



# 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

### Memorandum

**TO: Community Association Manager Licensing and Disciplinary Board**

Brent Baccus, Vice Chairperson  
Sanina Ellison  
Marla Jackson, Chairperson  
Louis Lutz  
Asa Sherwood  
Stephanie Skelley

Unit Owner Member  
Unit Owner Member  
Community Association Manager Member  
Community Association Manager Member  
Community Association Manager Member  
Community Association Manager Member

**FROM: Debra Malinowski, Board Liaison**

**DATE: March 15, 2023**

**RE: Notice of March 21, 2023 Community Association Manager Licensing and Disciplinary Board Meeting.**

The Community Association Manager Licensing and Disciplinary Board (the “CAM Board”) will convene for a meeting commencing at 11:00 a.m. on March 21, 2023. Due to the issuance, on March 3, 2023, of a Gubernatorial Disaster Proclamation, the CAM Board meeting will not have a physical location for Board members or the public because it is unfeasible to meet in person pursuant to the Disaster 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 (5 ILCS 120/7) that an in-person meeting is not practical or prudent because of a disaster. The meeting will be conducted remotely via audio or video conference without the physical presence of a quorum of the members.

Members of the public are invited to attend the meeting remotely. Members of the public may attend by accessing the meeting via the interactive webinar. Instructions for remote attendance are contained on the attached agenda for the March 21, 2023 meeting.

In order to ensure the presence of a quorum, I request you advise me three (3) days in advance of the meeting date if you are unable to attend. My email is [debra.malinowski@illinois.gov](mailto:debra.malinowski@illinois.gov).

**The Community Association Manager Licensing and Disciplinary Board**  
**will meet at 11:00 am on March 21, 2023 via interactive webinar**

**Agenda**

- I. Review and Approval of Minutes from Open Meetings on January 17, 2023
- II. Public Comments
- III. Reports
  - i. Licensing and Education Report
  - ii. Complaints Report
  - iii. Investigations Report
  - iv. Prosecutions Report
- IV. Formal Hearing Schedule
- V. Old Business
- VI. New Business
  - i. Rule Making
- VII. Closed Session
  - i. Review Closed Minutes of January 17, 2023 Board Meeting
  - ii. Deliberations
    - Cases where Respondent Defaulted by Failing to Appear or File an Answer
    - Case where Respondent had a Formal Hearing
  - iii. Consent Orders and Non-Disciplinary Orders
    - Report of Director's Orders
  - iv. Findings of Fact
  - v. Schedule Board Members for Informal Conferences and Formal Hearings
- VIII. Open Session
  - i. Approve Closed Minutes of January 17, 2023 Board Meetings
  - ii. Ratify Board's actions in Closed Session
    - Recommendations from Deliberations
    - Consent Orders, Non-Disciplinary Orders and Findings of Fact
  - iii. Closed Minutes
- IX. Adjournment



## **Join the CAM BOARD Meeting March 21, 2023**

**When it's time, join your WebEx meeting here.**

Meeting number (access code): 2451 493 5034

Meeting password: DDp6KAMN8k7

Preferred method of attending the meeting is to click on the "join meeting" button

[Join meeting](#)

### **Join by phone only**

Tap to call in from a mobile device (attendees only)

[+1-312-535-8110](#) United States Toll (Chicago)

[+1-415-655-0002](#) US Toll

[Global call-in numbers](#)

Meeting number (access code): 2451 493 5034

Meeting password: DDp6KAMN8k7

## Join a Meeting Guide

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the **Join** link to join the meeting.

