



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

Memorandum

TO: Community Association Manager Licensing and Disciplinary Board

Brent Baccus, Vice Chairperson
Marla Jackson, Chairperson
Louis Lutz
Stephanie Skelley

Unit Owner Member
Community Association Manager Member
Community Association Manager Member
Community Association Manager Member

FROM: Susan Sigourney, Board Liaison

DATE: March 10, 2025

RE: Notice of March 18, 2025, Community Association Manager Licensing and Disciplinary Board Meeting.

The Community Association Manager Licensing and Disciplinary Board will convene for a meeting commencing at 11:00 am on Tuesday, March 18, 2025, in the Chicago office of the Illinois Department of Financial and Professional Regulation (IDFPR) in conference room 5C5 on the 5th Floor of 555 W. Monroe in Chicago, Illinois and the Springfield office of IDFPR in Room 258 on the 2nd Floor of 320 West Washington Street in Springfield, Illinois.

Board members must attend the meeting in person in either the Springfield office or Chicago office depending on their proximity to either location. A combined total of the Board members in attendance at both offices will determine whether a quorum is present for the meeting. In order to ensure the presence of a quorum, board members are asked to advise me three (3) days in advance of the meeting date if they are unable to attend. My email is susan.sigourney@illinois.gov

This meeting will be conducted using a WebEx videoconference system in both the Chicago and Springfield offices. Members of the public are invited to attend the meeting remotely and are encouraged to join via WebEx by clicking the link here: <https://illinois.webex.com/illinois/j.php?MTID=ma03879351b45312809bdfacbcc2708eb> or by dialing 1-312-535-8110 then enter meeting number (access code) 2863 260 6881. In an effort to provide ease of access to the general public that would like to attend the board meeting in person, please send an email containing your full name and the Board meeting name and date to fpr.boards@illinois.gov or simply bring a photo ID with you on the date and time of the board meeting.

This meeting shall be accessible to disabled individuals in compliance with Executive Order #5 and pertinent state laws upon notification of anticipated attendance. Disabled persons planning to attend and needing special accommodations should contact me at least five (5) days before the meeting and inform me of their anticipated attendance. In order to ensure the presence of a quorum, please advise me three (3) days in advance of the meeting date if you are unable to attend. My email is susan.sigourney@illinois.gov

The Community Association Manager Licensing and Disciplinary Board

will meet at 11:00 am on March 18, 2025

Agenda

- I. Call to Order and Roll Call
- II. Review and Approval of Minutes from Open Meetings on January 21, 2025
- III. Public Comments
- IV. Reports
 - i. Licensing and Education Report
 - ii. Complaints Report
 - iii. Investigations Report
 - iv. Prosecutions Report
- V. Formal Hearing Schedule
- VI. Old Business
- VII. New Business
- VIII. Closed Session
 - i. Review Closed Minutes of January 21, 2025, Board Meeting
 - ii. Deliberations
 - Cases where Respondent Defaulted by Failing to Appear or File an Answer
 - Case where Respondent had a Formal Hearing
 - iii. Consent Orders and Non-Disciplinary Orders
 - Report of Director's Orders
 - iv. Findings of Fact
 - v. Schedule Board Members for Informal Conferences and Formal Hearings
- IX. Open Session
 - i. Approve Closed Minutes of January 21, 2025, Board Meetings
 - ii. Ratify Board's actions in Closed Session
 - Recommendations from Deliberations
 - Consent Orders, Non-Disciplinary Orders and Findings of Fact
 - iii. Motion to keep Closed Minutes Closed pursuant to 5 ILCS 120/2.06(d)
- X. Adjournment