



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Real Estate

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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: January 14, 2024

Call to Order: 11:05 a.m.

Location: IDFPR - Division of Real Estate
555 West Monroe Street, 5th Floor
Chicago, IL 60661

Board Members Present remotely: Brent Baccus, Vice Chairperson -Unit Owner
Sanina Ellison- Unit Owner
Louis Lutz – CAM Member
Asa Sherwood – CAM Member

Board Members Not Present: Marla Jackson Chairperson-CAM Member
Stephanie Skelley – CAM

Division Staff Present: Laurie Murphy – Director of Real Estate
Adrienne Levatino – Associate General Counsel
Monica Gutierrez – Chief of Boards and Complaints in
Real Estate Brokerage and Community Association
Manager
Hector Rodriguez – Chief of Audits and Investigations
Jeremy Reed – Deputy Director of Real Estate
Nathaniel Chandler – Chief of Licensing and Education
Jennifer Rossiter Moreno – Operations Manager
Debra Malinowski - CAM Board Liaison
Susan Sigourney - Board Liaison

Guest(s) Present: Matthew Green – Community Association Managers
International Certification Board (CAMICB)
Phoebe Neseth – Community Association Institute (CAI)

TOPIC	DISCUSSION	ACTION
Call to Order	Vice-Chairperson Baccus did not call the meeting to order due to there being lack of a quorum of Board Members present at a physical location.	The meeting started at 11:05 a.m.
	Director Murphy announced that Merle Shearer is the new Chief of Prosecutions for the Division of Real Estate. Mr. Shearer gave a brief biography of his professional career.	
	Ms. Levatino explained Section 7 of the Open Meetings Act section 7 allows a board meeting to be held without the physical presence of a quorum of members, only if there was a gubernational disaster proclamation involving public health and welfare that affected every county. As of May 11, 2023, section 7 of the Open Meeting Act was no longer applicable and board members are required to attend Board Meetings in person either in the Chicago or Springfield office to constitute quorum.	
November 21, 2023 Open Minutes	The Board reviewed the Open Minutes from the November 21, 2023 Community Association Manager Licensing and Disciplinary Board meeting.	
Public Comments	There were no public comments.	
Licensing Report	<p>The 2023 Licensing Report as of December 2023 was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Chandler mentioned that the Department continues working on the application and procedure for approving Education Sponsors for the CAM profession</p> <p>Mr. Lutz inquired why there was a deduction of active CAM licenses after the renewal ended. Mr. Chandler explained that there's a period of time before the Department changes the licensee's status from active to non-renewed status for licensees that did not submit an renewal application, which explains the reported number for November 2023.</p>	
Complaint Report	The 2023 Complaints 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.	

TOPIC	DISCUSSION	ACTION
Investigation Report	<p>The 2023 Investigations Report through the month of December was presented and distributed. Mr. Rodriguez reported the number of cases received, closed and referred to Prosecutions for the 2023 calendar year. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Rodriguez mentioned that the Department hired Devlin Gordon as the new real estate investigator. The Department has seven investigators.</p> <p>Ms. Levatino asked whether any of the increase in the number of complaints is due to CAM firms being licensed. Mr. Rodriguez responded that there has been a slight increase due to CAM firms being licensed.</p>	
Prosecution Report	<p>The 2023 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.</p> <p>Mr. Shearer reported that the Department hired Daniel Kazlauski as the new staff attorney and gave a brief biography of his professional career.</p> <p>Mr. Shearer mentioned that there were cases referred to Prosecutions from Investigations alleging unlicensed practice by CAM firms but when the Department notified the CAM firm, they immediately became licensed, and Prosecutions therefore took no further enforcement action. However, now that CAM firms have been required to be licensed for several months, Prosecutions will be enforcing unlicensed practice by CAM firms.</p>	
Formal Hearing Schedule	There is one formal hearing scheduled for April 9, 10, 11, 12, 2024.	
Old Business	There was no Old Business discussed.	
New Business	There was no New Business discussed	
Adjournment	The next meeting is scheduled for March 19, 2024.	There being no further business to discuss, a

TOPIC	DISCUSSION	ACTION
		motion was made by Ellison and seconded by Lutz to adjourn at 11:27 a.m. Motion carried.

2023 CAM LICENSE REPORT

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C A M individual	1919	1950	1983	1998	2010	2045	2121	2175	2096	2113	1723	1742
CAM Mgmt Firms						17	59	98	118	126	134	137
Total						2062	2163	2214	2214	2239	1857	1879

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	1852	1867	1884	1902

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
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C A M s	1800	1821	1839	1846	1859	1873	1895	1907	1917	1926	1938	1945
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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 2023
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	13	8	2	3		
February	18	13	5	0		
March	25	7	7	11	0	0
April	21	13	3	5	0	0
May	20	8	10	2	0	0
June	18	11	5	2	0	0
July	13	7	4	2		
August	24	12	8	4		
September	11	6	1	4		
October	16	9	5	2		
November	22	18	3	1		
December	13	7	4	2		
Total	214	119	57	38	0	0

COMMUNITY ASSOCIATION MANAGER PROSECUTIONS REPORT DECEMBER 2023

	New Cases	Pending open cases	2 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	2	17	4	0	2	1	3	7	0	0	2	0	0	0	2	0	0	0
FEBRUARY	1	17	2	2	2	1	3	7	0	0	1	0	1	0	0	0	0	0
MARCH	5	21	6	2	2	0	4	7	0	0	1	0	0	0	0	0	1	0
APRIL	5	22	9	2	1	0	4	6	0	1	4	0	0	0	4	0	0	0
MAY	2	19	6	4	0	1	3	5	0	0	5	0	0	0	5	0	0	0
JUNE	2	21	4	7	1	1	3	5	0	0	0	0	0	0	0	0	0	0
JULY	2	19	4	6	1	1	3	4	0	0	4	1	0	0	2	0	1	0
AUGUST	1	19	2	6	3	0	4	4	0	0	1	1	0	0	0	0	0	0
SEPTEMBER	0	15	0	3	5	0	3	4	0	2	4	2	1	0	1	0	0	0
OCTOBER	2	15	2	3	4	1	2	3	0	0	2	1	1	0	0	0	0	0
NOVEMBER	13	27	14	1	6	1	2	3	0	0	1	1	0	0	0	0	0	0
DECEMBER	2	22	8	2	5	3	1	3	0	0	7	6	0	1	0	0	0	0
TOTAL	37								0	3	32	12	3	1	14	0	2	0