



# IDFPR

Illinois Department of  
Financial and Professional Regulation

Division of Real Estate

[idfpr.illinois.gov](http://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: January 21, 2025

Call to Order: 11:05 a.m.

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

Division Staff Present: Adrienne Levatino – Associate General Counsel  
Jeremy Reed – Deputy Director of Real Estate  
Hector Rodriguez – Chief of Investigations  
Merle Shearer – Chief of Prosecutions  
Nathaniel Chandler – Chief of Licensing and Education  
Jennifer Rossiter Moreno – Real Estate Coordinator and  
Chief of Examinations,  
Asna Aliuddin – Staff Attorney  
Kim Prickett – Operations Manager  
Susan Sigourney - Board Liaison

Guest(s) Present: Phoebe Neseth, Matt Green

TOPIC	DISCUSSION	ACTION
Call to Order	Following a roll call to ascertain the presence of a quorum of members, Chairperson Marla Jackson called the meeting to order.	The meeting was called to order at 11:05 a.m.
Approval of Open Minutes	The Board reviewed the Open Minutes from the November 19, 2024, Community Association Manager Licensing and Disciplinary Board meeting.	A motion was made by Skelley and seconded by Lutz to approve the Open Minutes as presented from the November 19, 2024, CAM Board meeting. Motion carried unanimously.
Public Comments	There were no public comments.	
Licensing Report	<p>The 2024 Licensing Report as of December 2024, was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Nathaniel Chandler reminded potential Community Association Manager (“CAM”) education sponsors that the Division is now accepting applications for CAM Education Sponsors, Pre-License Courses, and Continuing Education (CE) Courses. CAM licensees are required to complete pre-license and continuing education requirements to obtain and maintain licensure with IDFPR. Beginning with the renewal period ending August 31, 2025, each Community Association Manager must complete 12 credit hours of CE for each renewal period, including a one-hour course in Sexual Harassment Prevention Training (“SHPT”). The link for licensed CAM Education Sponsors is as follows: <a href="#">cam-sponsor-and-course-chart.xlsx</a></p> <p>Chairperson Jackson asked how many course applications had been received by the Department for approval. Mr. Chandler responded that there has been many education sponsor and CE course applications received since the last CAM Board meeting.</p> <p>Chairperson Jackson inquired about the length of time involved in approving an education sponsor or course application. Mr. Chandler stated that approval for an</p>	

TOPIC	DISCUSSION	ACTION
	<p>education sponsor license may only take a week to process if there are no deficiencies with the application.</p> <p>Chairperson Jackson also asked if a licensee completes a Sexual Harassment Prevention Training course given by the city or county, would that course fulfill the SHPT requirement for renewal of a CAM license. Mr. Chandler explained that all Sexual Harassment Prevention Training courses that have been taken through a government body will fulfill the requirement for the CAM renewal.</p> <p>Louis Lutz asked about the application process to become an education sponsor. Mr. Chandler explained the education sponsor may send the sponsor application and the course applications at the same time for review and approval to the Division of Real Estate.</p> <p>Jeremy Reed explained that a SHPT course taken through our agency will meet the SHPT requirements.</p>	
Complaints Report	The 2024 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	
Investigations Report	The 2024 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.	
Prosecutions Report	<p>The 2024 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.</p> <p>Merle Shearer introduced the new Prosecutions Unit attorney, Asna Aliuddin.</p>	
Formal Hearing Schedule	There are no formal hearings scheduled at this time.	
Old Business	There was no Old Business discussed.	
New Business	Jennifer Rossiter Moreno, Real Estate Coordinator, explained that the 2025 Mandatory training courses are available on OneNet. Board members should complete the five required courses prior to March 31, 2025. Here is a list	

TOPIC	DISCUSSION	ACTION
	<p>of the courses that all Board members are required to complete:</p> <ol style="list-style-type: none"> <li>1. Ethics Training Program for State Employees and Appointees 2025</li> <li>2. Harassment and Discrimination Prevention Training 2025</li> <li>3. Security Awareness 2025</li> <li>4. Diversity, Equity, Inclusion and Accessibility Training 2025</li> <li>5. LGBTQIA+ Equity and Inclusion 2025</li> </ol> <p>The training modules require, on average, 30 to 60 minutes to complete. Completing training is required by law and a condition of employment/board service. After the Board members have completed their five courses, they must email copies of the completion certificates to Susan Sigourney, the Board liaison, at <a href="mailto:susan.sigourney@illinois.gov">susan.sigourney@illinois.gov</a>.</p>	
<p>Motion to go into Closed Session</p>	<p>Roll Call Vote taken:  Brent Baccus, yes  Marla Jackson, yes  Lou Lutz, yes  Stephanie Skelley, yes</p>	<p>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 11:21 a.m. Motion carried unanimously by roll call vote.</p>
<p>Closed Session</p>	<p>The Board reviewed the November 19, 2024, Closed Minutes</p> <p>The Board deliberated on pending disciplinary actions.</p>	
<p>Motion to go Into Open Session</p>		<p>A motion was made by Baccus and seconded by Lutz to go into Open Session at 11:35 a.m. Motion carried unanimously.</p>

