



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 19, 2024

Call to Order: 11:04 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
Louis Lutz – CAM Member
Stephanie Skelley- CAM Member

Board Members Not Present: Sanina Ellison – Unit Owner

Division Staff Present: Adrienne Levatino – Associate General Counsel
Jeremy Reed – Deputy Director of Real Estate
Hector Rodriguez – Chief of Audits and Investigations
Merle Shearer – Chief of Prosecutions
Nathaniel Chandler – Chief of Licensing and Education
Jennifer Rossiter Moreno – Operations Manager
Susan Sigourney - Board Liaison
Debra Malinowski – Board Liason

Guest(s) Present: Phoebe Neseth – Community Association Institute (CAI)
Clara Clark

TOPIC	DISCUSSION	ACTION
Call to Order	Marla Jackson, Chairperson of the Community Association Manager Licensing and Disciplinary Board, opened the meeting without quorum.	The meeting was called to order at 11:04 a.m.
Public Comments	Phoebe Neseth introduced herself. There were no public comments.	
Call to Order	Marla Jackson, Chairperson of the Community Association Manager Licensing and Disciplinary Board, noted for the record that a quorum of board members in attendance was established at 11:06 am.	
Approval of Open Minutes	The Board reviewed the Open Minutes from the September 17, 2024 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 17, 2024 CAM Board meeting. Motion carried.
Licensing Report	<p>The 2024 Licensing Report as of October 2024 was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Nathaniel Chandler noted that individuals or entities wanting to offer pre-license and/or continuing education courses must register as education sponsors and also apply to have their pre-license and/or continuing education courses approved by the Department. Mr. Chandler emphasized that even if providers are referenced in the Rules they must become education sponsors and their courses must be approved. The forms that must be completed by CAM education sponsors, pre-license and continuing education courses are posted on the Department's website at idfpr.illinois.gov/dre, and accessible by clicking on the community association manager link. The Department website also includes a 2025 continuing education fact sheet, and a list of approved CAM education sponsors and courses. Mr. Chandler mentioned that if anyone has questions or needs assistance in submitting their application(s) they may contact him.</p> <p>Ms. Levatino emphasized that if a licensee takes a continuing education course from a provider not sponsored with the Department, that licensee will not receive continuing education credit.</p>	

TOPIC	DISCUSSION	ACTION
	<p>Chairperson Jackson inquired about the number of course applications received by the Department for approval. Mr. Chandler responded that there is a low volume of course applications approved.</p> <p>Chairperson Jackson inquired if a course would be retroactive or effective from the date of issuance. Mr. Chandler stated that that courses would be effective from the date of issuance.</p> <p>Ms. Skelley asked whether Phoebe Neseth could assist in informing the Illinois CAM industry that Illinois providers need to register their school and courses with IDFPR for licensees to receive continuing education credit. Board members may also provide licensees with this information.</p>	
Complaints Report	The 2024 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	
Investigations Report	The 2024 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.	
Prosecutions Report	The 2024 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.	
Formal Hearing Schedule	There are no formal hearing scheduled at this time.	
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: Brent Baccus, yes Marla Jackson, yes Lou Lutz, yes Stephanie Skelley, yes	A motion was made by Skelley and seconded by Baccus to go into Closed Session as

TOPIC	DISCUSSION	ACTION
<p>Orders</p> <p>Closed Minutes remain closed.</p>	<p>There was 1 Consent and 1 Non-Disciplinary Order reviewed and discussed in Closed Session.</p> <p>The Board received a report that reflected that there were no final actions by the Director on Consent Orders previously signed by the Board.</p>	<p>(CCR). For September 17, 2024 CAM CCR – there were no recusals. For October 15, 2024 CAM CCR- Marla Jackson recused herself from complaint number 2024-08739. Motion carried</p> <p>The Board signed 1 Consent and 1 Non-Disciplinary Orders. Marla Jackson recused herself in case 2022-04450.</p> <p>Motion made by Baccus, seconded by Skelley that all Minutes of Closed Sessions of the CAM Board Meetings remain closed. Motion carried.</p>
<p>Adjournment</p>		<p>There being no further business to discuss, a motion was made by Lutz and seconded by Skelley to adjourn at 11:33 a.m. Motion carried.</p>

2024 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M individual	1777	1808	1840	1868	1893	1911	1930	1950	1970	2001		
CAM Mgmt Firms	144	149	154	160	165	168	170	172	173	175		
CAM Education Sponsor							1	2	2	4		
CAM CE course								3	11	14		
Total	1921	1957	1994	2028	2058	2079	2101	2127	2156	2194		

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	1723	1742
CAM Mgmt Firms						17	59	98	118	126	134	137
Total						2062	2163	2214	2214	2239	1857	1879

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

October 2024
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	18	9	5	4		
February	25	16	7	2		
March	19	11	4	4		
April	26	14	7	5		
May	31	17	12	2		
June	23	10	5	8		
July	22	12	8	2		
August	27	16	6	5		
September	17	11	5	1		
October	22	14	5	3		
November						
December						
Total	230	130	64	36	0	0

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT OCTOBER 2024

	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 Complaints 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	21	3	7	2	4	1	4	0	1	3	1	0	0	2	0	0	0
FEBRUARY	2	20	4	7	1	3	1	4	0	2	3	3	0	0	0	0	0	0
MARCH	3	17	4	5	1	1	2	4	0	0	6	2	0	0	4	0	0	0
APRIL	3	18	6	3	2	0	3	4	0	1	2	0	1	0	1	0	0	0
MAY	4	18	9	1	2	0	3	3	0	0	4	0	0	1	3	0	0	0
JUNE	3	18	3	7	2	0	3	3	0	1	3	0	0	3	0	0	0	0
JULY	4	21	3	9	3	0	3	3	0	1	1	0	0	1	0	0	0	0
AUGUST	7	27	10	6	4	1	3	3	0	0	1	0	1	0	0	0	0	0
SEPTEMBER	4	29	9	6	7	1	3	3	0	1	2	2	0	0	0	0	0	0
OCTOBER	0	27	2	9	10	0	3	3	0	2	2	0	0	1	0	0	1	0
NOVEMBER											0							
DECEMBER											0							
TOTAL	32								0	9	27	8	2	6	10	0	1	0