

# MINUTES OF THE PRESTWICK HOMEOWNERS ASSOCIATION

April 22, 2009

Present: Jim Nolting, Bill Matevich, Janice Werner, Sue Bloomfield, Rich Misiorowski, Tom Wiese, Ray Rossi, Rachel Gilmore

Absent: Tom Barz, Dan Smith

The minutes from the March 2009 meeting were approved.

## ENTRANCES

### 1. Lighting

Discussion was held on entrance lighting, which Excel is finishing up. The Board noted that the Highland lights are not working because the power was cut during installation.

- ACTION ITEM: Janice will follow up with Excel to see when the power will be restored.

The suggestion was made to contact the Village and ask them to buy a case of light bulbs and PHA will do the replacement. The replacement cost for PHA to buy the bulbs is approximately \$8/bulb or \$32/corner. The bulbs should last a year.

- ACTION ITEM: Jim will call Jerry to ask that the Village purchase the bulbs.

### 2. Maintenance

Discussion was held regarding Paul's spring maintenance work order.

- ACTION ITEM: Jim will make copies and distribute to the Board so members can review work being done and make sure everything on the work order is accomplished.

## ARC

No new updates.

## SOCIAL

### 1. 2009 Prestwick Beautification Award

Sue and Janice reviewed the flier they intend to post at the Club and have available during the Prestwick Garden Club's tree giveaway on April 25. They will also take the flier to the CN remediation meeting and post it on the web site. The flier is designed to recruit host houses. MariKay Witlock is also speaking to her Prestwick clients to encourage them to participate. She is working on a voting ballot, too. Total anticipated expenses: \$300.

- ACTION ITEM: Once Jim receives a final updated member database from Rachel, he will send an email to all members asking for host houses.

- ACTION ITEM: Sue will contact Kay MacNeil about possible host houses.
- ACTION ITEM: Rachel will include the Garden Walk specifics in the May newsletter.

## MEMBERSHIP

### 1. Annual Dues Letter

Membership is down by about 70 households after the second mailing.

- ACTION ITEM: Rich will generate a list of previous members who have not renewed yet and distribute to the Board.
- ACTION ITEM: The Board will call previous members to remind them to join. All names will be submitted to Rachel by May 15. The Board can use the current membership letter or Rich's revised membership letter as a script for recruiting new members. \*NOTE: Checks should be sent directly to Jim Nolting, not Old Second. Jim's address is 600 Firth Ct.

Discussion was held on instituting a late fee or a discount for paying by an early bird date next year. The suggestion was made to give away a free membership if signed up before March 1.

The suggestion was made to include a pie chart in the next membership mailing showing members how their dues money was spent.

### 2. Ads

This year PHA received approximately 34 print ads and 3 web ads, down from 40 print ads and 7 web ads in 2008. Rachel will be getting all of the ad artwork/info to Liberty by Friday, April 24, so they can begin working on the lay out. The plan is that the ad insert will be ready for printing by the time the membership data is finalized in May.

Rich suggested buying a gift card or gift certificate to thank Tom Miskovic and Katie Schipits, Liberty staff who are working on our projects. Jim noted that a \$100 gift certificate and thank you letter was given to Bill Kiehl earlier in the year to thank him for donating Liberty's creative and printing services for the newsletter and directory.

### 3. Directory

This year the Directory needs to include the following:

- a) a street map of Prestwick
  - b) updated phone numbers for Village organizations/services (See Rich's email)
- ACTION ITEM: Bill will ask the Village for a PDF map of Prestwick.

#### 4. 2010 Membership Letter

Rich distributed a copy of his revised membership letter with the member data put directly into each individual letter for verification. Jim noted that discussion of next year's letter will be done in September or October so review Rich's changes at your leisure.

#### 5. Coordination of Data When Members Move

Discussion was held on how to get the updated information when members move within or out of Prestwick, including when homes are rented. The Bylaws say that the resident is the person who lives in Prestwick. Tom Barz's office has always maintained a list of resident changes.

