



Illinois Department of Financial and Professional Regulation

Division of Real Estate

JB PRITZKER
Governor

DEBORAH HAGAN
Secretary

MARIO TRETO JR.
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: March 16, 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
Asa Sherwood – CAM Member
Stephanie Skelley – Chairperson, CAM Member

Board Members Not Present:

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
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.
Approval of Open Minutes	The Board reviewed the Open Minutes from the January 19, 2021 Community Association Manager Licensing and Disciplinary Board meeting.	A motion was made by Lutz and seconded by Baccus to approve the Open Minutes from the January 19, 2021 CAM Board meeting as amended to reflect the time that the meeting was called to order from 11:01 am to 11:02 am. Motion carried by roll call vote.
Public Comments	There were no public comments.	
Licensing Report	<p>The 2021 Licensing Report as of February 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 has worked remotely from home for the past year. Mr. Reed further stated that the Licensing operations have been running smoothly for the past year with the turnaround time in processing license applications within two weeks.</p> <p>Ms. Jackson inquired if the Department has any knowledge that current licensees are required to complete continuing education to renew their license. Ms. Levatino mentioned that</p>	

TOPIC	DISCUSSION	ACTION
	there is going to be a comprehensive rewrite of the Community Association Manager License Act. The Department is working with Industry Members in developing this legislation, which will require continuing education.	
Complaint Report	The 2021 Complaints Report through the month of February was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Investigation Report	The 2021 Investigations Report through the month of February was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Prosecution Report	<p>The 2021 Prosecutions Report through the month of February 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 currently there are no informal conferences scheduled on May 12, 2021 but she is waiting until the end of April to officially inform the designated scheduled Board Members if this date is cancelled.</p>	
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: Brent Baccus, yes Sanina Ellison, yes Marla Jackson, yes Louis Lutz, yes Asa Sherwood, yes Stephanie Skelley, yes</p>	<p>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 11:12 a.m. Motion carried by roll call vote.</p>
Closed Session	<p>The Board reviewed the January 19, 2021 Closed Minutes.</p> <p>The Board deliberated on pending enforcement actions</p>	

TOPIC	DISCUSSION	ACTION
Motion to go Into Open Session		<p>A motion was made by Lutz and seconded by Ellison to go into Open Session at 11:16 a.m. Motion carried by roll call vote.</p> <p>A motion was made by Lutz seconded by Ellison to approve the Closed Minutes from the January 19, 2021 CAM Board meeting. Motion carried by roll call vote.</p> <p>Motion made by Lutz and seconded by Ellison to ratify the Board's actions in Closed Session. Motion carried by roll call vote.</p>
Orders	<p>1 Consent Order were reviewed and discussed in Closed Session.</p> <p>The Board received a report of the final actions by the Director on the following 1 Consent Order previously signed by the Board:</p> <p>2019-00218 Mark Waslewski</p>	<p>The Board signed 1 Consent Orders.</p>
Adjournment		<p>There being no further business to discuss, a</p>

TOPIC	DISCUSSION	ACTION
		motion was made by Lutz and seconded by Baccus to adjourn at 11:20 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										

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

February 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				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	18	16	2	0

C.A.M.

Investigation Report FEBRUARY 2021

	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	103	76	8	0	1	0
FEBRUARY	111	80	8	0	0	2
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL			16	0	1	2

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT FEBRUARY 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 Complainints 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							
APRIL											0							
MAY											0							
JUNE											0							
JULY											0							
AUGUST											0							
SEPTEMBER											0							
OCTOBER											0							
NOVEMBER											0							
DECEMBER											0							
TOTAL	1								1	2	2	0	0	0	1	1	0	0