

**PROPERTY ENHANCEMENT COMMITTEE
LANDLORD/MANAGERS MEETING
MEETING MINUTES
April 23rd, 2025**

Present: Chairman Bill Schmidt, Jim Hilborn, Paul Gasiecki, Gyanila Naqvi, Trustee Mohammed Siddiqi, Jim Sullivan

Also Present: *Staff liaison:* Lead Code Enforcement Officer Rachel Fabiani, Deputy Director Tom Bialas, Trustee Chester Pojack

Chairman Schmidt called the meeting to order at 6:40 PM.

Minutes

The March 26th, 2025 minutes were approved. Chairman Schmidt announced Board Member Michael Ontiveroz has submitted his resignation from the committee.

Discussion Items:

Cloud Permit – Rental Inspections. Lead Code Enforcement Officer Rachel Fabiani and Deputy Director Tom Bialas presented information regarding the process and the notification sent after the inspection is conducted. Discussions included:

- 10-14A-5: Single Family Inspection required and re-inspection requirements:
An inspection to determine if a rental residential property is in full compliance with all applicable ordinances, codes, and regulations of the Village shall be required and scheduled with the Community Development Department at the time of the application for a new license for any rental residential property.
- 10-14B-5: Multi-Family Inspection required and re-inspection requirements
An inspection to determine if a multi-family dwelling is in full compliance with all applicable ordinances, codes, and regulations of the Village shall be required and scheduled with the Community Development Department at the time of the application for a new license for any rental residential property.
- Consent to inspections and right of access:
If any owner, managing agent, property agent, tenant, occupant, or other person in control of rental residential property fails or refuses to consent to free access and entry to the rental residential property under his/her/its control for any inspection pursuant to this article, and if the Village has the probable cause necessary to obtain an administrative search warrant, the code official or his designee may apply to the circuit court for an administrative search warrant or other appropriate court order authorizing such inspection. Upon twenty-four (24) hour notice to the owner, managing agent, or property agent, the owner, managing agent, or property agent shall provide access to such portions of the rental residential property which are otherwise inaccessible to the Village inspectors. During any inspection of an inaccessible portion of the rental residential property, the owner, managing agent, or property agent shall designate an adult representative to accompany Village inspector(s) during such inspection.
- Rental Inspection Process:
Inspections are annual. Multi-family annual inspections involve 10% of the units in each multi-family unit. They include the exterior and interior of the rental property. When a licensing inspection of a rental residential property reveals any violations of applicable ordinances, codes, or regulations, a compliance time frame will be set by the code official.
- Upon twenty-four (24) hour notice to the owner, managing agent, or property agent, the owner, managing agent, or property agent shall provide access to such portions of the rental residential property which are otherwise inaccessible to the Village inspectors. During any inspection of an inaccessible portion of the rental residential property, the owner, managing agent, or property

agent shall designate an adult representative to accompany Village inspector(s) during such inspection.

- Email notifications from Cloud Permit are sent out once an inspection report has been completed. The email will give results and inspection report. The icon “open application” directs the owner to Cloudpermit. Upon clicking the link to “Open application” and signed in you will need to scroll down to the inspection section. Click on the down arrow to view the inspection information. For more details return to the top of the workspace and click on the License number. From the screen select the inspection to view and click on the arrow to the right to open the specific inspection. The specifics from the inspection identifying the deficiencies and information on the various inspections that have been performed will appear for review.
- General Property Maintenance:
Owners are expected to remain actively involved in maintaining their property throughout the year. Maintaining curb appeal makes your property and the community a desirable place to live. Deterioration of a property can impact everyone associated with the property...owner, tenant, neighbors & community. Know the related codes to maintain your property. Currently the 2006 editions of the International Code Council codes have been adopted by the Village.
- Section 302 Exterior Property Areas: 302.1 Sanitation. **All exterior property and premises shall be maintained in a clean, safe and sanitary condition.** The occupants shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
- Section 305 Interior Structure: 305.1 General. **The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.** Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more non-residential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.
- New paint, flooring, fixtures and equipment reflect a commitment to providing a quality living space. Don't allow maintenance efforts to diminish. Failing to continue to be involved at your property can cost in repair bills, as well as fines and court costs. The interior must be free of accumulation of rubbish or garbage. All walls, floors, ceilings and other surfaces must be clean and sanitary. Holes, damage, and missing drywall must be patched, repaired or replaced and painted. Electrical outlets, lighting and switches must work properly. Doors, screens and windows must operate properly and lock. Stairwells must be clear of clutter, properly illuminated, and have railings properly installed. Electrical service must work properly, with conductors in conduit. Appliances and fixtures must be in good repair and function properly. Make sure HVAC functions and filters checked and replaced as needed. Inspect for conditions that cause insect and rodent infestations and get cooperation from tenants to keep areas clean. Make sure smoke and carbon monoxide detectors are working. Tenants should be reminded that tampering with the detectors is prohibited. Check batteries often and ensure they are changed when needed. Reduce liability with inspection and upkeep.
- It's not just a rental property, it is a home. Caring for the health and well-being of not only the tenants, but the property is important. Establish a partnership with tenants to maintain your property.

Topic of Discussion – Miscellaneous Discussion by Committee

- Committee Member Gyanila Naqvi inquired on where a sample of the Rental Inspection can be viewed by owners prior to the rental inspection. Deputy Director Bialas advised a sample of the report can be found on the village website under Community Development forms.

Next Meeting:

- The next Property Enhancement Committee Meeting and Landlord/Managers Meeting is scheduled for August 27th, 2025 at 6:30 pm in the Council Chamber, 2nd Floor of the Village Hall.
- The next Property Enhancement Committee Meeting is May 28th, 2025 at 6:30 in the Floyd Brown room on the 1st Floor of the Village Hall.

Adjourn: Chairman Schmidt adjourned the meeting at 7:28 PM.