



Illinois Department of Financial and Professional Regulation

Division of Real Estate

JB PRITZKER
Governor

DEBORAH HAGAN
Secretary

MARIO TRETO JR.
Acting Director
Division of Real Estate

Illinois Department of Financial & Professional Regulation, Division of Real Estate
Community Association Manager Licensing and Disciplinary Board
OPEN Minutes

Date: January 19, 2021

Call to Order: 11:02 a.m.

Location: IDFPR – Division of Real Estate
Remotely via interactive webinar and/or telephonically in accordance with provisions of Governor JB Pritzker’s Executive Order 2020-07 issued on March 16, 2020

Board Members Present: Brent Baccus – Unit Owner
Sanina Ellison, Unit Owner
Marla Jackson – Vice Chairperson - CAM Member
Louis Lutz – CAM Member
Stephanie Skelley – Chairperson, CAM Member

Board Members Not Present: Asa Sherwood – CAM Member

Division Staff Present: Monica Gutierrez – Chief of Boards and Complaints in Real Estate Brokerage and Community Association Manager
Adrienne Levatino – Associate General Counsel
Ericka Johnson - Chief of Prosecutions
Hector Rodriguez – Chief of Audits and Investigations
Jeremy Reed – Chief of Licensing & Education
Donielle Philpott - Policy Manager
Debra Malinowski - CAM Board Liaison
Susan Sigourney - Board Liaison

Guest(s) Present: Matthew Green – Community Association Managers International Certification Board (CAMICB) and Community Association Institute (CAI)

TOPIC	DISCUSSION	ACTION
	<p>Due to recent amendments to the Open Meetings Act, Stephanie Skelley made the following statement at the CAM's Board meeting:</p> <p>“This meeting is being conducted by audio or video conference without the physical presence of a quorum of the members because the Governor of the State of Illinois has issued a disaster declaration related to public health concerns and an in-person meeting is not practical or prudent because of the disaster described in that declaration.”</p>	
Call to Order	Stephanie Skelley, Chairperson of the Community Association Manager Licensing and Disciplinary Board opened the meeting.	The meeting was called to order at 11:02 a.m.
Approval of Open Minutes	<p>The Board reviewed the Open Minutes from the October 20, 2020 Community Association Manager Licensing and Disciplinary Board meeting.</p>	<p>A motion was made by Jackson and seconded by Baccus to approve the Open Minutes as presented from the October 20, 2020 CAM Board meeting with correcting the date from July 21, 2020 to October 20, 2020. Motion carried by roll call vote</p>
Public Comments	<p>Matthew Green from Community Association Manager International Certification Board (CAMICB) and Community Association Institute (CAI) mentioned that CAMICB is pursuing the option to offer the CMCA exam to managers to take at home or in the office using Pearson VUE's secure online platform, OnVUE. CAMICB has applied for approval through its accreditation organizations, the National Commission for Certifying Agencies and the American National Standards Institute. The applications are currently under review, but their hope is that they will be approved in the very near future.</p>	
Licensing Report	<p>The 2020 Licensing Report as of December 2020 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 the Licensing Staff continues to</p>	

TOPIC	DISCUSSION	ACTION
	<p>work remotely from home. Mr. Reed further stated that Licensing has improved the turnaround time in processing license applications and achieved other efficiencies over the past year.</p> <p>Ms. Jackson mentioned that due to her participation in attending informal conferences and Board Meetings, she has become aware of complaints that are filed against a CAM licensee, and it appears that there are common violations among the CAM licensees. Ms. Jackson would like to recommend that the Department shares this information through a newsletter published by IDPFR. She also recommended that CAM education providers include the information in their classes for current and prospective licensees to help improve the CAM profession. Ms. Levatino will forward this information to the Director and Deputy Director.</p>	
Complaint Report	The 2020 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.	
Investigation Report	<p>The 2020 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.</p> <p>Mr. Rodriguez mentioned that the Investigators continue working remotely and only conducting an on-site investigation when necessary.</p> <p>Mr. Rodriguez mentioned that cases assigned, referred to Prosecutions, and cases closed in Investigations for the 2020 calendar year.</p>	
Prosecution Report	<p>The 2020 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>Ms. Johnson mentioned that she has reviewed the older cases that are currently opened in Prosecutions and gave an overview status. Ms. Johnson further mentioned that with CAM having informal conferences, this should help process the cases more efficiency. Chairperson Skelley mentioned that she believes conducting informal conferences is beneficial.</p>	
Formal Hearing Schedule	There are no upcoming formal hearings scheduled.	

