



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Real Estate

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**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: September 21, 2021

Call to Order: 11:01 a.m.

Location: IDFPR – Division of Real Estate  
Remotely via interactive webinar and/or telephonically 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, and because the Secretary of the Illinois Department of Financial and Professional Regulation has determined pursuant to the provisions of Section 7 of the Open Meetings Act that an in-person meeting is not practical or prudent because of a disaster

Board Members Present: Brent Baccus – 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  
Sanina Ellison, Unit Owner

Division Staff Present: 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: "“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. This meeting is further being conducted by audio or videoconference because the Secretary of the Illinois Department of Financial and Professional Regulation has determined pursuant to the provisions of Section 7 of the Open Meetings Act that an in-person meeting is not practical or prudent because of a disaster.”</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 11:01 a.m.
Approval of Open Minutes	The Board reviewed the Open Minutes from the July 20, 2021 Community Association Manager Licensing and Disciplinary Board meeting.	A motion was made by Baccus and seconded by Lutz to approve the Open Minutes from the July 20, 2021 CAM Board meeting as amended. Motion carried by roll call vote.
Public Comments	There were no public comments.	
Licensing Report	The 2021 Licensing Report as of August 2021 was presented and distributed. A copy of the report is attached to and made a part of these minutes.	

TOPIC	DISCUSSION	ACTION
	<p>Mr. Reed mentioned that the Licensing Staff continues working remotely from home with several staff members going into the office to process the CAM and Appraisal renewal applications that are being process manually.</p> <p>Mr. Reed mentioned that the CAM licenses expired August 31, 2021; seventy-four percent of the total number of active CAM licenses renewed with renewal applications still being processed. Mr. Reed mentioned that the Department normally changes the license status from active to not renewed thirty days after the expiration date for licensees that did not submit a renewal application. Due to upgrading the online system, changing the license status will not happen until a later date which will give licensees extra time to submit their CAM renewal application to the Department. CAM licensees that submit their renewal application, with a post mark after August 31, 2021, will have to pay a late fee. There were additional comments and inquiries made.</p>	
Complaint Report	<p>The 2021 Complaints Report through the month of August 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 one staff member goes into the office Monday through Thursday with the other staff members going in once a week or as needed.</p>	
Investigation Report	<p>The 2021 Investigations Report through the month of August 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>	
Prosecution Report	<p>The 2021 Prosecutions Report through the month of August was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Ms. Naik introduced herself for members that may have not met her. Ms. Naik mentioned that she started in July of 2021 and continues learning about the Department's procedures.</p>	

TOPIC	DISCUSSION	ACTION
	Ms. Naik mentioned that the staff attorney that handles the CAM cases is leaving the Department and is in the process of reassigning the CAM cases to the other staff attorneys. Ms. Naik goal is to resolve the aged cases quickly.	
Formal Hearing Schedule	There are no upcoming formal hearings scheduled.	
Old Business	There was no Old Business discussed.	
New Business	Ms. Levatino reminded the CAM Board Members that at the next scheduled meeting, the members will be nominating the Chairperson and Vice- Chairperson for the 2022 calendar year.	
Motion to go into Closed Session	Roll Call Vote taken: Brent Baccus, yes Marla Jackson, yes Louis Lutz, yes Stephanie Skelley, yes	A motion was made by Lutz and seconded by Jackson to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 11:13 a.m. Motion carried by roll call vote.
Closed Session	The Board reviewed the July 20, 2021 Closed Minutes.	
Motion to go Into Open Session		A motion was made by Baccus and seconded by Lutz to go into Open Session at 11:14 a.m. Motion carried by roll call vote.  A motion was made by Baccus

TOPIC	DISCUSSION	ACTION
		seconded by Lutz to approve the Closed Minutes from the July 20, 2021 CAM Board meeting. Motion carried by roll call vote.
	Ms. Levatino explained the reason there was a delay in sending the September CAM Board Meeting webex invite and agenda to the Board Members and there may be a delay for the November Meeting.	
Adjournment		There being no further business to discuss, a motion was made by Lutz and seconded by Jackson to adjourn at 11:18 a.m. 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	2,040	2,066				

## 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

AUGUST 2021  
CAM Complaint Report

Column1	New CAM Complaints	New CAM Complaints Assigned To Investigations	Complaints Closed At Intake Review	Refer to Prosecutions	new CAM complaints not assigned
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	10	6	4	0	
August	10	6	1		2
September					
October					
November					
December					
Total	89	56	30	0	2



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

	<b>Pending C.A.M. Cases</b>	<b>CASES OVER 5 MONTHS OLD</b>	<b>New C.A.M. Cases Received</b>	<b>Referred to Prosecutions</b>	<b>for Closure</b>	<b>Closed at Complaint</b>
<b>JANAURY</b>	103	76	8	0	1	0
<b>FEBRUARY</b>	111	80	8	0	0	2
<b>MARCH</b>	115	83	5	0	1	4
<b>APRIL</b>	121	87	8	1	1	9
<b>MAY</b>	124	89	8	0	5	7
<b>JUNE</b>	129	96	7	0	2	1
<b>JULY</b>	125	96	6	4	6	4
<b>AUGUST</b>	125	94	7	2	5	1
<b>SEPTEMBER</b>						
<b>OCTOBER</b>						
<b>NOVEMBER</b>						
<b>DECEMBER</b>						
<b>TOTAL</b>			57	7	21	28

## COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT AUGUST 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	4	26	4	1	2	1	14	4	1	0	0	0	0	0	0	0	0	0
AUGUST	4	28	6	1	0	2	12	7	0	0	2	0	0	1	0	0	1	0
SEPTEMBER											0							
OCTOBER											0							
NOVEMBER											0							
DECEMBER											0							
<b>TOTAL</b>	14								2	4	19	8	0	4	4	2	1	0