



# 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: September 5, 2023**

**RE: Notice of September 19, 2023 Community Association Manager Licensing and Disciplinary Board Meeting.**

The Community Association Manager Licensing and Disciplinary Board will convene for a meeting commencing at 11:00 am on Tuesday, September 19, 2023, in the Chicago office of the Illinois Department of Financial and Professional Regulation (IDFPR) in Room 5C5 on the 5<sup>th</sup> Floor of 555 W. Monroe in Chicago, Illinois and the Springfield office of IDFPR in Room 258 on the 2<sup>nd</sup> Floor of 320 West Washington Street in Springfield, Illinois.

**Board members must attend the meeting in person in either the Springfield office or Chicago office depending on their proximity to either location.** A combined total of the Board members in attendance at both offices will determine whether a quorum is present for the meeting. In order to ensure the presence of a quorum, board members are asked to advise me three (3) days in advance of the meeting date if they are unable to attend. My email is [debra.malinowski@illinois.gov](mailto:debra.malinowski@illinois.gov).

This meeting will be conducted using a WebEx videoconference system in both the Chicago and Springfield offices. Members of the public are invited to attend the meeting remotely and are encouraged to join via WebEx by clicking the link here: <https://illinois.webex.com/illinois/j.php?MTID=m751a39a0e5a383ae2de850476fa1465c> or by dialing 1-312-535-8110 then enter meeting number (access code) 2456 732 4605. In an effort to provide ease of access to the general public that would like to attend the board meeting in person, please send an email containing your full name and the Board meeting name and date to [fpr.boards@illinois.gov](mailto:fpr.boards@illinois.gov) or simply bring a photo ID with you on the date and time of the board meeting.

This meeting shall be accessible to disabled individuals in compliance with Executive Order #5 and pertinent state laws upon notification of anticipated attendance. Disabled persons planning to attend and needing special accommodations should contact me at least five (5) days before the meeting and inform me of their anticipated attendance. In order to ensure the presence of a quorum, please 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 September 19, 2023 via interactive webinar**

### **Agenda**

- I. Review and Approval of Minutes from Open Meetings on July 18, 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. Elect Chairperson and Vice Chairperson
  - ii. Proposed 2024 CAM Schedule
- VII. Closed Session
  - i. Review Closed Minutes of July 18, 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 July 18, 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

