



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Real Estate

www.idfpr.com

JB PRITZKER
Governor

MARIO TRETO, JR.
Acting Secretary

LAURIE MURPHY
Acting Director

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

Date: July 20, 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: Laurie Murphy – Acting Director – Division of Real Estate
Ericka Johnson – Deputy Director – Division of Real Estate
Monica Gutierrez – Chief of Boards and Complaints in Real Estate Brokerage and Community Association Manager
Adrienne Levatino – Associate General Counsel
Geetu Naik - Chief of Prosecutions
Hector Rodriguez – Chief of Audits and Investigations
Jeremy Reed – Chief of Licensing & Education
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.
	<p>Acting Director Murphy announced that on June 1, 2021 Ericka Johnson accepted the position as the new Deputy Director of Real Estate Division.</p> <p>Deputy Director Johnson mentioned that she was honored to be promoted as the Deputy Director and enjoyed working with the CAM Board Members. Deputy Director Johnson is proud of the CAM Board Members instituting the informal conferences that was implemented in 2020. Deputy Director Johnson mentioned that she is working on having the CAM Board Members be involved in the process of reviewing the incoming complaints. Deputy Director Johnson thanked the CAM Board Members for their cooperation with her and the Prosecutions' Team.</p> <p>Acting Director Murphy announced that Geetu Naik is the new Chief of Prosecutions that started on July 16, 2021. Acting Director Murphy gave a brief background of Geetu Naik professional career.</p> <p>Ms. Naik is excited to join the Department and will continue to follow in Deputy Director Johnson's procedures. The CAM Board Members introduced themselves and congratulated Deputy Director Johnson and Ms. Naik in their positions.</p> <p>Acting Director Murphy mentioned the Department is in the process of upgrading the online system which is causing technical problems with the online renewals. Acting Director Murphy further mentioned that the CAM licenses are expiring August 31, 2021 and that the Department was required to implement a manual renewal process due to the technical</p>	

TOPIC	DISCUSSION	ACTION
	<p>problems not being resolved. The Department sent notification to all CAM licensees regarding this matter. Acting Director Murphy mentioned that she will draft / send an email with information regarding the manual renewal to the CAM Board Members for them to share among other CAM licensees and companies.</p> <p>Chairperson Skelley inquired whether the Department expects all the CAM licensees to submit their renewal application before August 31, 2021. Acting Director Murphy mentioned that the CAM renewal applications need to be posted marked by August 31, 2021 to avoid a late fee. The Department is diligently working and processing the renewal applications. The Department encourages the CAM licensees to submit their renewal applications before the end of the renewal cycle. Chairperson Skelley inquired whether the Department sends notification to the licensee that their application has been renewed. Mr. Reed indicated that the Department does send an automatic respond to the licensee that the license has been renewed.</p> <p>Acting Director Murphy mentioned that the Department was made aware, thanks to Chairperson Skelley, that an educational provider sent out postcards indicating that CAM licensees were required to complete the 1 hour sexual prevention and harassment training course prior to renewing the CAM license. Acting Director Murphy mentioned that this was incorrect because the requirement is for licenses that are required to complete continuing education and the CAM license is not required to complete continuing education. The education provider has been notified and is working diligently to rectify this matter.</p> <p>Acting Director Murphy mentioned that the Department has received notification from the Governor’s Office that the executor order issued by Governor Pritzker on March 6, 2020 regarding Board Meetings only be conducted remotely will expire on July 24, 2021. Therefore, the next scheduled CAM Board Meeting will be held in person. The Department is currently working on reserving rooms in the Chicago and Springfield Offices with video conference in each location to accommodate the board members, staff, and guest for a safe environment.</p> <p>Ms. Levatino mentioned that Linda Tsacalides resigned from the CAM Board due to her relocating to Texas. Acting</p>	

TOPIC	DISCUSSION	ACTION
	<p>Director Murphy indicated that the Department will be working to replace the vacancy and asked the board members to forward her recommendations.</p> <p>Acting Director Murphy appreciates and thanked the board members for their participation.</p>	
Approval of Open Minutes	The Board reviewed the Open Minutes from the May 18, 2021 Community Association Manager Licensing and Disciplinary Board meeting.	A motion was made by Lutz and seconded by Jackson to approve the Open Minutes from the May 18, 2021 CAM Board meeting as amended. Motion carried by roll call vote.
Public Comments	There were no public comments.	
Licensing Report	<p>The 2021 Licensing Report as of June 2021 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 working remotely from home but slowly working on going back into the office.</p> <p>Mr. Reed also apologized for the inconvenience regarding the CAM renewal applications being process manually due to the Department's technical problems with the online system. Mr. Reed mentioned that he's available for Board Members to contact him anytime for assistance.</p>	
Complaint Report	<p>The 2021 Complaints Report through the month of June was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Ms. Gutierrez mentioned that staff in the Complaint Department goes into the office as needed.</p>	

