

**VILLAGE OF NORTHBROOK, ILLINOIS
SENIOR SERVICES COMMISSION
Crestwood Place, Activity Room
1000 Waukegan Road
Northbrook, IL 60062**

MINUTES OF THE MARCH 14, 2024 MEETING

1. **CALL TO ORDER:** The meeting was called to order by Chairman Rosenberg at 7:04 p.m.
2. **ROLL CALL:** The following individuals were present:

Chairman Fred Rosenberg, Commissioner Robert Caldwell, Commissioner Sandra Whitmore, Commissioner Michael Lefkow, Commissioner Jeffrey Emrich, Commissioner Abram Doane, Commissioner Emmeline Hazaray, Commissioner Amy Malloy, Commissioner Betsy Phillips, Manager Dave Vaicaitis, R&M Representative Aggie Jaworski, and Liaison Anita Bozic. A quorum was present.
3. **MINUTES FROM THE JANUARY 11, 2024 MEETING:**
 - A. **Edits:** The Chairman inquired if there were any edits to the January 14, 2024 minutes. There were none.
 - B. **Motion:** Upon motion made by Commissioner Lefkow and seconded by Commissioner Caldwell, the minutes of the January 14, 2024 meeting were approved.
4. **CHAIRMAN'S REPORT:** Chairman Rosenberg provided a background of his long tenure on the Commission. He became the Commissioner in April 2012 upon his retirement. In April 2015, after the retirement of then Chairman, he was approached by the Village President about taking the role of the Chairman. He accepted and has been in this role since. While his current term expires in 2026, he plans to continue serving in this role for as long he is needed and elected by the Board. The Chairman also provided a brief statement of the Commission's mission and goals, which are disclosed on the Village's website. There are no other matters to report.
5. **MANAGER'S REPORT:** Manager Vaicaitis submitted his report, a copy of which was furnished to all Commissioners.
 - **Occupancy:** There are currently 7 empty apartments. Four move-ins are scheduled for April 1 and Management will continue to work on leasing the available units.
 - **C-Building Sewer Drain Issue:** The old-style cross fitting which had caused all the recent backups in the C-building was replaced with a new proper-flow fitting on March 27th. So far, there have been no new issues with the backups. Management will continue to monitor the issue. Commissioner Lefkow inquired if Management has put the notices up for residents not to cause backups. Manager Vaicaitis responded that the notices were put up twice. However, the plumber confirmed that the main reason for the backups was the old-style crossing fitting.
 - **Smoking Issues:** The designated smoking area has been moved to the center of the building across the parking lot from the main entrance. All resident-smokers are using the new area.
 - **Laundry Room Camera:** Management has contacted their security contractor for installing an additional camera in the laundry room. The contractor will be out the week

of March 18th to provide a quote for the camera. The reason the camera is needed is to prevent taking someone else's clothing from the laundry room. This issue was discussed during the February Residents Commission meeting with Commissioner Malloy and the residents requested that the camera be installed as soon as possible.

- **Emergency Exits:** Management has contacted Keyth Security to look at installing alarms on the North and South emergency exit doors that will sound an alarm if the doors are open.
- **Parking:** Parking violations continue to diminish.

6. **BUDGET & FINANCE:**

- A. December 2023 and January 2024 Financial Reports - Chairman Rosenberg asked if there are any questions or comments for December 2023 and January 2024 financial statements. Chairman Rosenberg inquired why the financial report includes monthly and YTD 2022 columns and if this is due to an error. R&M Representative Jaworski explained that the financial report has an updated format, which includes prior-year monthly and YTD columns, for informational purpose only, in addition to the current-year columns. In addition, R&M Representative Jaworski and Liaison Bozic confirmed that the financial statements are on an accrual basis. There were no other comments.
- B. **Motion:** Upon motion made by Commissioner Caldwell and seconded by Commissioner Hazaray, the December and January Crestwood Place financial statements were approved by voice vote.
- C. **Status of the 2025 Budget** – Liaison Bozic reported that the Village's staff presented the proposed FY 2025 budget, which includes the Crestwood budget under the Senior Housing Fund, to the Village Board's Finance and Administration Committee during the Budget Workshop meeting on March 12th. There were no changes proposed by the Finance and Administration Committee, and the budget is scheduled for the adoption by the Village's Board at their next Board meeting on April 9th, 2024.

7. **OLD BUSINESS:** None.

8. **NEW BUSINESS:**

- A. **Rent Increase Recommendation for Crestwood Place** - Chairman Rosenberg presented his memo recommending the rent increase, a copy of which was furnished to all Commissioners. He opened up the topic for discussion. Commissioner Lefkow asked if tenants have any choice in this matter. It was noted while the Commission can recommend no increase, the rent increase is needed to support Crestwood's financial stability and long-term capital improvements. Commissioner Whitmore asked what will happen in the third year, after two annual increases, for the existing tenants. It was recommended that the Commission should revisit if another increase is needed in the third year, and annually after that. Commissioner Emrich questioned if the increase amount is sufficient and if there are other means to supplement the funding of the improvements. The other funding could come from future bond issuances, but the bonds need to be repaid from the operational budget. The goal of the Crestwood Facility is to be self-sustainable and not to rely on funding from the Village. The recommended capital improvements in the Chairman's memo are based on

the 2015 capital maintenance study. The FY 2025 budget includes the refreshed study, which will provide a road map for the capital improvements for the next ten years.

