



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 18, 2023

Call to Order: 11:02 a.m.

Location: IDFPR - Division of Real Estate
555 West Monroe Street, 5th Floor, Conference Room 5C5
Chicago, IL 60661
And
Via Interactive Video Conference at IDFPR
320 West Washington Street, 2nd Floor, Conference Room 258
Springfield, IL 62786

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

Board Members Not Present: Marla Jackson – Chairperson -CAM Member
Asa Sherwood – CAM Member

Division Staff Present: Adrienne Levatino – Associate General Counsel
Monica Gutierrez – Chief of Boards and Complaints in
Real Estate Brokerage and Community Association
Manager
Jeremy Reed – Chief of Licensing and Education
Hector Rodriguez – Chief of Audits and Investigations
Jennifer Rossiter Moreno – Operations 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
Call to Order	Brent Baccus, Vice Chairperson of the Community Association Manager Licensing and Disciplinary Board opened the meeting.	The meeting was called to order at 11:02 a.m. by roll call.
Approval of Open Minutes	The Board reviewed the Open Minutes from the May 16, 2023 Community Association Manager Licensing and Disciplinary Board meeting.	A motion was made by Lutz and seconded by Skelley to approve the Open Minutes as presented from the May 16, 2023 CAM Board meeting. Motion carried unanimously.
Public Comments	There were no public comments.	
Licensing Report	<p>The 2023 Licensing Report as of June 2023 was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Reed emphasized that community association management firms are required to be licensed. As of today, Licensing has received 73 community association management firm applications and issued 40 community association firm licenses.</p> <p>Mr. Reed reminded the Board that community association manager licensees are eligible to renew their licenses through IDFPR's online portal. Thirty-eight percent of community association managers have renewed their community association manager's license.</p> <p>Mr. Reed encourages the community association managers to renew their community association manager licenses before the last week of the renewal cycle to avoid the high volume of renewal applications and technical problems that may occur. The community association manager licensees may contact IDFPR at the following email address: FPR.Realestate@illinois.gov and the Call Center to help with their user name or password.</p>	
Complaint Report	The 2023 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.	

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Investigation Report	<p>The 2023 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.</p> <p>Mr. Rodriguez reported that one investigator left the Department which results in a total of five investigators for all DRE professions throughout the state of Illinois. The Department has posted three investigator positions. An interview process is pending</p>	
Prosecution Report	<p>The 2023 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.</p> <p>Ms. Levatino mentioned that Geetu Naik, Chief of Prosecutions, left the Department on July 14, 2023 to pursue another career opportunity.</p>	
Formal Hearing Schedule	There is a 2-day formal hearing scheduled on September 7 th and 8 th .	
Old Business	There was no Old Business discussed.	
New Business	There was no New Business for discussed.	
Motion to go into Closed Session	<p>Roll Call Vote taken: Brent Baccus, yes Sanina Ellison, yes Louis Lutz, yes Stephanie Skelley, yes</p>	<p>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 11:10 a.m. Motion carried.</p>
Closed Session	<p>The Board reviewed the May 16, 2023 Closed Minutes.</p> <p>The Board reviewed the Consumer Complaints Review reports for May 16, 2023: 8 Complaints Referred to Investigations</p>	

TOPIC	DISCUSSION	ACTION
	<p>2 Complaints Recommended for Closure</p> <p>The Board reviewed the Consumer Complaints Review reports for June 20, 2023: 12 Complaints Referred to Investigations 3 Complaints Recommended for Closure</p> <p>The Board deliberated on pending enforcement actions.</p>	
<p>Motion to go Into Open Session</p> <p>Approval of May 16, 2023 Closed Minutes</p>		<p>A motion was made by Skelley and seconded by Lutz to go into Open Session at 11:16 a.m. Motion carried unanimously.</p> <p>A motion was made by Skelley seconded by Lutz to approve the Closed Minutes from the May 16, 2023 CAM Board meeting. Motion carried.</p> <p>Motion made Skelley seconded by Lutz to ratify the actions that were taken in closed session. Motion carried.</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 were 5 final action by the Director on Consent Order previously signed by the Board: 2016-09020 Latrice McGee 2019-12041 Ramo Vulic 2021-09227 Patricia Keating 2022-10897 Jeff Jacks</p>	<p>The Board signed 2 Consent Orders.</p>

TOPIC	DISCUSSION	ACTION
Closed Minutes remain closed.	2023-02991 Timothy Norris	Motion made by Skelley, seconded by Lutz that all Minutes of Closed Sessions of the CAM Board Meetings remain closed. Motion carried.
Adjournment	The next meeting is scheduled for September 19, 2023.	There being no further business to discuss, a motion was made by Skelley and seconded by Lutz to adjourn at 11:20 a.m. Motion carried.

2023 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M s	1919	1950	1983	1998	2010	2045						

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	1818	1837	1852	1867	1884	1902

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 2023
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	13	8	2	3		
February	18	13	5	0		
March	25	7	7	11	0	0
April	21	13	3	5	0	0
May	20	8	10	2	0	0
June	18	11	5	2	0	0
July						
August						
September						
October						
November						
December						
Total	115	60	32	23	0	0

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT JUNE 2023

	New Cases	Pending open cases	2 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	2	17	4	0	2	1	3	7	0	0	2	0	0	0	2	0	0	0
FEBRUARY	1	17	2	2	2	1	3	7	0	0	1	0	1	0	0	0	0	0
MARCH	5	21	6	2	2	0	4	7	0	0	1	0	0	0	0	0	1	0
APRIL	5	22	9	2	1	0	4	6	0	1	4	0	0	0	4	0	0	0
MAY	2	19	6	4	0	1	3	5	0	0	5	0	0	0	5	0	0	0
JUNE	2	21	4	7	1	1	3	5	0	0	0	0	0	0	0	0	0	0
JULY											0							
AUGUST											0							
SEPTEMBER											0							
OCTOBER											0							
NOVEMBER											0							
DECEMBER											0							
TOTAL	17								0	1	13	0	1	0	11	0	1	0