



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: January 18, 2022

Call to Order: 11:00 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: Marla Jackson – Vice Chairperson – CAM Member
Stephanie Skelley – Chairperson – CAM Member
Louis Lutz – CAM Member

Board Members Not Present: Brent Baccus – Unit Owner
Sanina Ellison – Unit Owner
Asa Sherwood – CAM Member

Division Staff Present: Monica Gutierrez – Chief of Boards and Complaints in Real Estate Brokerage and Community Association Managers
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, Chairperson 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. 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	Chairperson Skelley did not call the meeting to order due to lack of a quorum of Board Members present.	The meeting started at 11:00 a.m.
Public Comments	Mr. Green reminded the Board that the Certified Manager of Community Associations (CMCA) is one of the approved examinations for the Community Association Manager license. He reported CMCA exam administration statistics have been at an historically high average in 2022 and suggested that could be a sign of an improvement for testing availability at PearsonVUE testing centers.	
Licensing Report	<p>Mr. Reed mentioned that the Springfield Staff continues to work remotely from home.</p> <p>Mr. Reed mentioned that the CAM Act, as amended, became effective January 1, 2022. One of the changes is that CAM firms will be required to be licensed with IDFPR, and that Licensing making appropriate preparations.</p> <p>Ms. Jackson inquired if the reduction in the number of active CAM licenses was due to the CAM license renewal. Mr. Reed mentioned that it’s very common for a reduction in the number of active licenses after the renewal period has ended.</p>	

TOPIC	DISCUSSION	ACTION
	<p>Ms. Levatino asked the Board Members, based upon their experience, whether firms confirm that CAM licensee renew their license. The Board Members mentioned that their firms have a process in place to track that a licensee renewed their license.</p> <p>Chairperson Skelley inquired the timing of renewing a license with staff working remotely. Mr. Reed mentioned when a licensee submits a paper renewal application, it takes approximately two weeks, but when the Department has several professions with a high number of licenses renewing at the same time, it could take longer to process the renewal application.</p>	
Complaint Report	The 2021 Complaint Report through the month of December was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Investigation Report	<p>The 2021 Investigations Report through the month of December 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	The 2021 Prosecutions Report through the month of December 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	<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. Levatino mentioned that for the Appraisal and Real Estate Boards, the Department has a mechanism that involves</p>	

TOPIC	DISCUSSION	ACTION
	<p>2 different board members, that generally meets once a month, to review the incoming complaints to determine if the complaints merit an investigation. The Department would like the CAM Board to start applying this procedure for CAM complaints. The CAM Board Members mentioned that they would prefer to conduct the consumer complaint review (CCR) remotely. Ms. Gutierrez mentioned that READ Board Members conduct the CCR remotely and that the Department would do the same for CAM. Ms. Gutierrez suggested that the CAM CCR would meet following the CAM Board Meeting and on the third Tuesday of the months when there is not a meeting.</p>	

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

DECEMBER 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	4	0	1
October	9	6	2	0	2
November	6	8	0	0	0
December	11	9	1	0	1
Total	127	89	37	0	6

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT DECEMBER 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 Complainants 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	1	29	5	7	1	0	8	8	0	2	4	3	0	0	1	0	0	0
DECEMBER	1	27	1	5	4	1	7	9	0	1	3	0	0	0	0	0	3	0
TOTAL	26								2	7	32	14	0	4	5	2	7	0