

**LINDEN TREE LANE
HOA BOARD RESPONSIBILITIES
2024**

Term Expiration

Fatima Sozzer	2026
Victoria Mugnaini	2025
Shari Friedman	2025
Bernie Arends	2026
Dave Lai	2026

Fatima Sozzer Fsozzer@gmail.com (773) 807-1142

PRESIDENT

PRESIDES OVER MONTHLY BOARD MEETINGS AND ANNUAL COMMUNITY MEETING

IEPA:

- * COMMUNICATION WITH IEPA
- * LEGAL ADMINISTRATION
- * COVENANT ENFORCEMENT

Victoria Mugnaini msmugs7@aol.com (847) 331-9435

VICE PRESIDENT/ PROPERTY MAINTENANCE

- * CONDUCTS BOARD MEETINGS IN PRESIDENT'S ABSENCE
- * HOMEOWNERS RELATED MAINTENANCE
Handles homeowners' requests for repairs of common area related to individual houses, such as roof, patio fences, mailbox, etc

Shari Friedman sfried61@sbcglobal.net (847) 730-3477

PROPERTY MAINTENANCE

- * DEVELOP/ EXECUTE GENERAL REPAIRS/MAINTENANCE OF COMMON AREAS
Walking the property and identifying what is needed/checking reserve study, identifying vendors, obtaining bids, scheduling work, following up etc

Bernie Arends bharends@comcast.net (847) 977-4231

LANDSCAPE MAINTENANCE:

- * DEVELOP/ EXECUTE NEEDS FOR COMMUNITY
- * COMMUNICATION WITH MOORE LANDSCAPES
- * DEVELOP/MAINTAIN INDIVIDUAL HOMEOWNER LANDSCAPING
- * SNOW REMOVAL

Dave Lai vietdung810@gmail.com (202) 355-5886

SECRETARY

- * COMMUNICATION OF BOARD MEETINGS
- * TAKING/DISTRIBUTION OF MINUTES
- * OVERALL COMMUNICATION TO HOMEOWNERS
- * DIRECTORY COMMUNICATION AND MAINTENANCE
- * WEBSITE MANAGEMENT