Chairman Rosenberg asked if anyone in the audience would like to comment. Resident from B207 asked if any apartments are subsidized. Chairman responded that this information is confidential, and that the subsidy has no effect on the total rent collected. Resident from A204 commented that she has lived at Crestwood for 15 years and she raised a concern if she would be able to afford continue living at Crestwood with the continued rent increases. Resident from C209 asked when would the increase take place. It was noted that the 1st annual rent increase would take place for each tenant at their lease renewal date following the effective date of January 1, 2025.

The Chairman asked if there are any other comments from the residents, there were none. The Chairman restated the increase terms: effective date of 1/1/25, 5% increase for new tenants, and two annual increases of 2.5% each for the existing tenants, at the time of their annual lease renewals, following the effective date. The Commission agreed to address the rent increases annually going forward.

Motion: Upon motion made by Commissioner Whitmore and seconded by Commissioner Caldwell, the rent increase recommendation for the Village Board, as stated above and in the Chairman's memo, was approved by voice vote.

B. **Resident Committee Report** – Commissioner Malloy met with the residents on February 16, 2024, and her report with the action items was furnished to the Commissioners. Several items were brought up for discussion items in this meeting:

- Request by Crestwood Place residents for two vending machines in the Activity Room - Commissioner Malloy stated that two separate machines are needed for snacks and drinks. The pros and cons were discussed. The main issue is that there is no good place to put the machines. Having them in the activity room would affect the daily activities. The only alternative would be the lobby which has no room. Also, the cost of the products in the machines is high. The consensus among the residents was that they would not proceed with this request.
- Request by Crestwood Place resident to allow “Certified Service Dogs” inside Crestwood Place apartments and common areas – Commissioner Lefkow noted that we might be legally obligated to allow the service animals, regardless of the Crestwood no-pet policy. The discussion took place about a difference between service animals and comfort animals and the ADA compliance. A resident raised her concern about allowing any animals into the building because she is afraid of animals and she picked Crestwood for living because of its no-pet policy. It was noted that accommodations could be made for people that cannot be around animals. Another resident noted that the cleaning after animals would add to Crestwood operational costs. Residents noted that the Northbrook Police team has made a visit with their comfort dog and the visitation took place outside with the residents with no issues.

The Commissioners inquired of Manager Vaicaitis if there have been any formal requests made by residents to allow a service/comfort animal. Manager Vaicaitis noted there have been no requests. Chairman Rosenberg noted that upon a formal request, the Commission will seek guidance from the Village's legal counsel.

- Request by Crestwood Place residents for security camera installation in the laundry room – already discussed under Manager's Report.
 - Discussion regarding the propping open of all Emergency Doors – This matter was brought up in the Manager's Report. Commissioner Malloy inquired about the timeline for installation. Manager Vaicaitis responded he is working with the Village's Public Works team on getting the cost and timeline.
 - Discussion regarding signage at the parking lot handicapped drop-off area limiting 5-minute usage – The question was raised if handicap spots can be used for this purpose. Per Manager Vaicaitis, it is illegal to use handicap spots for this purpose.
 - Windows Replacement & Sealants - Commissioner Malloy noted that some residents have used plastic kits to seal the windows, found them to be useful, and inquired if the Village would pick up the cost to add the kits. Manager Vaicaitis noted that the Management continues to seal the windows on a need basis. The residents with major issues should report to him and he will add them to the list. Discussion took place about the replacement of windows vs. sealing existing windows, also about the type of replacement windows. The updated maintenance study will cover the recommendations for timing of the replacements and the type of windows to be purchased will be carefully considered at that time.
9. **PUBLIC COMMENTS:** Resident from C311 (John Kollar) asked if the Commission would revisit the Resident Selection policy to add retired employees from Northbrook Library, Park District and retired teachers from the schools located in the Village to the Priority Groups. The Commission has not commented on this request.

Commissioner Lefkow praised a resident (Patrick) for portrait drawings of residents that are added to the wall in the activity room. The resident was thanked by the Commissioners and other residents. Everyone agreed that the portraits look very nice. The resident commented that he will continue doing this for the residents, also would like to do portraits of the Commissioners.

10. **NEXT SCHEDULED MEETING:** May 9, 2024 at the Village Hall.

11. **MOTION TO ADJOURN:** There being no further business to be brought before the Commission, upon motion to adjourn by Commissioner Whitmore, seconded by Commissioner Emrich, and by unanimous voice vote, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Anita Bozic, Liaison