



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Real Estate

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**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Acting Secretary

**LAURIE MURPHY**  
Acting Director

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

Date: March 15, 2022

Call to Order: 11:04 a.m.

Location: IDFPR – Division of Real Estate  
Remotely via interactive webinar and/or telephonically 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, and because the Secretary of the Illinois Department of Financial and Professional Regulation has determined pursuant to the provisions of Section 7 of the Open Meetings Act that an in-person meeting is not practical or prudent because of a disaster

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

Board Members Not Present:

Division Staff Present: Monica Gutierrez – Chief of Boards and Complaints in Real Estate Brokerage and Community Association Management  
Adrienne Levatino – Associate General Counsel  
Geetu Naik - Chief of Prosecutions  
Jeremy Reed – Chief of Licensing & Education  
Elliot Dubin – Staff Attorney  
Sheilah O’Grady Krajniak – Staff Attorney

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, Chairperson Stephanie Skelley made the following statement at the CAM's Board meeting:            "“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. This meeting is further being conducted by audio or videoconference because the Secretary of the Illinois Department of Financial and Professional Regulation has determined pursuant to the provisions of Section 7 of the Open Meetings Act that an in-person meeting is not practical or prudent because of a disaster.”</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 11:04 a.m.
Approval of Open Minutes	The Board reviewed the Open Minutes from the September 21, 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 September 21, 2021 CAM Board meeting as amended. Motion carried by roll call vote.
Public Comments	There were no public comments.	

TOPIC	DISCUSSION	ACTION
Licensing Report	<p>The 2022 Licensing Report as of February 2022 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 real estate broker licensees are in the middle of their renewal cycle with the licenses expiring April 30, 2022.</p> <p>Mr. Reed mentioned that one member of the licensing staff is transferring to another department within the State. Licensing is working on hiring an individual for that position.</p> <p>Mr. Reed mentioned that Licensing processes a new application for licensure within three weeks.</p>	
Complaint Report	<p>The 2022 Complaints Report through the month of February was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p>	
Investigation Report	<p>The 2022 Investigations Report through the month of February was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p>	
Prosecution Report	<p>The 2022 Prosecutions Report through the month of February was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Ms. Naik introduced Elliot Dubin and Sheilah O’Grady-Krajniak as the new attorneys that have joined the Prosecutions Team on February 16, 2022 and gave a brief bio of them.</p>	
Formal Hearing Schedule	<p>There are no upcoming formal hearings scheduled.</p>	
Old Business	<p>There was no Old Business discussed.</p>	
New Business  Chair and Vice Chair Elections	<p>Chairperson Skelley opened the discussion for nominations for Chairperson and Vice-Chairperson of the Board for fiscal year 2022.</p>	<p>A motion was made by Lutz and seconded by Sherwood to</p>

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2022 Proposed CAM Schedule	CAM Board Members received a report regarding the 2022 proposed CAM Schedule for Board Meetings and informal conferences.	<p>elect Marla Jackson as Chairperson. Motion carried by roll call vote.</p> <p>A motion was made by Lutz and seconded by Sherwood to elect Brent Baccus as Vice-Chairperson. Motion carried by roll call vote.</p>
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	A motion was made by Lutz and seconded by Skelley 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	<p>The Board reviewed the September 21, 2021 Closed Minutes.</p> <p>The Board deliberated on pending enforcement actions.</p>	
<p>Motion to go Into Open Session</p> <p>Approval of September 21,</p>		<p>A motion was made by Skelley and seconded by Ellison to go into Open Session at 11:39 a.m. Motion carried by roll call vote.</p> <p>A motion was made by Skelley seconded by Lutz</p>

TOPIC	DISCUSSION	ACTION
<p data-bbox="191 233 358 296">2021 Closed Minutes</p> <p data-bbox="191 562 435 594">Recommendations</p> <p data-bbox="191 1293 435 1539">The Board signed 2 Findings of Facts, Conclusions of Law and Recommendations to the Director</p>	<p data-bbox="457 569 1073 600">2 Cases were deliberated during Closed Session</p> <p data-bbox="457 636 987 667">IDFPR v. Anne Luthi Case #2019-04380</p> <p data-bbox="457 940 1040 972">IDFPR v. Latrice McGee Case # 2016-09020</p>	<p data-bbox="1284 233 1495 520">to approve the Closed Minutes from the September 21, 2021 CAM Board meeting. Motion carried by roll call vote.</p> <p data-bbox="1284 636 1520 884">The Board recommends a revocation, and to impose a \$50,000 fine, upon the license of Anne Luthi.</p> <p data-bbox="1284 926 1520 1251">The Board recommended a revocation, and to impose a \$70,000 fine, upon the license of Latrice McGee. Stephanie Skelley recused herself.</p> <p data-bbox="1284 1293 1511 1619">IDFPR v. Anne Luthi Case # 2019-04380. IDFPR v. Latrice McGee Case #2016-09020 with Stephanie Skelley recused herself.</p> <p data-bbox="1284 1661 1520 1871">Motion made Baccus seconded by Sherwood to ratify the actions that were taken in closed session</p>

TOPIC	DISCUSSION	ACTION
Orders	<p>1 Consent Order was reviewed and discussed in Closed Session.</p> <p>The Board received a report that reflected that there were 3 final actions by the Director on Consent Orders not previously signed by the Board.  2018-05523 Leroy Gunn  2020-06193 Catherine Horvath Steele  2021-00528 Igor Pavlovic</p>	<p>that includes Stephanie Skelley authorizing her electronic signature on the order presented in Closed Session. Motion carried by roll call vote.</p> <p>The Board signed 1 Consent Order.</p>
	<p>Ms. Levatino thanked Stephanie Skelley for her hard work, dedication and service to the CAM Board and wish Marla Jackson best wishes in the upcoming year as the new Chairperson.</p>	
Adjournment	<p>The next meeting is scheduled for May 17, 2022.</p>	<p>There being no further business to discuss, a motion was made by Skelley and seconded by Lutz to adjourn at 11:41 a.m. Motion carried by roll call vote.</p>

## 2022 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M s	1690	1723										

## 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	2010	2,027	2,040	2,066	2,078	2,097	2,106	1,676

## 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





FEBRUARY 2022  
CAM Complaint Report

Column1	New CAM Complaints	New CAM Complaints Assigned To Investigations	Complaints Closed At Intake Review	Refer to Prosecutions	new CAM complaints not assigned
January	6	5	2		
February	13	1	5		7
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total	19	6	7	0	7



**COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT FEBRUARY 2022**

	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	3	26	2	3	5	1	6	9	0	0	4	0	1	0	3	0	0	0
FEBRUARY	0	26	2	2	6	1	6	9	0	0	0	0	0	0	0	0	0	0
MARCH											0							
APRIL											0							
MAY											0							
JUNE											0							
JULY											0							
AUGUST											0							
SEPTEMBER											0							
OCTOBER											0							
NOVEMBER											0							
DECEMBER											0							
TOTAL	3								0	0	4	0	1	0	3	0	0	0