- ACTION ITEM: Rachel should add the Thigpens to the master list (see Tom Barz's email with info)
- ACTION ITEM: Jim will assign streets to Board members. Board members will walk the neighborhood and verify that each address is listed in the street cross reference section of the PHA directory. If an address is not listed, the member will note that and give all updates to Rachel by May 15 so she can add them to the database.

Sue, Janie, Rich and Jim will split up Aberdeen.

Bill will take Units 5 & 6.

Tom W. will take St. Andrew's Way

## SECURITY

### 1. Security Cameras

Tom Wiese reported that it will cost about \$20,000 in equipment to provide security coverage for the five Prestwick entrances. This does not include labor, power or signage. He thinks the total cost would be \$30,000-40,000 installed.

Jim noted that this estimate differed from another ballpark estimate the Board had of \$15,000 total. Tom explained that estimates will vary depending on the type of equipment and system used. Tom feels that PHA would need to have a remote monitoring location set up at the Club to store data and that the whole project would need to be installed at one time, not piecemeal.

The Board would have to purchase cameras that could monitor 24 hours a day. The system would need a power source. The Board would have to figure out where the cameras could be located.

Jim noted that one option to pay for this improvement is to do an SSA, which would be a special property tax assessment that would go on everyone's tax bill for a short period of time.

- ACTION ITEM: Jim will ask Debbie Luscombe if homeowners would receive a discount for living in a camera-monitored neighborhood.

The Board agreed to table this discussion indefinitely.

#### WEB SITE

Sue reported that the new officers are now listed. Please go visit the web site and verify names/numbers.

- ACTION ITEM: Rachel needs to send Travis the March minutes and make sure the Minutes PDFs are current.

#### FINANCIAL

##### 1. Audit Committee Report

Rich reported that Gary White, Tom Ryan and he met with Tom Kazmierczak who had everything in order for the audit. The committee expects to have a report prepared for the May meeting.

##### 2. Account Balances

Jim reported that PHA has approximately \$26,000 in checking. Excel recently received its second of two PHA payments (\$9,920 on 4.7.09) for the balance of the electrical work at the entrances. The total paid out to Excel was \$17,920.

##### 3. Income/Expense Review

The Board made the following suggestions regarding future expenses:

- a) Solicit maintenance bids in September so the bidders can see what the entrances look like in full bloom. Ask for more perennials and fewer annuals in the bids.
- b) Regarding a contribution to the PCC fireworks, the PHA Board does not feel that PHA has the money this year. Jim can suggest to the Club that they still invite all Prestwick homeowners as part of the "Try Prestwick" program.

#### NEWSLETTER

Discussion was held about the next newsletter. It was decided that it should be mailed at the end of May. It will contain articles on:

- a) the Garden Walk
- b) CN remediation update (Rachel to get from Village web site)
- c) Rich's flying garbage article
- d) An entrances update from Janice
- e) The Audit Committee report
- f) Kay MacNeil's submission
- g) A blurb about contacting the Village first when neighbors see code violations

#### GOVERNMENTAL

##### 1. CN

The remediation update meeting will be held on April 23 at Grand Prairie School.

## 2. Ordinances for Code Violations

Discussion was started on how to ask the Village to strengthen ordinances for code violations. Discussion was tabled until Ray Rossi can be present to explain the process.

## NEW BUSINESS

### 1. New Board Members

Jim reported that he did send Joe Kosteck an invitation to join the Board but didn't hear back.

- ACTION ITEM: Jim will follow up with Joe with a phone call.
  
- ACTION ITEM: Jim will also contact Marc Steinman and invite him to join the Board.

### 2. Unkempt Properties

Discussion was started but tabled until Ray Rossi can be present (see above).

Next meeting: tentatively scheduled for Thursday, May 21, at 7 p.m. at the Club.

Respectfully submitted,  
Rachel Gilmore  
Recording Secretary