

**PROPERTY ENHANCEMENT COMMITTEE**  
**Landlord Managers Meeting**  
**MEETING MINUTES**  
**October 26, 2022**

Present: Chair Bill Schmidt, Trustee Chester Pojack, Trustee Mohammed Siddiqi, Jim Hilborn

Also Present: *Staff liaison:* Steve Kalish; Tom Bialas

Absent: Syed Razvi, Paul Gasieki

Chair Bill Schmidt called the meeting to order at 6:30 PM.

**Minutes**

The August 24, 2022 minutes were approved.

(Note: No September 2022 meeting.)

**Discussion Items: Landlord Managers Meeting**

- Eviction Process (Manual Chapter 3). Assistant to the Director Bialas discussed the eviction process as referenced in the Rental Property Crime Prevention Partnership Manual. The importance of owners knowing their rights and the rights of tenants, establishing a good relationship with tenants, use of legally sound lease agreements and enforcement of lease conditions by landlords and managers were stressed. When eviction is determined to be necessary, the need to include owner's legal counsel, maintain a record of the circumstances requiring eviction and importance of following the related laws and procedures required by the 18<sup>th</sup> Judicial District Circuit Court and the DuPage County Sheriff's Office was discussed. Attendees inquired about the issue of belongings from the eviction left outside a property at the direction of the Sheriff's Deputy conducting an eviction. Owners / Managers were reminded, 24 hours after the eviction, any belongings left become the responsibility of the owner to remove. Failing to do so could result in enforcement against ownership.
  
- 2023 Rental License Renewal. Assistant to the Director Bialas presented a brief review of the upcoming 2023 Rental License renewal requirements. The owners were advised the mailing should be received by the end of November. The payment methods and renewal form requirements were discussed. Also explained was the need for owners to confirm that an inspection for the 2023 rental year is needed. Scheduling is required after the renewal paperwork and payment have been received at Community Development. A reminder was given that incomplete paperwork and or no payment submitted by the February 1, 2023 due date will result in late fees accruing. Continued non-compliance could result in enforcement against ownership.

**Topic of Discussion – Miscellaneous Discussion by Committee**

- Attendee Vicky Callas expressed concern regarding trees along the parkway on Fullerton Avenue east of Jill Court. She advised the issue was reported to the Parks Department; however, the tree trimming that occurred did not resolve her concerns. She requested to speak with Chairman Schmidt as the trees are in his district. Chairman Schmidt arranged to meet with Mrs. Callas. AtD. Bialas will contact the Parks Department to advise Mrs. Callas was looking for the entire parkway to be trimmed not just the area close to the bus stop.
- Attendee Vicky Callas expressed her appreciation of the Rental Program for its efforts to assist owners in providing safe living conditions for tenants. She noted the impact of Covid-19 on landlords, increasing prices associated with utilities and that the cost of conducting her business are significant. She wished to express her gratitude as a property owner for the Village maintaining its current rental licensing fees.

**Next Meeting:**

- The next Property Enhancement Committee Meeting with the Landlord/Managers Meeting will be January 25, 2023 at 6:30 pm in the Council Chamber at Village Hall.

**Adjourn:** Chair Bill Schmidt adjourned the meeting at 7:45 PM.