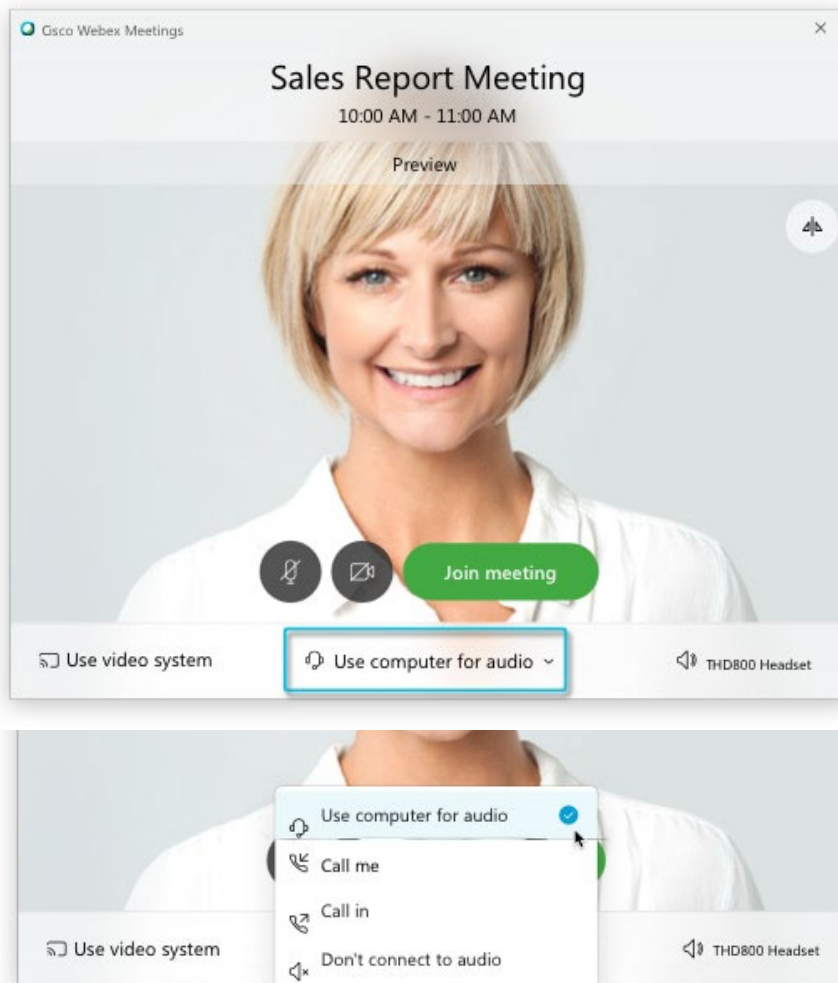
You might be asked to enter a meeting password, it is in your email invitation.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.

## Connect Audio

Before you join a meeting, you can choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings app.




2. Choose how you want to hear the audio in the meeting:

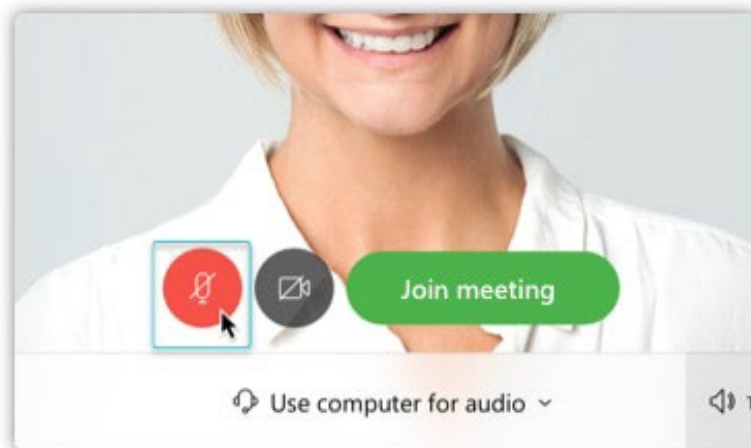
- **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.

You can change your headset, speakers, and microphone.

- **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.
- **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.
- **Don't connect audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

3. If you want to join the meeting with your audio muted, click **Mute my microphone** .

4. You'll see  when your microphone is muted. Click **Unmute my microphone**  when you want to speak in the meeting.



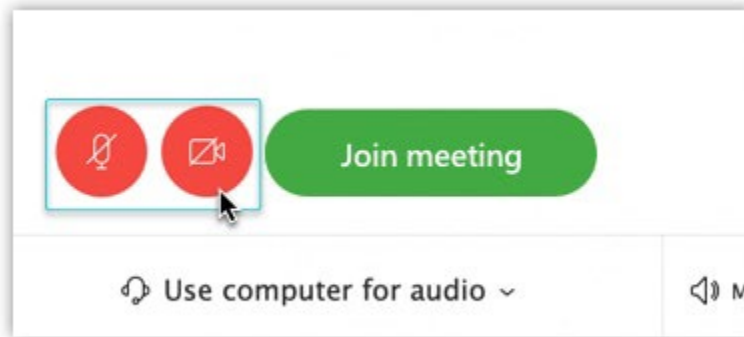
## Start Your Video

Before you join a meeting, you can choose the settings you use for video in the meeting.

1. If you want to join the meeting with your video turned off, click **Turn off my video** .



You'll see  when your video is turned off. Click **Turn on my video**  when you want to show your video.



2. By default, your self-view video shows in mirror view. You can [turn off mirror view](#) if you want to see yourself in your self-view video the same way that other meeting participants see you.

If you're happy with the audio and video settings that you chose for this meeting, you can [save them](#) for your next meeting.

To join the meeting from a compatible video device, [connect to a device](#).