

ACTION ITEMS from the December 5, 2013 PHA Meeting

- ➔ ACTION ITEM: Rachel will contact On Time Design and get a quote/begin the process for the Annual Dues letter mailing, as well as get quotes for printing the newsletter, the directory and new resident folders.
- ➔ ACTION ITEM: Lee will contact the Village officially on behalf of the PHA regarding the dump/target shooting area at the end of Aberdeen.

MINUTES OF THE PRESTWICK HOMEOWNERS ASSOCIATION MEETING

December 5, 2013

Present: Jim Nolting, Greg Bird, Brandon Palmer, Tom Barz, Rich Misiorowski, Tom Kazmierczak, Lee Hill, Judy Snider, Rachel Gilmore (recording secretary)

Absent: Bill Matevich, Tom Wiese, Marc Steinman

Brandon moved, Tom B. seconded and the board approved the minutes from 9.27.13.

ACTION ITEM REPORT

- Marc and Greg are waiting for clarification from the Village on the water bill as to whether or not the entrance sprinklers are being charged for sewer. They are also asking the PHA be billed as a non-profit.
- There has been no resolution on the water usage for the Aberdeen entrance. The club is not interested in a long term agreement with PHA to provide water at that location.
- Judy will create a letter for those new residents who pre-paid their 2014 dues. This letter will go out in place of the standard dues notice.
- Marc talked to 506 Aberdeen about the garbage can ordinance.
- Jim checked with the Village regarding the culvert repair on the Nevenger property. The Village stated that the Nevengers are responsible for the repair.
- 1005 Prestwick has added a garage but as far as Tom knows, there has been no final inspection yet.

MEMBERSHIP

1. Printing for member publications/communications

- a. Rachel presented an overview of possible printing options now that Liberty has indicated they will be billing us for all services.
- b. General consensus was that the print directory is useful and used and that an online-only/e-newsletter might miss too many residents who want a print version.

c. Suggestion was made to try a print copy of the directory every 3 years and send out a printed insert of updates in the off years.

d. After discussion Tom B. moved and Brandon seconded to have the annual dues letter printed and mailed through On Time Design, Rachel to coordinate. All were in favor.

e. Tom B. moved and Brandon seconded for Rachel to prepare an RFP for the Directory, Advertising Letter Mailing and New Resident Folders printing costs from On Time Design. All were in favor.

➔ ACTION ITEM: Rachel will contact On Time Design and get a quote/begin the process for the Annual Dues letter mailing, as well as get quotes for printing the newsletter, the directory and new resident folders.

2. Annual Dues Letter

a. Judy and Brandon will write the letter using last year's text as a starting point.

b. General consensus was to keep the tone very positive.

c. Suggestion was made to somehow state the realities that PHA has lost the gratis publishing and had big capital expenditures in 2013 and that a dues increase might be necessary in the future but that PHA is holding the line now with many resident benefits.

ENTRANCES

1. Entrance Work

- a. Jim reviewed the contract and all entrances conform as of 12/5/13.
- b. Suggestion was made to purchase some additional decorations after the holidays.
- c. Suggestion was made to hold a "Best Decorated" contest next winter
- d. Enhanced holiday entrance work will be reviewed again after budget discussions.

2. Security Cameras

a. Discussion was held on security cameras at entrances. Suggestion was made to get a few trail cameras and try them at one entrance (estimated cost \$200-300).

b. If a trial was done, it would be with the following stipulations:

* A limited lifetime of the active video

* Residents could be a fee for footage from the camera if requested

FINANCIAL

1. Tom K.'s report

- a. The starting balance for the year was approximately \$26,000. The current checkbook balance is about \$16,750. Tom estimates there are another \$3000 in expenses before the end of the year. There is also about \$1100 in deferred revenue that will show up in 2014 from pre-paid dues.
- b. Tom B. moved and Brandon seconded to approve the treasurer's report. All were in favor.

2. Budget

- a. Jim presented a tentative 2014 budget which shows a negative cash flow of approximately \$5,000.
- b. Discussion was held about the need to raise the ARC fees so that PHA doesn't absorb any of the review costs.
- c. PHA is waiting on the maintenance estimate from Koreman.
- d. Discussion was held on potential budget shortfalls and raising dues vs. increasing memberships along with cutting costs where possible.
- e. The general consensus was that PHA needs to focus on increasing membership. A high percentage of new homeowners are joining the PHA because they seem to be more familiar with the role of an association and its benefits. It was agreed that the board needs to do a better job of personally inviting non-members to join.
- f. Discussion was held on the blanket condo membership dues rate of \$300. The general consensus was that lowering the dues in an effort to attract more buildings didn't make sense, but neither did raising the blanket rate.
- g. Tom K. moved and Greg seconded to keep the dues structure the same for 2014. The vote was 7 yes, 1 opposed. The motion carried. Homes, \$100; condos, \$50; blanket condo, \$300.

SOCIAL

SECURITY

WEB SITE

GOVERNMENTAL

CODE ENFORCEMENT

LEGAL

NEWSLETTER

The next newsletter will go out in late January. Issue will include:

- ➔ Welcome New Neighbors
- ➔ A final thank you to Liberty and well wishes to the Kiehls in retirement
- ➔ Why Join PHA (Judy and Brandon)
- ➔ An article about being a good steward and replacing trees with information on the village ordinance for tree replacement
- ➔ An article about notifying your VOIP provider for emergency automated contacts
- ➔ Rich's article on "Behind the Scenes" PHA work on governmental issues

OTHER

1. Dump area

Discussion was held at the undeveloped area at the end of Aberdeen that has turned into a dump and a target shooting area. Several board members indicated that they had already called the Village and/or police with their concerns.

- ➔ ACTION ITEM: Lee will contact the Village officially on behalf of the PHA regarding these concerns.

Rich moved and Brandon seconded to adjourn.

NEXT MEETING: January 16 at Jim's house.

Respectfully submitted,

Rachel Gilmore, Recording Secretary