



# 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: November 16, 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  
Sanina Ellison – Unit Owner  
Louis Lutz – CAM Member

Board Members Not Present: Asa Sherwood – CAM Member  
Marla Jackson – Vice Chairperson - CAM Member  
Stephanie Skelley – Chairperson, 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  
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, Debra Malinowski 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. 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	Adrienne Levatino called the meeting to order. Upon taking a roll call, Adrienne Levatino determined that a quorum of Board Members was not present; therefore, the Board would not take any substantive action.	The meeting was called to order at 11:01 a.m.
Public Comments	There were no public comments.	
Licensing Report	<p>Mr. Reed mentioned that the Springfield Office is undergoing remodeling causing the Springfield staff to work remotely from home.</p> <p>Licensing is working with DoIT to get all remaining license types, except for educational providers and courses, onto the new online renewal system through the License portal.</p> <p>In addition, the Department is planning, in the next several months, to launch a series of informative videos to determine if that will be a better tool to educate licensees.</p> <p>Ms. Levatino inquired about the percentage of CAM renewal applications that Licensing processed; Mr. Reed mentioned that Licensing processed approximately seventy-four percent.</p>	

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
Complaint Report	<p>The 2021 Complaint Report through the month of October 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 goes into the office as needed. Ms. Gutierrez mentioned that staff has moved into the new Chicago Office.</p>	
Investigation Report	<p>The 2021 Investigations Report through the month of October 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. Mr. Rodriguez mentioned that staff has moved into the new Chicago Office.</p>	
Prosecution Report	<p>The 2021 Prosecutions Report through the month of October was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Ms. Naik mentioned last month, that a staff attorney in Prosecutions left the agency; but the attorneys are working diligently on addressing the aged cases.</p>	
Formal Hearing Schedule	There are no upcoming formal hearings scheduled.	
Old Business	There was no Old Business discussed.	
New Business	<p>Ms. Levatino mentioned that the Board will have to defer nominating the Chairperson and Vice Chairperson for the 2022 calendar year at the next scheduled meeting.</p> <p>Ms. Malinowski asked the CAM Board Members to review the schedule for the 2022 CAM Board Meeting / informal conferences and to inform her if there are any conflicting dates. Ms. Malinowski will also send an email to all the CAM Board Members with the proposed 2022 Board Meeting and informal conference dates.</p>	

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
	Ms. Levatino asked the CAM Board Members to submit any suggestions that they may have regarding the CAM Rules that the Department will be developing in the upcoming months. All suggestions should be sent, via email, to Deb Malinowski.	

## 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	2,078	2,097		

## 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

OCTOBER 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	0	2
September	12	10	5	0	0
October	9	7	2	0	0
November					
December					
Total	110	73	37	0	2





## COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT OCTOBER 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	6	30	6	3	1	2	10	8	0	0	4	3	0	0	0	0	1	0
OCTOBER	4	32	6	5	1	1	9	10	0	0	2	0	0	0	0	0	2	0
NOVEMBER											0							
DECEMBER											0							
<b>TOTAL</b>	24								2	4	25	11	0	4	4	2	4	0