

## Minutes for the Prestwick Homeowners Association Meeting

May 11, 2017

Present: Steve Larson, Tom Wiese, Lee Hill, Jim Nolting, Brandon Palmer, Greg Bird, Tom Kazmierczak, Cynthia Manestar, Cathy Wrigley, Rachel Gilmore (Recording Secretary) and Mayor Holland and Geoff McDermott from the Village of Frankfort

Absent: Bill Matevich, Rich Misiorowski

April minutes were approved by consensus.

### CODE ENFORCEMENT

Board discussed issues of code violations in Frankfort and asked Mayor Holland and Geoff McDermott (Code Enforcement Officer) how the Village and PHA can work together to keep properties safe and maintained.

Mayor Holland explained that code violations are dealt with on a complaint basis, i.e. a resident will call in with a complaint about a property and the Code Enforcement Officer will go investigate. If there is an issue, the officer will try to make personal contact with a resident by going to the door or making a phone call. Geoff reported that in most cases, a personal conversation is enough to get compliance.

If the violation becomes an ongoing issue, a citation can be issued after written notice has been sent to the resident with a reasonable amount of time given to comply (30 days). The citation will then require a court appearance by the resident. Usually this process will result in compliance.

The board and Geoff McDermott agreed that Lee would send Geoff a list of the Top 5 residential code violations concerns each month. Geoff will follow up on those concerns with the residents and then follow up with Lee as to what action was taken.

The Top 5 that Geoff took from the meeting include:

1. A dead tree on the vacant lot next to Tom W.
2. and 3. 2 unused, unmaintained pools on Highland.
4. Tarps on the roof of a house on Aberdeen (have been there 2 years)
5. Abandoned cars in the drive on Troon Trail

## ENTRANCES

Tom W. reported that Trevarthan did the spring clean up and that plantings are due in by the end of May. The sprinklers are currently in the off position. The first of 8 payments have been made to Trevarthan.

## MEMBERSHIP

1. There are currently 265 members. Anyone who joins after July 1, 2017, will be considered pre-paid for 2018.
2. Tom W. and Rachel shared the list of newsletter advertisers. Rachel will follow up with Bradley Pest Control and Carrington Real Estate to let them know we are finalizing advertising. Rotary has not renewed, but the contact has always been Steve Purucker. His home is for sale.

## ARC

1. Steve noted that there have been a number of re-roofing and window replacement requests that he has approved.
  2. 610 Prestwick's remodeling plans have been approved per the PHA architect.
  3. 527 Aberdeen is almost done and will be submitting a landscaping plan. This may use up any remaining ARC fees paid.
- ➔ ACTION ITEM Steve will create an Excel doc to log all ARC permit/plan approval requests so the board can easily see what's been approved or what is in process.
  - ➔ ACTION ITEM Board members should email Steve and/or Lee if they see work being done without a permit.
  - ➔ ACTION ITEM: Steve will add a line to his permit approval letter that states: All work must be completed by the permitted time.

## FINANCIAL –

1. Decided not to participate in the BETA Tent fundraiser due to most likely not being able to get enough volunteers.
2. Treasurer's Report – There is approximately \$25,000 in checking and \$6,000 in savings. Steve moved and Jim seconded to approve the Treasurer's Report.

## SOCIAL –

1. The board agreed by consensus to continue to contribute \$2500 to PCC for the July 3rd fireworks.
2. Bill Matevich reported via email that the clean up day went well.
3. Greg reported that the tree giveaway day also went well.

## SECURITY

## WEBSITE –

1. → ACTION ITEM: Rachel will email the updated directory to Catalyst, along with newsletters/meeting minutes since the last update. She will also that Catalyst pulls the current web ads.
2. → ACTION ITEM: Rachel will request an updated password for the directory access.

## GOVERNMENTAL

1. The cross walk that was requested on Sauk Trail at St. Andrews should be completed this spring. Tom W. will check with the Village after June 15 if no progress.
2. A reminder was given that residents should contact the Village if their culverts are in disrepair.

## LEGAL

Elections for board officers will take place in July. Contact Brandon if you are interested in an officer role.

## E-NEWSLETTER

Tom W. will include the new ads.

A request was made to remind dog owners to pick up after their pets.

NEXT MEETING DATE: Thursday, June 8th, 7pm @ Prestwick Country Club

Greg moved and Tom W. seconded to adjourn. All were in favor.

Respectfully submitted,

Rachel Gilmore, Recording Secretary