TOPIC	DISCUSSION	ACTION
Investigation Report	<p>The 2021 Investigations Report through the month of June 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 to work remotely and going into the office as needed.</p> <p>Ms. Jackson inquired how many investigators does the Real Estate Division have, does the investigators investigate the other real estate professions and is the investigation unit fully staff. Mr. Rodriguez mentioned that there are 7 investigators currently in the Real Estate Division, Investigators investigate the five real estate professions that include appraisals, auction, CAM, home inspection and real estate brokerage and the Investigation Unit is not fully staff due to a hiring freeze in personnel.</p>	
Prosecution Report	The 2021 Prosecutions Report through the month of June 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 upcoming formal hearings scheduled.	
Old Business	There was no Old Business discussed.	
New Business	There was no New Business discussed.	
Motion to go into Closed Session	<p>Roll Call Vote taken:</p> <p>Brent Baccus, yes</p> <p>Sanina Ellison, yes</p> <p>Marla Jackson, yes</p> <p>Louis Lutz, yes</p> <p>Stephanie Skelley, yes</p>	<p>A motion was made by Jackson and seconded by Baccus to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 11:32 a.m. Motion carried by roll call vote.</p>

TOPIC	DISCUSSION	ACTION
Closed Session	The Board reviewed the May 18, 2021 Closed Minutes.	
Motion to go Into Open Session		<p>A motion was made by Jackson and seconded by Lutz to go into Open Session at 11:35 a.m. Motion carried by roll call vote.</p> <p>A motion was made by Jackson seconded by Baccus to approve the Closed Minutes from the May 18, 2021 CAM Board meeting. Motion carried by roll call vote.</p>
Orders	<p>The Board received a report of the final actions by the Director on the following 2 Consent Order previously signed by the Board:</p> <p>2018-03649 Sharon Brauer 2018-05878 David Lehr</p>	
Adjournment		There being no further business to discuss, a motion was made by Lutz and seconded by Ellison to adjourn at 11:37 a.m.

TOPIC	DISCUSSION	ACTION
		Motion carried by roll call vote.

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						

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

JUNE 2021
CAM Complaint Report

Column1	New CAM Complaints	New CAM Complaints Assigned To Investigations	Complaints Closed At Intake Review	Refer to Prosecutions
January	8	8	0	0
February	10	8	2	0
March	9	5	4	0
April	19	8	11	0
May	15	8	7	0
June	8	7	1	0
July				
August				
September				
October				
November				
December				
Total	69	44	25	0

C.A.M.**Investigation Report JUNE 2021**

	Pending C.A.M. Cases	CASES OVER 5 MONTHS OLD	New C.A.M. Cases Received	Referred to Prosecutions	for Closure	Closed at Complaint
JANAURY	103	76	8	0	1	0
FEBRUARY	111	80	8	0	0	2
MARCH	115	83	5	0	1	4
APRIL	121	87	8	1	1	9
MAY	124	89	8	0	5	7
JUNE	129	96	7	0	2	1
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL			44	1	10	23

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT JUNE 2021

	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	1	32	1	3	3	1	21	3	1	1	2	0	0	0	1	1	0	0
FEBRUARY	0	32	1	2	2	3	21	3	0	1	0	0	0	0	0	0	0	0
MARCH	0	29							0	0	3	1	0	1	1	0	0	0
APRIL	1	29	1	1	4	2	17	4	0	1	1	1	0	0	0	0	0	0
MAY	4	28	1	0	3	1	19	4	0	1	5	5	0	0	0	0	0	0
JUNE	0	22	0	1	2	1	14	1	0	0	6	1	0	2	2	1	0	0
JULY											0							
AUGUST											0							
SEPTEMBER											0							
OCTOBER											0							
NOVEMBER											0							
DECEMBER											0							
TOTAL	6								1	4	17	8	0	3	4	2	0	0