



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: January 17, 2023

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
Asa Sherwood – CAM Member
Stephanie Skelley -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
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
	<p>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 11:03 a.m.
Approval of Open Minutes	The Board reviewed the Open Minutes from the November 22, 2022 Community Association Manager Licensing and Disciplinary Board meeting.	A motion was made by Lutz and seconded by Baccus to approve the Open Minutes from the November 22, 2022 CAM Board meeting. Motion carried by roll call vote with Stephanie Skelley recused herself.
Public Comments	There were no public comments.	
Licensing Report	The 2022 Licensing Report as of December 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 Licensing Department will be implementing several system changes , including a new renewal process that is being used in the other professions. This new renewal process will be utilized for the upcoming CAM renewal cycle later this year.</p> <p>Mr. Reed mentioned that the Licensing Department will be affected by changes in the CAM Administrative Rules when they are adopted.</p>	
Complaint Report	The 2022 Complaints Report through the month of December 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 December 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 December 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.	
xpartierOld Business	There was no Old Business discussed.	
New Business	<p>Ms. Levatino mentioned that the CAM Board Members received the newest version of the Condominium Property Act that went into effect January 1, 2023 for informational purposes. Ms. Levatino furthered mentioned that the Ombudsperson’s page on IDFP’s website has other Acts and helpful information for unit owners and Board Members.</p> <p>Ms. Levatino mentioned that the CAM Administrative Rules are in their final stage before being sent to JCAR for publication. Once the CAM Administrative Rules are published, the CAM Board Members must follow the ex parte communication rules, specifically not discussing the pending rules with the public. The ex parte communication rules and Illinois rule making process are in SharePoint to help assist the Board with questions they may have. Ms. Levatino</p>	

TOPIC	DISCUSSION	ACTION
	<p>furthered mentioned that if the Board has any questions to contact her and if a member receives any ex parte communications, they need to contact IDFPR's Ethics Officer. Ms. Levatino then presented an overview of the Rules making process.</p>	
<p>Motion to go into Closed Session</p>	<p>Roll Call Vote taken: Brent Baccus, yes Sanina Ellison, yes Marla Jackson, yes Louis Lutz, yes Asa Sherwood, 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 11:12 a.m. Motion carried by unanimous roll call vote.</p>
<p>Closed Session</p>	<p>The Board reviewed the November 22, 2022 Closed Minutes.</p> <p>The Board reviewed the Consumer Complaints Review reports for November 22, 2022: 13 Complaints Referred to Investigations 5 Complaints Recommended for Closure</p> <p>The Board reviewed the Consumer Complaints Review reports for December 20, 2022: 6 Complaints Referred to Investigations 0 Complaints Recommended for Closure</p> <p>The Board deliberated on pending enforcement actions.</p>	
<p>Motion to go Into Open Session</p>		<p>A motion was made by Lutz and seconded by Baccus to go into Open Session at 11:20 a.m. Motion carried by unanimous roll call vote.</p>

TOPIC	DISCUSSION	ACTION
<p>Approval of November 22, 2022 Closed Minutes</p>		<p>A motion was made by Baccus seconded by Lutz to approve the Closed Minutes from the November 22, 2022 CAM Board meeting. Motion carried by roll call vote with Stephanie Skelley recused herself.</p> <p>Motion made Skelley seconded by Ellison to ratify the actions that were taken in closed session that includes Stephanie Skelley authorizing the Department to affix her electronic signature on the 2 consent orders presented in Closed Session. Motion carried by unanimous roll call vote.</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 2 final action by the Director on Consent Order previously signed by the Board: 2019-09684 Christopher Algera 2019-09684 Peggy Budwig</p>	<p>The Board signed 2 Consent Orders.</p>

TOPIC	DISCUSSION	ACTION
Closed Minutes remain closed.		Motion made by Lutz, seconded by Baccus to move that all Minutes of Closed Sessions of the CAM Board remain closed. Motion carried by a unanimous roll call vote.
Adjournment	The next meeting is scheduled for March 21, 2023.	There being no further business to discuss, a motion was made by Lutz and seconded by Skelley to adjourn at 11:23 a.m. Motion carried by unanimous 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	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

December 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	12	6	1	5	0	0
August	8	5	0	3	0	0
September	13	3	6	4	0	0
October	18	7	9	2	0	0
November	26	13	8	5	0	0
December	12	6	6	0	0	0
Total	153	76	42	30		11

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT DECEMBER 2022

	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	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	3	23	5	2	2	2	6	6	1	0	1	0	0	0	1	0	0	0
AUGUST	4	23	5	2	2	2	5	7	0	3	4	0	0	1	0	0	3	0
SEPTEMBER	0	21	3	2	2	2	5	7	0	1	2	0	0	1	0	0	1	0
OCTOBER	1	16	1	3	1	2	2	7	0	0	6	0	1	0	4	0	1	0
NOVEMBER	2	16	2	2	2	1	3	6	0	0	2	0	0	0	1	0	1	0
DECEMBER	2	17	2	2	2	2	3	6	0	5	1	1	0	0	0	0	0	0
TOTAL	21								1	17	31	3	5	4	12	0	7	0