



# 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: July 19, 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: Brent Baccus, Vice Chairperson – Unit Owner  
Sanina Ellison – Unit Owner  
Marla Jackson – Chairperson- CAM Member  
Louis Lutz – CAM Member  
Stephanie Skelley – CAM Member

Board Members Not Present: Asa Sherwood – CAM Member

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)  
Madeline Hay – 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:            ““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 May 17, 2022 Community Association Manager Licensing and Disciplinary Board meeting. Chairperson Jackson mentioned to change the word “usually” to “unusual” in the Licensing Report.	A motion was made by Lutz and seconded by Ellison to approve the Open Minutes from the May 17, 2022 CAM Board meeting as amended. Motion carried by roll call vote.
Public Comments	Ms. Hay, CAMICB -Director of Exam Administration, gave a brief overview of the exam development activities that CAMICB is currently working on called the job analysis study research project. CAMICB conducts a job analysis approximately every 5 years to learn about the role of the	

TOPIC	DISCUSSION	ACTION
	<p>community association manager. The study is focused on learning 2 issues: what tasks are expected of a CAM and what knowledge a CAM needs to do those tasks. CAMICB uses this information to update the exam. CAMICB works with a team that consists of 70 volunteer subject matter experts from 6 different countries and a team of experienced psychometricians or exam scientists. CAMICB also sends a survey to approximately 30,000 managers around the world that allows them to validate or update the conclusions that have been accumulated in the preceding months. CAMICB will then forward the final conclusions to their board for the official approval. CAMICB will spend the next year implementing those changes in their exam before updating the test forms in 2024.</p> <p>Mr. Lutz inquired the pass rate for the CMCA. Ms. Hay mentioned that the pass rate is generally 60 percent and occasionally 70 percent. Mr. Green further mentioned that the pass rate is 60 percent for first time takers. There were additional comments made on this topic.</p> <p>Ms. Levatino inquired how CAMICB determined 30,000 managers received their survey, when approximately 8 states issues CAM licenses. Ms. Hay mentioned that the CAMICB data base consists of licensed managers, individuals that practice without being required to be licensed, individuals around the world, and members of the CAI (Community Associations Institute).</p> <p>Chairperson Jackson asked whether managers that received the survey still had the opportunity to respond to that survey. Ms. Hay replied that the survey is still active for another couple of weeks and encouraged managers to participate, especially managers that have been practicing less than 3 years.</p> <p>Chairperson Jackson asked whether CAMICB will send a reminder notice to individuals that received a survey and have not responded before it closes. Ms. Hay mentioned that individuals will receive a reminder notice.</p>	
Licensing Report	The 2022 Licensing Report as of June 2022 was presented and distributed. A copy of the report is attached to and made a part of these minutes.	

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	Mr. Reed mentioned that the Department is preparing for additional technical enhancements to IDFPR's online portal and website.	
Complaint Report	The 2022 Complaints Report through the month of June was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Investigation Report	The 2022 Investigations Report through the month of June was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Prosecution Report	The 2022 Prosecutions Report through the month of June was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
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	Chairperson Jackson opened the discussion for nominations for Chairperson and Vice-Chairperson of the CAM Board for fiscal year 2023.	<p>A motion was made by Lutz and seconded by Skelley to re-elect Marla Jackson as Chairperson. Motion carried by roll call vote.</p> <p>A motion was made by Skelley and seconded by Lutz to reelect Brent Baccus as Vice-Chairperson. Motion carried by roll call vote.</p>

TOPIC	DISCUSSION	ACTION
Motion to go into Closed Session	Roll Call Vote taken: Brent Baccus, yes Sanina Ellison, yes Marla Jackson, yes Louis Lutz, 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 11:20 a.m. Motion carried by roll call vote.
Closed Session	The Board reviewed the May 17, 2022 Closed Minutes.  The Board reviewed the Consumer Complaints Review reports for: <u>May 17, 2022</u> 7 Complaints Referred to Investigations 2 Complaints Recommended for Closure <u>June 21, 2022</u> 10 Complaints Referred to Investigations 3 Complaints Recommended for Closure  The Board deliberated on pending enforcement actions.	
Motion to go Into Open Session          Approval of May 17, 2022 Closed Minutes		A motion was made by Baccus and seconded by Lutz to go into Open Session at 11:32 a.m. Motion carried by roll call vote.          A motion was made by Lutz seconded by Skelley to approve the Closed Minutes from the May 17, 2022 CAM

TOPIC	DISCUSSION	ACTION
Recommendations	<p>1 Case was deliberated during Closed Session</p> <p>IDFPR v. Carl Cox Case #2021-03176</p>	<p>Board meeting. Motion carried by roll call vote.</p> <p>The Board recommends a cease and desist, and to impose a \$10,000 civil penalty, upon Carl Cox.</p>
Orders	<p>1 Consent Order was reviewed and discussed in Closed Session.</p> <p>The Board received a report that reflected that there were 2 final actions by the Director on Consent Order previously signed by the Board:</p>	<p>Motion made Baccus seconded by Lutz to ratify the actions that were taken in closed session that includes Brent Baccus authorizing his electronic signature on the order presented in Closed Session. For CCR on May 17, 2022, Asa Sherwood recused himself from complaint 2022-03707. Motion carried by roll call vote.</p> <p>The Board signed 1 Consent Order.</p>

TOPIC	DISCUSSION	ACTION
	2020-01322 Irene Pawlik 2020-05404 Caryn Jacaway	
Adjournment	The next meeting is scheduled for September 20, 2022.	There being no further business to discuss, a motion was made by Lutz and seconded by Baccus to adjourn at 11:33 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	1784	1804						

## 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



JUNE 2022  
CAM Complaint Report

Column1	New CAM Complaints	New CAM Complaints Assigned To Investigations	Complaints Closed At Intake Review	Complaints Closed at CCR	Refer to Prosecutions	new CAM complaints not assigned
January	6	5	2			
February	13	1	5			7
March	9	7	1	4		4
April	12	6	2	2		0
May	9	7	0	2	0	0
June	15	10	2	3	0	0
July						
August						
September						
October						
November						
December						
Total	64	36	12	11		11



**COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT JUNE 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	19	1	2	3	2	5	6	0	1	3	0	1	0	2	0	0	0
JUNE	2	21	2	2	3	3	5	6	0	1	0	0	0	0	0	0	0	0
JULY											0							
AUGUST											0							
SEPTEMBER											0							
OCTOBER											0							
NOVEMBER											0							
DECEMBER											0							
TOTAL	9								0	8	15	2	4	2	6	0	1	0