



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Real Estate

idfpr.illinois.gov

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

LAURIE MURPHY
Director

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

Date: September 20, 2022

Call to Order: 11:04 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, Vice Chairperson – Unit Owner
Marla Jackson – Chairperson- CAM Member
Louis Lutz – CAM Member
Asa Sherwood – CAM Member
Stephanie Skelley – CAM Member

Board Members Not Present: Sanina Ellison – Unit Owner

Division Staff Present: Monica Gutierrez – Chief of Boards and Complaints in Real Estate Brokerage and Community Association Management
Adrienne Levatino – Associate General Counsel
Geetu Naik - Chief of Prosecutions
Jeremy Reed – Chief of Licensing & Education
Hector Rodriguez – Chief of Audits and Investigations
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, Chairperson Marla Jackson 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	Marla Jackson, Chairperson of the Community Association Manager Licensing and Disciplinary Board opened the meeting.	The meeting was called to order at 11:04 a.m.
Approval of Open Minutes	The Board reviewed the Open Minutes from the July 19, 2022 Community Association Manager Licensing and Disciplinary Board meeting. Chairperson Jackson asked to correct several typos and wording in the public comment section be amended.	A motion was made by Lutz and seconded by Baccus to approve the Open Minutes from the July 19, 2022 CAM Board meeting as amended. Motion carried by unanimous roll call vote.
Public Comments	There were no public comments.	
Licensing Report	The 2022 Licensing Report as of August 2022 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 is operating on a hybrid schedule between working remotely and coming into the office once or twice a week.</p> <p>Mr. Reed mentioned that Licensing is working on several projects which includes the online renewals that the CAM licensees will experience next year. IDFPR's online portal exhibits some technical problems, but they should be resolved before the 2023 CAM renewal period. Mr. Reed further mentioned that Licensing has been creating/updating forms across all professions. Mr. Reed stated that if anyone has any issues, the best way to contact the Licensing Section is through the general email address: FPR.realestate@illinois.gov.</p>	
Complaint Report	The 2022 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.	
Investigation Report	<p>The 2022 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 are on a hybrid schedule but mostly working from home. Mr. Rodriguez also observed that the Investigation Section has two investigator positions to fill; the Division expects to post these positions by the end of October.</p>	
Prosecution Report	<p>The 2022 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 mentioned that the Prosecution Section has one prosecutor position to fill.</p>	
Formal Hearing Schedule	There are no upcoming formal hearings scheduled.	
Old Business	There was no Old Business discussed.	

TOPIC	DISCUSSION	ACTION
<p>New Business</p> <p>Proposed 2023 CAM Board Meeting Dates, CCR and Informal Conferences.</p>	<p>The CAM Board reviewed and discussed the proposed 2023 dates for CAM Board Meeting, CCR and Informal Conferences and determined that there are no conflicts.</p> <p>Ms. Malinowski reminded the CAM Board Members to complete the four required training sessions by October 7, 2022.</p>	
<p>Motion to go into Closed Session</p>	<p>Roll Call Vote taken: Brent Baccus, yes Marla Jackson, yes Louis Lutz, yes Asa Sherwood, yes Stephanie Skelley, yes</p>	<p>A motion was made by Lutz and seconded by Skelley to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 11:17 a.m. Motion carried by unanimous roll call vote.</p>
<p>Closed Session</p>	<p>The Board reviewed the July 19, 2022 Closed Minutes.</p> <p>The Board reviewed the Consumer Complaints Review reports for July 19, 2022: 6 Complaints Referred to Investigations 5 Complaints Recommended for Closure</p> <p>The Board reviewed the Consumer Complaints Review reports for August 16, 2022: 5 Complaints Referred to Investigations 3 Complaints Recommended for Closure</p> <p>The Board deliberated on pending enforcement actions.</p>	
<p>Motion to go Into Open Session</p>		<p>A motion was made by Sherwood and seconded by Lutz to go into Open Session at 11:32 a.m.</p>

TOPIC	DISCUSSION	ACTION
<p>Approval of July 19, 2022 Closed Minutes</p> <p>Orders</p>	<p>4 Consent Orders were reviewed and discussed in Closed Session.</p>	<p>Motion carried by unanimous roll call vote.</p> <p>A motion was made by Baccus seconded by Skelley to approve the Closed Minutes from the July 19, 2022 CAM Board meeting. Motion carried by unanimous roll call vote.</p> <p>Motion made Lutz seconded by Skelley to ratify the actions that were taken in closed session that includes Brent Baccus authorizing the Department to affix his electronic signature on the 4 consent orders presented in Closed Session. Motion carried by unanimous roll call vote.</p> <p>The Board signed 4 Consent Orders.</p>

TOPIC	DISCUSSION	ACTION
	<p>The Board received a report that reflected that there was 1 final action by the Director on Consent Order previously signed by the Board: 2020-00898 Dennis Youngblood</p>	
Adjournment	The next meeting is scheduled for November 22, 2022.	<p>There being no further business to discuss, a motion was made by Sherwood and seconded by Baccus to adjourn at 11:34 a.m. Motion carried by unanimous roll call vote.</p>

2022 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M s	1690	1723	1750	1770	1784	1804	1818	1837				

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	2,106	1,676

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 2022
CAM Complaint Report

Column1	New CAM Complaints	New CAM Complaints Assigned To Investigations	Complaints Closed At Intake Review	Complaints Closed at CCR	Refer to Prosecutions	new CAM complaints not assigned
January	6	5	2			
February	13	1	5			7
March	9	7	1	4		4
April	12	6	2	2		0
May	9	7	0	2	0	0
June	15	10	2	3	0	0
July	12	6	1	5	0	0
August	8	5	0	3	0	0
September						
October						
November						
December						
Total	84	47	13	19		11

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT AUGUST 2022

	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 Complainits Filed	CLOSED	CLOSED ADMIN	CLOSED ADMIN WARN LETTER	CLOSED FORMAL ORDER	CLOSED: CONSENT ORDER	CLOSED: NON-DISC ORDER	IL INC TAX	CHILD SUPPORT
JANUARY	3	26	2	3	5	1	6	9	0	0	4	0	1	0	3	0	0	0
FEBRUARY	0	26	2	2	6	1	6	9	0	0	0	0	0	0	0	0	0	0
MARCH	3	25	3	2	6	1	5	8	0	6	4	2	1	0	1	0	0	0
APRIL	1	22	3	1	5	2	6	5	0	0	4	0	1	2	0	0	1	0
MAY	0	19	1	2	3	2	5	6	0	1	3	0	1	0	2	0	0	0
JUNE	2	21	2	2	3	3	5	6	0	1	0	0	0	0	0	0	0	0
JULY	3	23	5	2	2	2	6	6	1	0	1	0	0	0	1	0	0	0
AUGUST	4	23	5	2	2	2	5	7	0	3	4	0	0	1	0	0	3	0
SEPTEMBER											0							
OCTOBER											0							
NOVEMBER											0							
DECEMBER											0							
TOTAL	16								1	11	20	2	4	3	7	0	4	0