TOPIC	DISCUSSION	ACTION
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 Louis Lutz, yes Stephanie Skelley, yes	A motion was made by Lutz and seconded by Baccus to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 11:15 a.m. Motion carried by roll call vote.
Closed Session	The Board reviewed the October 20, 2020 Closed Minutes. The Board deliberated on pending enforcement actions	
Motion to go Into Open Session		A motion was made by Lutz and seconded by Ellison to go into Open Session at 11:53 a.m. Motion carried by roll call vote. A motion was made by Jackson seconded by Lutz to approve the Closed Minutes from the October 20, 2020 CAM Board meeting. Motion carried by roll call vote.
Recommendations	1 Case was deliberated during Closed Session. IDFPR v. Walter Popielec Case # 2017-08757	The Board recommends an

TOPIC	DISCUSSION	ACTION
<p>The Board signed 1 Findings of Facts, Conclusions of Law and Recommendations to the Director</p> <p>Orders</p>	<p>2 Consent and Non-Disciplinary Orders were reviewed and discussed in Closed Session.</p> <p>The Board received a report of the final actions by the Director on the following 4 Consent Order previously signed by the Board:</p> <p>2018-01502 Maria Kharot 2019-09906 Amanda Grandys 2018-04561 Terri Moffat 2019-12047 Lucretia Maria Crestescu</p>	<p>indefinite suspension for a minimum period of 6 months, and to impose a \$2,000 fine, upon the license of Walter Popielec.</p> <p>IDFPR v. Walter Popielec Case #2017-08757.</p> <p>The Board signed 1 recommendation</p> <p>Motion made by Baccus and seconded by Ellison to ratify the Board's actions in Closed Session. Motion carried by roll call vote.</p> <p>The Board signed 2 Consent and Non-Disciplinary Orders.</p>
<p>Adjournment</p>		<p>There being no further business to discuss, a motion was made by Ellison and seconded by Jackson to</p>

TOPIC	DISCUSSION	ACTION
		adjourn at 11:57 a.m. Motion carried by roll call vote.

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

December 2020
CAM Complaint Report

Column1	New CAM Complaints	New CAM Complaints Assigned To Investigations	Complaints Closed At Intake Review	Refer to Prosecutions
January	11	8	2	1
February	11	7	4	0
March	8	7	1	0
April	5	4	1	0
May	4	2	2	0
June	10	9	1	0
July	14	11	4	0
August	13	12	1	0
September	10	6	4	0
October	9	3	5	1
November	8	5	3	0
December	11	7	4	0
Total	114	81	32	2

C.A.M. INVESTIGATIONS REPORT
End Of Year 2020

	Pending C.A.M. Cases	CASES OVER 5 MONTHS OLD	New C.A.M. Cases Received	Referred to Prosecutions	Recommended for Closure	Closed at Complaint
JANAURY	53	33	8	1	3	2
FEBRUARY	59	35	7	0	1	4
MARCH	63	36	7	2	1	1
APRIL	67	38	4	0	0	1
MAY	67	41	2	2	0	2
JUNE	75	46	9	0	1	1
JULY	81	52	9	1	2	4
AUGUST	84	54	12	1	8	1
SEPTEMBER	86	54	5	1	2	3
OCTOBER	87	54	3	1	1	5
NOVEMBER	90	53	5	1	1	3
DECEMBER	96	67	7	0	1	4
TOTAL			78	10	21	31

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT DECEMBER 2020

	New Cases	Pending open cases	3 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	4	43	9	4	25	0	4	1		2	8	6	2	0	0	0	0	0
FEBRUARY	0	39	2	7	21	4	3	2		1	4	3	0	0	0	0	1	0
MARCH	3	42	3	7	15	12	3	2		0	0	0	0	0	0	0	0	0
APRIL	0	41	3	5	5	19	6	3		0	1	0	1	0	0	0	0	0
MAY	2	38	2	4	8	17	5	2		0	5	2	0	0	2	0	1	0
JUNE	0	37	2	2	9	11	12	1		5	1	0	0	1	0	0	0	0
JULY	1	38	3	2	9	10	12	2		1	0	0	0	0	0	0	0	0
AUGUST	1	37	2	2	7	4	19	3		1	1	0	0	0	1	0	0	0
SEPTEMBER	1	33	2	2	4	7	14	4	2	1	5	2	2	0	0	1	0	0
OCTOBER	1	32	2	1	4	6	15	4	0	0	2	0	0	0	2	0	0	0
NOVEMBER	2	32	2	2	3	5	16	4	0	0	2	0	0	0	2	0	0	0
DECEMBER	1	33	2	3	2	3	19	4	0	1	0	0	0	0	0	0	0	0
TOTAL	16								2	12	29	13	5	1	7	1	2	0