



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Real Estate

idfpr.illinois.gov

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: November 21, 2023

Call to Order: 11:00 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: Marla Jackson Chairperson – CAM Member
Brent Baccus, Vice Chairperson -Unit Owner –(present following resumption of open meeting following closed session)
Sanina Ellison- Unit Owner
Louis Lutz – CAM Member
Asa Sherwood – CAM Member
Stephanie Skelley- CAM Member

Board Members Not Present:

Division Staff Present: Laurie Murphy – Director of Real Estate
Adrienne Levatino – Associate General Counsel
Monica Gutierrez – Chief of Boards and Complaints in Real Estate Brokerage and Community Association Manager
Hector Rodriguez – Chief of Audits and Investigations
Jeremy Reed – Deputy Director of Real Estate
Nathaniel Chandler – Chief of Licensing and 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)
Phoebe Neseth – Community Association Institute (CAI)

TOPIC	DISCUSSION	ACTION
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 11:00 a.m. by roll call.
	Director Murphy announced the following personnel and staff changes: Ericka Johnson promoted to Deputy Secretary for IDFPR effective November 1, 2023; Jeremy Reed promoted to Deputy Director for the Division of Real Estate and Nathaniel Chandler promoted to Chief of Licensing and Education effective November 16, 2023.	
Approval of Open Minutes	The Board reviewed the Open Minutes from the September 19, 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 September 19, 2023 CAM Board meeting. Motion carried unanimously.
Public Comments	There were no public comments.	
Licensing Report	<p>The 2023 Licensing Report as of October 2023 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 he's excited that Nathaniel Chandler is taking over the Chief responsibilities, including the daily Licensing operations for the Real Estate Division. Mr. Reed further mentioned that he's excited in his new position as Deputy Director.</p> <p>Mr. Reed mentioned that Licensing has issued over 131 community association manager firm licenses.</p>	

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	<p>Mr. Reed mentioned that the Department is currently working on the application and procedure to approve Education Sponsors for the CAM profession</p> <p>Mr. Lutz inquired if IDFPR’s website has license lookup for CAM firm licenses. Mr. Reed replied that IDFPR’s website does have license lookup for CAM firm licenses in the same location as the CAM individual license but that in some instances it could be necessary to enter the firm’s name in “Legal Business Name” or “Doing Business As” versus “first name/last name.” There were additional comments made regarding this topic.</p>	
Complaint Report	<p>The 2023 Complaints Report through the month of October was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Ms. Gutierrez mentioned that Maria Lopez was hired as the administrative assistant for the Division of Real Estate’s complaint unit.</p>	
Investigation Report	<p>The 2023 Investigations Report through the month of October 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 of the real estate investigators will be leaving at the end of month but that the Department hired a replacement starting in January 2024.</p> <p>Mr. Sherwood inquired about the Investigation process, expressing the view that answering specific questions with general information makes it difficult to answer the questions. Mr. Rodriguez mentioned that due to confidentiality policy in place, the Department is unable to provide the name of the complainant. In addition, Mr. Rodriguez will look into the matter of providing respondents with sufficient information to respond to questions.</p>	
Prosecution Report	<p>The 2023 Prosecutions Report through the month of October was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p>	

TOPIC	DISCUSSION	ACTION
Formal Hearing Schedule	There are no formal hearings scheduled.	
Old Business	There was no Old Business discussed.	
New Business	There was no New Business discussed	
Motion to go into Closed Session	Roll Call Vote taken: Sanina Ellison, yes Marla Jackson, yes Lou 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 11:18 a.m. Motion carried.
Closed Session	The Board reviewed the September 19, 2023 Closed Minutes. The Board reviewed the Consumer Complaint Review reports for September 19, 2023: 6 Complaints Referred to Investigations 4 Complaints Recommended for Closure The Board reviewed the Consumer Complaints Review reports for October 17, 2023: 9 Complaints Referred to Investigations 2 Complaints Recommended for Closure The Board deliberated on pending enforcement actions.	
Motion to go Into Open Session Approval of September 19,		A motion was made by Lutz and seconded by Skelley to go into Open Session at 11:30 a.m. Motion carried unanimously. A motion was made by Lutz seconded by Ellison to approve the

TOPIC	DISCUSSION	ACTION
<p>2023 Closed Minutes</p> <p>Recommendation</p> <p>The Board signed 1 Findings of Facts, Conclusions of Law and Recommendations to the Director</p> <p>Orders</p> <p>Closed Minutes remain closed.</p>	<p>1 Case was deliberated during Closed Session.</p> <p>IDFPR v. Raymond G. Matthies Case #2021-11542</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: 2018-04561 Terri Moffat 2022-06557 Michael Kennelly</p>	<p>Approval of Closed Minutes from the September 19, 2023 CAM Board meeting. Motion carried unanimously.</p> <p>The Board accepted the Administrative Law Judge's recommendation that the license of Raymond G. Matthies be revoked and that a \$50,000.00 fine be imposed upon Raymond G. Matthies.</p> <p>IDFPR v. Raymond G. Matthies (Case #2021-11542)</p> <p>Motion made Skelley seconded by Lutz to ratify the actions that were taken in closed session. Motion carried unanimously.</p> <p>Motion made by Skelley, seconded by Ellison that all Minutes of Closed</p>

TOPIC	DISCUSSION	ACTION
		Sessions of the CAM Board Meetings remain closed. Motion carried.
Adjournment	The next meeting is scheduled for January 16, 2024.	There being no further business to discuss, a motion was made by Lutz and seconded by Ellison to adjourn at 11:32 a.m. Motion carried.

2023 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M individual	1919	1950	1983	1998	2010	2045	2121	2175	2096	2113		
CAM Mgmt Firms						17	59	98	118	126		
Total						2062	2163	2214	2214	2239		

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
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C A M s	1800	1821	1839	1846	1859	1873	1895	1907	1917	1926	1938	1945
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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

October 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	13	7	4	2		
August	24	12	8	4		
September	11	6	1	4		
October	16	9	5	2		
November						
December						
Total	179	94	50	35	0	0

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT OCTOBER 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	2	19	4	6	1	1	3	4	0	0	4	1	0	0	2	0	1	0
AUGUST	1	19	2	6	3	0	4	4	0	0	1	1	0	0	0	0	0	0
SEPTEMBER	0	15	0	3	5	0	3	4	0	2	4	2	1	0	1	0	0	0
OCTOBER	2	15	2	3	4	1	2	3	0	0	2	1	1	0	0	0	0	0
NOVEMBER											0							
DECEMBER											0							
TOTAL	22								0	3	24	5	3	0	14	0	2	0