TOPIC	DISCUSSION	ACTION
<p>Approval of November 19, 2024, Closed Minutes</p> <p>Ratify Actions Taken in Closed Session.</p>		<p>A motion was made by Lutz seconded by Baccus to approve the Closed Minutes from the November 19, 2024, CAM Board meeting. Motion carried unanimously.</p> <p>Motion made by Baccus and seconded by Skelley to approve the Board's actions in Closed Session which includes ratifying the actions of Consumer Complaint Review (CCR). For November 19, 2024, CAM CCR – there were no recusals. For December 17, 2024, CAM CCR- there were no recusals. Motion carried.</p>
<p>Orders</p>	<p>There was 1 Consent Order reviewed and discussed in Closed Session.</p> <p>The Board received a report reflecting that there was one final action by the Director on Consent Orders previously signed by the Board: Case# 2022-07878 David M. Kress</p>	<p>The Board signed 1 Consent Order.</p>

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
Closed Minutes remain closed.		Motion made by Lutz, seconded by Skelley that all Minutes of Closed Sessions of the CAM Board Meetings remain closed. Motion carried unanimously.
Adjournment		There being no further business to discuss, a motion was made by Lutz and seconded by Skelley to adjourn at 11:35 a.m. Motion carried unanimously.

## 2024 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>C A M individual</b>	1777	1808	1840	1868	1893	1911	1930	1950	1970	2001	2018	2031
<b>CAM Mgmt Firms</b>	144	149	154	160	165	168	170	172	173	175	177	178
<b>CAM Education Sponsor</b>							1	2	2	4	7	9
<b>CAM CE course</b>								3	11	14	16	20
<b>CAM Pre-Lic Course</b>											1	3
<b>Total</b>	1921	1957	1994	2028	2058	2079	2101	2127	2156	2194	2219	2241

## 2023 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>C A M individual</b>	1919	1950	1983	1998	2010	2045	2121	2175	2096	2113	1723	1742
<b>CAM Mgmt Firms</b>						17	59	98	118	126	134	137
<b>Total</b>						2062	2163	2214	2214	2239	1857	1879

## 2022 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>C A M s</b>	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
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<b>C A M s</b>	1749	1751	1770	1783	1803	1825	1853	1871	1894	1909	1925	1938
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## 2017 CAM LICENSE REPORT

<b>MONTH</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG (RENEWAL)</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>C A M s</b>	1,818	1,863	1,874	1,885	1,902	1,923	1,933	1,938	1966	1688	1698	1714

## 2016 CAM LICENSE REPORT

<b>MONTH</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>C A M s</b>	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

<b>MONTH</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG (RENEWAL)</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>C A M s</b>	1,684	1,697	1,714	1,723	1,735	1,758	1,774	1,782	1,779	1,503	1,563	1,580

January 2025  
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	17	7	8	2		
December	24	7	14	3		
Total	254	144	86	41	0	0

December 2024  
Investigations Report

Column1	Pending/Open CAM Cases	CAM Cases 2 months or less	CAM Cases Over 2 months	CAM Cases Over 6 months	CAM Cases over 9 months	CAM Cases over 12 months	CAM Cases Over 24 months	New Assigned to Investigations CAM Cases Received	CAM Cases Referred to Pros	CAM Cases Closed
January	230	9	34	37	22	66	62	9	2	4
February	236	17	33	35	23	67	61	16	2	8
March	231	5	33	40	19	70	64	2	3	4
April	247	14	32	46	21	65	69	25	3	6
May	254	30	31	44	21	64	64	16	3	6
June	264	14	42	41	27	65	75	11	0	1
July	266	11	41	42	30	67	75	12	2	8
August	265	18	37	38	31	69	72	16	7	10
September	259	14	39	45	28	68	65	12	2	16
October	266	20	32	49	28	74	63	14	0	7
November	262	6	38	45	28	83	56	7	0	11
December	262	9	43	41	35	83	51	8	1	7
Total								148	25	88

**COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT DECEMBER 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	1	25	1	11	7	1	2	3	0	0	3	1	0	0	1	1	0	0
DECEMBER	1	24	1	8	7	4	1	3	0	0	2	1	0	1	0	0	0	0
<b>TOTAL</b>	<b>34</b>									<b>9</b>	<b>32</b>	<b>10</b>	<b>2</b>	<b>7</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>0</b>