

MINUTES of the PRESTWICK HOMEOWNERS ASSOCIATION  
December 9, 2010

Present: Jim Nolting, Brandon Palmer, Greg Metschke, Rich Misiorowski, Joey Buck, Tom Kazmierczak, Tom Wiese, Rachel Gilmore

Absent: Bill Matevich, Tom Barz, Marc Steinman, Ray Rossi

Rich moved and Tom W. seconded to approve the November minutes. All were in favor.

## ENTRANCES

### 1. Holiday Lights

Jim reported that Koreman had completed installing lights and decorations at the entrances and had already replaced some non-working lights and undone bows. The cost was just under \$3,000, and PHA now owns the lights, although Koreman will store everything until next winter.

→ ACTION ITEM: Board members should contact Paul to replace non-working lights or with other issues.

Jim noted that he got a lot of positive feedback when he sent the email stating holiday lights would soon be going up.

→ ACTION ITEM: Jim will ask Paul to take down the lights/decorations by January 15.

### 2. Tunzi Fall Clean Up

Tom W. reported that Tunzi completed the fall clean up and did remove the fence on the corner of Shetland, as well as clean out the overgrowth behind it. That fee was \$900. Some additional replacing of shrubs was done at other locations.

### 3. Lighting

Tom W. reported that Excel did complete the GFCI installations at all entrances for a cost of \$1304. This allowed the holiday lighting to be properly connected.

Tom also reported that he continues to go through light bulbs quickly and has yet to find a vendor whose bulbs last more than 2-3 months. Tom K. added that PHA spent about \$400 on bulbs this year. Excel recently gave Tom W. 50 free bulbs.

The board discussed switching to LED spotlights. Tom W. estimated the cost of replacing all 16 lights at \$1800. Lights could be replaced in entrance pairs as one breaks, starting with one entrance as a test site.

→ ACTION ITEM: Tom W. will do research before the January meeting to find a vendor who can suggest the appropriate type of spotlight for the entrances.

#### 4. Landscaping Bids

Jim reported that Paul Koreman asked to submit a bid for 2011 landscaping. Jim explained that the board had already contracted with Tunzi for 2011 services. Paul still asked if he could submit a bid and Jim agreed (see meeting packet for bid). Tom W. added that in 2009, Koreman's bid was \$13,400; in 2010 it was \$12,634. Tunzi's 2009 bid was \$9,900; in 2010 it was \$10,900. Paul plans to submit a bid for 2012 landscaping.

### MEMBERSHIP

#### 1. Annual Dues Letter

Discussion was held about possible incentives to get people to join PHA. Ideas included all paying homeowners' names be put in a raffle for a gift certificate or giving a discount to members who get non-members to join.

The consensus was to make a big push to recruit new homeowners as they move in and encourage current members to rejoin.

Dues will remain at \$80 for homeowners and \$30 for condo owners (correction from November minutes which states \$50 for condos).

→ ACTION ITEM: Rachel will update the annual dues letter response form to include a) a check off box to indicate electronic payment and verification of directory and b) a check off box for electronic delivery of correspondence

→ ACTION ITEM: Greg and Brandon will update the annual dues letter and highlight everything that's been done regarding enhanced landscaping, sprinklers for entrances, electric work, entrance stones, holiday lighting and support of the fireworks event.

Rachel suggested that photos be taken seasonally of the entrances to use in future correspondence with membership about the benefits of joining PHA.

#### 2. Bylaws

Discussion was held regarding the bylaws and whether there is a way to amend them to require and enforce membership. Consensus was that this is not a primary focus at the moment.

In addition, discussion continued on having an attorney review the PHA bylaws and make recommendations as to policies and procedures.

→ ACTION ITEM: Jim will contact the attorney who ran the HOA class Tom K. attended to inquire about a bylaws review cost and possible in person meeting with the board.

#### 3. Annual Meeting

Discussion was held about having an annual meeting for the membership. The suggestion was made to bring in a speaker (police chief or community service officer?) for a program and Q&A followed by a brief annual meeting and refreshments.

Rich moved and Joey seconded to hold an annual membership meeting in the spring. All were in favor.

