

Prestwick Homeowners Association Minutes

February 11, 2016

Present: Tom Kazmierczak, Brandon Palmer, Steve Larson, Cynthia Manestar, Greg Bird, Rich Misiorowski and Rachel Gilmore (Recording Secretary)

Absent: Bill Matevich, Jim Nolting, Thelma Ablan, Lee Hill

Approval of Minutes

Tom K moved Cynthia seconded to approve the December minutes. All were in favor.

ENTRANCES

Brandon presented Tom W.'s report as he is now teaching on Thursday evenings:

The dead tree on Highland was removed utilizing the winter discount. This was cut at ground level and will not need grinding or any restoration to the mulch bed. (Saved some \$\$). Unfortunately there are two decent size pine trees on the east side of Highland which are dead. These will eventually need to be addressed. Both sides of the entrance of Aberdeen had cars enter the landscaping beds during in-climate weather. Lee reported one during December. The north side lawn job may have damaged sprinkler heads, we won't know until we turn them on. The south side looks like the only damage was the car running into the large oak. Tree 1, car 0. Again we won't know if there is any sprinkler damage on this until spring.

If the north side needs repairs, I recommend that we move the timer and valves away from the street. They are currently located about 3' from the edge of the road and have been damaged more than once even when trucks take a wide turn.

The dead ash tree on the west end of the Shetland entrance still needs attention. This was discussed my meetings ago. The tree is in the landscaping bed maintained by PHA; however, it is the homeowner's tree at 923 Shetland. (Some time ago I asked the village if it was theirs, and they said it was off the easement and actually on the owner's property.) The potential issue this summer is that there are a few larger branches which have broken off and fallen within the tree. The homeowner has removed two other ash trees in their yard and probably assumes that this is PHA's responsibility. To date we have not reached out to them. They will probably not be receptive to us asking them to take down their tree due to previous issues with connecting to their garden water supply for the entrance. They are not members.

→ Suggested Action Item: PHA to report the tree to the village as a danger.

Our first landscaping visit is for fall cleanup in mid-April.

I will be out soon to change out dead lamps at the entrances.

Entrance Beds

Discussion was held on the content of the beds. Suggestion was made to switch to mainly perennials to cut the cost long term. Suggestion was also made to connect with the Prestwick Garden Club (or interested residents) to maintain the perennial beds.

→ Action Item: Rich will talk to Marcy Stewart (landscape designer) about possible options for the beds.

MEMBERSHIP

Membership Renewal Campaign

Discussion was held on how to best do the renewal campaign. The board reviewed 4 variations of the membership letter (members and non-members, those having email addresses and those without). The board also reviewed the quote from Fed Ex for doing the mail merge, printing and mailing, with discussion on how On Time Design prepared the mailing previously on letterhead and using custom window mailing envelopes with PHA's return address. Also discussed was the viability of using PayPal as a payment option. Tom K. did set up the account, but Catalyst has not responded about getting a payment button on the website.

The following decisions/Action Items were made regarding the annual membership mailing:

- **Cynthia will revise the membership letter** so that a single letter can be sent out explaining that PHA is moving to a digital format for directory and newsletter and requesting email addresses if none are listed with the resident data. The letter will also indicate that residents should contact Brandon if they don't have email access but do want a newsletter or directory.
- **The second page of the mailing will be the membership form which will have each resident's information merged in for verification/editing purposes. It will also have their dues amount inserted.**
- **Rachel will get a quote from On Time Design** for the printing and mailing of the dues letter as OTD already has the letter and return address envelope templates set up in their computer.
- **Rich will make some modifications** to the database and return to Rachel.

- **Rachel will go through the process to change the database to the 2016 version** where all residents are Non-members, except for those who joined in 2015 after the directory printing and were given credit for 2016.
- **Rachel will use the blanket membership option for Brandon's condo building.**
- **Rachel will email the letter file and the database to On Time Design** for mailing preparation.
- There will only be 1 mailing done this year.
- After the first round of responses comes in, **PHA will use meeting time to divide up the Yes to No names for follow up calls and emails.** Each board member will also select 5 No residents who are personally known to them and contact them with an invitation to join PHA.

Value Added Membership Ideas

Discussion was held on membership perks. Suggestions included:

- Adding a section to the e-newsletter where member homeowners could list their home for sale (**Cynthia is going to verify there is no issue with exclusivity** with a realtor's listing agreement but didn't think there would be since there was no fee involved for this.) Hopefully this would encourage current members to continue their membership until their home sold, instead of opting out of membership if the home is on the market.
- Hosting a holiday decorating contest with prizes
- Hosting a Prestwick-wide block party (Thelma to report on at the next meeting)

ARC

Steve reported that he has the final copy of the revised ARC process and fees. He will send it out to the board and to Rachel to send to Catalyst for the website. The biggest change is that everyone now must pay a minimum of \$100 for plan review. The \$100 will be applied to homeowner dues.

The document was sent to the Village for review and approval; however, Steve did not get a response back. The ARC process is predicated on the fact that the Village will not issue a permit to a homeowner unless PHA has given their approval (where applicable).

Steve reminded the board about the Village-wide HOA meeting in February. He and Rich plan to attend. If he still has not gotten a response from the Village on the ARC document, he will talk to Adam Nielsen at the meeting.

→ Action Item: The board asked for Brandon to request a Village staff member (Jerry Ducay) to attend the next PHA meeting to discuss Village support for HOA code enforcement issues.

FINANCIAL

Treasurer's Report

Tom K. reported that PHA has about \$12,500 going into 2016. \$300 in dues has been received in 2016. About \$3600 in bills has been paid. He noted that the D&O insurance policy price doubled this year to \$1600.

Tom also reported that the tax returns for PHA have been filed.

GOVERNMENTAL

Rich reported that the old Dominicks will likely become a new movie theater that serves food and beverage.

Rich also reported that he attend a Lincoln-Way Area Taxpayers Unite press conference on their lawsuit against District 210. He noted that a few of the financial issues brought to light are:

- The bond repayment schedule extends to 2034 for LWN and LWW, even though LWN will be closed
- The district increased salaries above the allowable cap just prior to retirement for several employees and paid penalties because of that
- The dog training facility that was built for the previous superintendent's dog on LW North property

SOCIAL

No report.

WEBSITE

- ➔ ACTION ITEM Brandon will follow up with Catalyst about getting a password protected PDF membership directory on the website.

CODE ENFORCEMENT

Discussion tabled until Lee can attend a meeting and report on the list of violations and what progress has been made with the Village. It was noted that several homes are looking like repairs are needed and there are still issues with garbage cans being visible and trailers or work vehicles staying in driveways.

➔ Action Item: Brandon will request that Jerry Ducay attend the next PHA meeting.

LEGAL

Cynthia reinforced the need for Code Enforcement issues to be dealt with consistently. PHA needs to get the Village involved, especially in public safety cases like the uncovered, unmaintained pool next to Tom K.

PHA would also like the Village to advocate for improvements to the track crossings on Harlem and Pfeiffer.

NEWSLETTER

Brandon will send out the next issue after receiving the minutes from Rachel.

Next meeting: Thursday, March 10, 7PM at the Village Hall.

Tom K moved and Steve seconded to adjourn. All were in favor.

Respectfully submitted,
Rachel Gilmore, Recording Secretary