p>Acting Director Murphy introduced herself and mentioned that it's an honor to be appointed this position. Acting Director Murphy furthered gave a background from when she first started in February 2018 as the Chief of Boards and Complaints in Real Estate Brokerage and Community Association Manager to being appointed Deputy Director for the Real Estate Division in 2019. Acting Director Murphy intends to continue the same ideas as the previous Director of Real Estate. Acting Director Murphy wants to improve the communication between the Division, Board Members, and the public. Acting Director Murphy personally thanked the Board Members for their time, effort, and commitment to this Board.</p> <p>Linda Tsacalides mentioned that she's excited to be part of the CAM Board and gave a brief bio of herself.</p>	
Public Comments	Matthew Green from the Community Association Managers International Certification Board (CAMICB) introduced himself as director of credentialing services for CAMICB. CAMICB administers the Certified Manager of Community	

TOPIC	DISCUSSION	ACTION
	<p>Associations (CMCA) program, which is one of the two accepted licensure exams for community association managers. Mr. Green reported the CMCA program has been accredited by the ANSI National Accreditation Board under ISO/IEC 17024. Mr. Green explained that this is a big achievement for the CMCA program, and it makes the CMCA one of only a few certifications that is dual-accredited and stand alone in the community association housing profession.</p>	
Licensing Report	<p>The 2021 Licensing Report as of April 2021 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 working remotely from home with several of the Licensing Staff going into the office. Mr. Reed further stated that Licensing continues to process paper license applications even though online application is available. Mr. Reed mentioned that he's available for Board Members to contact him anytime for assistance.</p>	
Complaint Report	<p>The 2021 Complaints Report through the month of April was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Monica Gutierrez introduced herself as the Chief of Boards and Complaints in Real Estate Brokerage and Community Association Manager. Ms. Gutierrez mentioned that staff in the Complaint Department partially works remotely and going into the office.</p>	
Investigation Report	<p>The 2021 Investigations Report through the month of April was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Rodriguez introduced himself as the Chief of Investigations. Mr. Rodriguez mentioned that the Investigators continue to work remotely and occasionally conducting on-site office investigations.</p>	
Prosecution Report	<p>The 2021 Prosecutions Report through the month of April was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Ms. Johnson introduced herself as the Chief of Prosecutions, mentioned that there are four attorneys for the Real Estate Division and gave a brief overview of what the unit conducts.</p>	

TOPIC	DISCUSSION	ACTION
Formal Hearing Schedule	There are no upcoming formal hearings scheduled.	
Old Business	There was no Old Business discussed.	
New Business	There was no New Business discussed.	
Motion to go into Closed Session	Roll Call Vote taken: Brent Baccus, yes Sanina Ellison, yes Marla Jackson, yes Louis Lutz, yes Asa Sherwood, yes Stephanie Skelley, yes Linda Tsacalides, yes	A motion was made by Lutz and seconded by Sherwood to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 11:17 a.m. Motion carried by roll call vote.
Closed Session	The Board reviewed the March 16, 2021 Closed Minutes.  The Board deliberated on pending enforcement actions	
Motion to go Into Open Session		A motion was made by Ellison and seconded by Lutz to go into Open Session at 12:04 a.m. Motion carried by roll call vote.  A motion was made by Jackson seconded by Sherwood to approve the Closed Minutes from the March 16, 2021 CAM Board meeting. Motion carried by roll

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<p>Recommendations</p> <p>The Board signed 2 Findings of Facts, Conclusions of Law and Recommendations to the Director</p>	<p>2 Cases were deliberated during Closed Session.</p> <p>IDFPR v. Amanda Klepitsch Case #2017-07969</p> <p>IDFPR v. Angelique France Case #2017-09051</p>	<p>call vote.</p> <p>Motion made by Jackson and seconded by Lutz to ratify the Board's actions which includes Stephanie Skelley authorizing her electronic signature on the orders presented in Closed Session. Motion carried by roll call vote.</p> <p>The Board recommends a revocation and to impose a \$6,000 fine, upon the license of Amanda Klepitsch.</p> <p>The Board recommends a revocation and to impose a \$1,000 fine, upon the license of Angelique France.</p> <p>IDFPR v. Amanda Klepitsch Case #2017-07969 IDFPR v. Angelique France Case #2017-09051</p>

TOPIC	DISCUSSION	ACTION
Orders	<p>3 Consent and Non-Disciplinary Orders were reviewed and discussed in Closed Session.</p> <p>The Board received a report of the final actions by the Director on the following 1 Consent Order previously signed by the Board:</p> <p>2019-00644 Jerome Faulkner</p>	<p>The Board signed 3 Consent and Non-Disciplinary Orders</p>
Adjournment		<p>There being no further business to discuss, a motion was made by Baccus and seconded by Lutz to adjourn at 12:10 a.m. Motion carried by roll call vote.</p>

## 2021 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M s	1962	1973	1990	1998								

## 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	1926	1938	1945

## 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



April 2021  
CAM Complaint Report

Column1	New CAM Complaints	New CAM Complaints Assigned To Investigations	Complaints Closed At Intake Review	Refer to Prosecutions
January	8	8	0	0
February	10	8	2	0
March	9	5	4	0
April	19	8	11	0
May				
June				
July				
August				
September				
October				
November				
December				
Total	46	29	17	0

**C.A.M.****Investigation Report APRIL 2021**

	<b>Pending C.A.M. Cases</b>	<b>CASES OVER 5 MONTHS OLD</b>	<b>New C.A.M. Cases Received</b>	<b>Referred to Prosecutions</b>	<b>Recommended for Closure</b>	<b>Closed at Complaint</b>
JANAURY	103	76	8	0	1	0
FEBRUARY	111	80	8	0	0	2
MARCH	115	83	5	0	1	4
APRIL	121	87	8	1	1	9
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
<b>TOTAL</b>			29	1	3	15

**COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT APRIL 2021**

	New Cases	Pending open cases	3 months or less	cases over 3 months	cases over 6 months	cases over 9 months	cases over 12 months	cases over 24 months	Informal Conferences	Formal Complanints Filed	CLOSED	CLOSED ADMIN	CLOSED ADMIN WARN LETTER	CLOSED FORMAL ORDER	CLOSED: CONSENT ORDER	CLOSED: NON-DISC ORDER	IL INC TAX	CHILD SUPPORT
JANUARY	1	32	1	3	3	1	21	3	1	1	2	0	0	0	1	1	0	0
FEBRUARY	0	32	1	2	2	3	21	3	0	1	0	0	0	0	0	0	0	0
MARCH	0	29							0	0	3	1	0	1	1	0	0	0
APRIL	1	29	1	1	4	2	17	4	0	1	1	1	0	0	0	0	0	0
MAY											0							
JUNE											0							
JULY											0							
AUGUST											0							
SEPTEMBER											0							
OCTOBER											0							
NOVEMBER											0							
DECEMBER											0							
TOTAL	2								1	3	6	2	0	1	2	1	0	0