#### 4. New Member Campaign

Greg reported on his and Brandon's work to develop a new member recruitment/retention process. They propose putting together a welcome packet that will contain information on: Village contacts, school information, garbage/recycling/yard waste collection, mosquito control, branch pick up, PCC information, etc. The packet will also include a welcome letter. The Prestwick directory and a current newsletter. The packet will be delivered by a board member or volunteer after move in, along with a bottle of wine.

The proposed process is:

- 1) New neighbors will be identified by Tom Barz. Email to PHA members with name, address, and date of closing.
- 2) Neighbors information will be added to a tracking sheet by Greg Metschke.
- 3) Greg Metschke will send email to PHA Member responsible for Welcome and drop off all Welcome Items.
- 4) PHA member responsible for welcome will target delivery within 3 weeks after identification.
- 5) PHA member will send email to Greg Metschke, with a copy to Rachel, that the process is complete with any info on children and contact info.
- 6) Greg Metschke will track the completion and Rachel will add info to directory list and add to email list (if desired).

Discussion was held about adding the current park district catalog to the packet and putting all materials in a customized Prestwick folder.

→ ACTION ITEM: Jim will email Jerry Ducay to see if the Village has a brochure with all of the Village services listed. If yes, Jim will ask to get copies of this for the PHA welcome packet.

→ ACTION ITEM: Rachel will give the extra printed copies of the newsletter to Greg for the packet.

→ ACTION ITEM: Greg will include a copy of the annual dues letter in the packet so that all of the needed directory information can be included and the homeowner can easily join.

→ ACTION ITEM: Greg will ask Tom Barz to get additional copies of the park district brochure to include in the packet.

→ ACTION ITEM: Greg will send out an email asking board members to take different sections of Prestwick for packet distribution. Additional volunteers will be recruited as needed.

→ ACTION ITEM: Rachel will email Greg the Prestwick logo and an entrance photo and/or garden walk photos for the folder.

→ ACTION ITEM: Greg/Brandon will implement this process January 1, 2011.

The board approved up to \$250 for the printing of the customized folders.

## 5. 2011 Directory

→ ACTION ITEM: Rachel will include web sites along with phone numbers for all of the listed community resources.

## ARC

No report

## FINANCIAL

### 1. Treasurer's Report

Tom K. noted that PHA spent \$15,000 on entrances in 2010, which was about \$5,000 more than the proposed budget. However, that amount included several one time charges for special fall clean up needs (i.e. fence removal), as well as the holiday lighting expenses.

Clarification was made for the Oktoberfest Social expenses that \$975 was received and \$600 was disbursed to the Club for a net PHA underwriting of \$375.

### 2. 2011 Budget

Discussion was held on the 2011 proposed budget, in particular regarding the savings PHA receives by Liberty's donation of printing (courtesy of resident Bill Kiehl).

Tom K. moved and Joey seconded to approve the 2011 budget with the stipulation of increasing the Publications line item to \$5500 and adding to Revenue an In Kind Donation amount of \$5,000 to account for the Liberty donation and reflect printing costs in the budget. All were in favor.

→ ACTION ITEM: Jim will amend the budget to increase the Publications line item to \$5500 and add in In Kind Donation amount of \$5,000 to Revenue.

## SOCIAL

No report.

## SECURITY

No report.

## WEB SITE

No report.

## NEWSLETTER

The next newsletter will go out at the end of January to all members. It will include:

1. Why Join PHA
2. A welcome to any new members
3. A thank you to Liberty
4. An article on Tom Barz and Ray Rossi and their recent achievements
5. An update on the safety barriers at the Harlem track crossing/quiet zone

The suggestions were made to also include:

1. Information on new Prestwick CC catering services coming soon
2. Winter holiday light pictures of the entrances

→ ACTION ITEM: Jim will get Rachel the holiday lighting pictures.

## GOVERNMENTAL

### 1. Code Violation Enforcement Committee

Discussion was held on the need for forward movement.

→ ACTION ITEM: Jim will check with Marc to see if he is still able to chair this group.

### 2. Multi-group Task Force

Rich alerted the group to a proposed increased tax levy by 157-C and suggested the benefit of homeowners associations banding together to monitor government spending and taxation. Participation in a group like this could be promoted as a value-added service to HOA members.

## OTHER

None.

Next meeting: 3<sup>rd</sup> or 4<sup>th</sup> Thursday in January, TBA (Note: Club closed.)

Respectfully submitted,  
Rachel Gilmore  
Recording Secretary