



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Real Estate

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JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

LAURIE MURPHY
Director

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

Date: May 17, 2022

Call to Order: 11:01 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: Marla Jackson – Chairperson- CAM Member
Louis Lutz – CAM Member
Asa Sherwood – CAM Member
Stephanie Skelley – CAM Member

Board Members Not Present: Brent Baccus – Vice Chairperson- Unit Owner
Sanina Ellison - Unit Owner

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
Hector Rodriguez – Chief of Audits and Investigations
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 Marla Jackson 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. 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 | Marla Jackson, Chairperson of the Community Association Manager Licensing and Disciplinary Board opened the meeting. | The meeting was called to order at 11:01 a.m. |
| Approval of Open Minutes | The Board reviewed the Open Minutes from the March 15, 2022 Community Association Manager Licensing and Disciplinary Board meeting. | A motion was made by Lutz and seconded by Skelley to approve the Open Minutes from the March 15, 2022 CAM Board meeting as amended. Motion carried by roll call vote. |
| Public Comments | There were no public comments. | |
| Licensing Report | The 2022 Licensing Report as of April 2022 was presented and distributed. A copy of the report is attached to and made a part of these minutes. | |

| TOPIC | DISCUSSION | ACTION |
|-------------------------|--|--------|
| | <p>Mr. Reed mentioned that the renewal cycle for real estate broker licenses ended April 30, 2022.</p> <p>Mr. Reed mentioned that with the updates in CAM Rules, the Licensing Department is in the beginning stages of setting the forms / processes for educational approvals and how to set CAM firms.</p> <p>Mr. Lutz inquired to why the number of active CAM Licenses were down approximately 200 from the last three years. Mr. Reed mentioned that it's not unusual for the number of active licenses to drop after a renewal cycle. There were additional comments made regarding this subject.</p> | |
| Complaint Report | <p>The 2022 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> | |
| Investigation Report | <p>The 2022 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>Ms. Skelley inquired how the participation in the CAM CCR process is helping the investigators and is there any feedback to provide the CAM Board Members to better assist the investigation process. Mr. Rodriguez mentioned that the CAM Board's participation is very important, specifically, determining merits or not merits for an investigation. Mr. Rodriguez further mentioned that any guidance board members can give is helpful as well.</p> | |
| Prosecution Report | <p>The 2022 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. Naik mentioned that the two real estate prosecutors that started several months ago have jumped right in and are working on the aged cases.</p> <p>Ms. Naik agreed with Mr. Rodriguez in how important the CAM board members participation in CAM CCR is not only in investigations but in Prosecutions as well.</p> | |
| Formal Hearing Schedule | <p>There are no upcoming formal hearings scheduled.</p> | |

| TOPIC | DISCUSSION | ACTION |
|----------------------------------|--|---|
| Old Business | There was no Old Business discussed. | |
| New Business | <p>Ms. Levatino mentioned that the Department does not know when board meetings will meet in-person but suggests that the board members check their badges to ensure that the badges are current.</p> <p>Ms. Levatino mentioned that the newly amended CAM Act provides for an election of officers at the first meeting in the fiscal year. Mr. Levatino further mentioned that even though the CAM Board elected new officers at the March 15, 2022 meeting, the CAM Board will elect officers at the July 19, 2022 meeting.</p> | |
| Motion to go into Closed Session | Roll Call Vote taken: Marla Jackson, yes Louis Lutz, yes Asa Sherwood, yes Stephanie Skelley, yes | A motion was made by Skelley and seconded by Lutz to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 11:13 a.m. Motion carried by roll call vote. |
| Closed Session | <p>The Board reviewed the March 15, 2022 Closed Minutes.</p> <p>The Board reviewed the Consumer Complaints Review reports for: <u>March 15, 2022</u> 8 Complaints Referred to Investigations 4 Complaints Recommended for Closure <u>April 19, 2022</u> 6 Complaints Referred to Investigations 2 Complaints Recommended for Closure</p> <p>The Board deliberated on pending enforcement actions.</p> | |
| Motion to go Into Open Session | | A motion was made by Lutz and seconded by Sherwood to go into Open Session at |

| TOPIC | DISCUSSION | ACTION |
|--|--|---|
| <p>Approval of March 15, 2022 Closed Minutes</p> <p>Orders</p> | <p>2 Consent Orders were reviewed and discussed in Closed Session.</p> <p>The Board received a report that reflected that there was 1 final action by the Director on Consent Order previously signed by the Board. 2019-08548 Paul Newsom</p> | <p>11:20 a.m. Motion carried by roll call vote.</p> <p>A motion was made by Lutz seconded by Skelley to approve the Closed Minutes from the March 15, 2022 CAM Board meeting. Motion carried by roll call vote.</p> <p>Motion made Lutz seconded by Sherwood to ratify the actions that were taken in closed session 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 2 Consent Orders.</p> |
| | | |

| TOPIC | DISCUSSION | ACTION |
|--------------|--|--|
| Adjournment | The next meeting is scheduled for July 19, 2022. | There being no further business to discuss, a motion was made by Skelley and seconded by Sherwood to adjourn at 11:21 a.m. Motion carried by roll call vote. |

2022 CAM LICENSE REPORT

| MONTH | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---------|------|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|
| C A M s | 1690 | 1723 | 1750 | 1770 | | | | | | | | |

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 |

APRIL 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 | 9 | 7 | 5 | | 4 |
| April | 12 | 6 | 3 | | 7 |
| May | | | | | |
| June | | | | | |
| July | | | | | |
| August | | | | | |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |
| Total | 40 | 19 | 15 | 0 | 18 |
| | | | | | |

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT APRIL 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 Complainints 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 | 3 | 25 | 3 | 2 | 6 | 1 | 5 | 8 | 0 | 6 | 4 | 2 | 1 | 0 | 1 | 0 | 0 | 0 |
| APRIL | 1 | 22 | 3 | 1 | 5 | 2 | 6 | 5 | 0 | 0 | 4 | 0 | 1 | 2 | 0 | 0 | 1 | 0 |
| MAY | | | | | | | | | | | 0 | | | | | | | |
| JUNE | | | | | | | | | | | 0 | | | | | | | |
| JULY | | | | | | | | | | | 0 | | | | | | | |
| AUGUST | | | | | | | | | | | 0 | | | | | | | |
| SEPTEMBER | | | | | | | | | | | 0 | | | | | | | |
| OCTOBER | | | | | | | | | | | 0 | | | | | | | |
| NOVEMBER | | | | | | | | | | | 0 | | | | | | | |
| DECEMBER | | | | | | | | | | | 0 | | | | | | | |
| TOTAL | 7 | | | | | | | | 0 | 6 | 12 | 2 | 3 | 2 | 4 | 0 | 1 | 0 |