



Prestwick Homeowners Association Board Meeting Minutes

Thursday June 10, 2021 7:00 pm In-Person@ Prestwick CC/Teleconference

Present: In-person: Brandon Palmer, Cathy Wrigley, Steve Larson, Marc Steinman, Rich Zaremba
Teleconference: Greg Bird, Joe Carlasare, Lee Hill, Tom Kazmierczak

Absent: Emily Jordan, Jim Nolting

Call to Order- 7:02 pm

- May Board Meeting Minutes
 - Motion to accept May Board Meeting Minutes.
 - Motion Cathy W. Second Steve L. (Motion approved.)
- Action Item: Motion made by Brandon P. to nominate Marc Steinman to the PHA Board and oversee entrances. (Motion approved)

Committee Reports:

- **Entrances- Marc Steinman**
 - i. Repair on Aberdeen Rd. entrance complete included stone and spotlight/post being rebuilt.
 - ii. During irrigation startup for the season, failure found at Highland Rd. entrance and repair completed by Marc. All irrigation now on and working.
 - iii. Plantings in at all entrances and monitoring watering done on plantings. Some spotty failures have occurred on the pink zinnias. Beary Landscaping does not have replacements and current heat situation plays into this as well. Marc continues to look for replacements.
 - iv. Couple of lights need to be replaced and Marc handling.
 - v. Marc brought up the possible need for water sensors that would stop irrigation during rain for a 24-hour period. Sensors approximately \$30.00 each with need for five or approximately \$150.00. Tom will monitor water bills (three separate bills for Shetland, Highland and St. Andrews) to determine with Board if sensors make economic sense. Aberdeen Rd. water bill paid for by PCC.
 - vi. Greg inquired if payment by village was made for \$700.00 contribution toward Aberdeen Rd. stone. Tom confirmed received. Beary Landscape has been paid

- payment #3 of their contract including installation of stone. Greg also indicated there has been a branch hanging on southside Prestwick Dr. entrance. Will be brought up to Tim White again of PCC.
- vii. Rich inquired if any action had been taken by Tim White on cleaning/painting the Prestwick Country Club entrance letters per previous homeowner's request. Brandon indicated he has heard nothing further since it was brought to Tim's attention.

• **Membership- Cathy Wrigley**

- i. Cathy has proof of Membership Directory. All directories should be printed within the next week. Cathy has come up with a distribution list for PHA Board to get out directories. Steve and Brandon volunteered. Non-members will also receive the directory. Cathy would also like to thank Jimmy McFarland of Local Printing + Design in upcoming PHA Newsletter, for donating his time and services in printing directory. Brandon thanked Cathy for selling all ad space.
- ii. Discussion on FRONTSTEPS for new potential PHA web site. Would like to set up possible call in next few weeks with FRONTSTEPS to further discuss. Membership database and current add-in program issues are the biggest concern per Cathy while the mail merge function still operates. Should a solution be determined, may be no need to utilize FRONTSTEPS. Brandon indicates current PHA website gets updated twice a year. Cathy will work on database solution this summer.
- iii. Discussed that a current Facebook page run by Prestwick homeowners, not affiliated with PHA exists, as private group.

• **Marketing/Social Media- Emily Jordan**

- i. With Emily out, Brandon made note that Emily indicated ad renewals are complete, with three not renewing. Emily will update ad space this month.
- ii. Emily will be taking over the PHA Newsletter again and featuring local community events and Brandon reminded that Beautification Award winners, due end of June, will be listed.
- iii. Reminder will be included in Newsletter to encourage residents not to put advertising signs in front yard.

• **Architectural Review (ARC)- Steve Larson**

- i. Discussed current resident requests granted. Foundation going in on new driving range residence on Prestwick Dr.
- ii. O'Malley Builders have contacted Steve on new residence to be built on lot on Prestwick Dr. and Steve has sent out all requirements with renderings to come.
- iii. Few issues remain to be finalized on new Varner residence prior to moving forward. Steve working with Gander Builders and resident.
- iv. Steve will be meeting with current PHA review architect regarding current architectural review procedures and how best to incorporate PHA reviews with Village reviews. Steve will bring comments back to Board.

- **Financial- Tom Kazmierczak**

- i. Treasurer's report for May discussed. Four sources of revenue this past month: \$0.11 Money Market account; \$700.00 Village reimbursement for Aberdeen Rd. sign; \$700.00 for membership dues; and \$180.00 from ads. Disbursements for May include: \$2,290.00 paid to Beary Landscape (installment 2 of 8); \$200.00 (\$140.00/\$60.00) to Eternally Green; Carefree \$382.13 (startup); and ARC plan review \$628.00. Reviewed balances in Operations/Money Market accounts. Additionally, since the May report checks have been written for: \$2,290.00 Beary Landscape (installment 3 of 8); \$590.00 Beary Landscape (installation of Aberdeen Rd. stone); \$127.32 Marc Steinman (electrical parts for entrances)

Motion to approve Treasurer's report.

Motion Steve L. Second by Cathy W. (Motion approved)

- **Social**

- i. Block party reminder by Brandon PHA will provide up to \$100.00 to support a block party in each section (Aberdeen, Prestwick Dr., Shetland, Highland/St. Andrews Way) with proper social distancing. Everyone in the section must be invited (including all cull-de-sac and condos.)
- ii. Prestwick CC has accepted terms for \$2500.00 fireworks donation on July 3rd. PHA mentioned at top of sponsorship list on flyer promoting the event and Brandon will send out flyer to membership. Tom will pay country club after fireworks event.

- **Security**

Lock it or Lose it reminder by Brandon.

- **Website**

Brandon will update after completion of new Membership Directory.

- **Governmental– Joe Carlasare**

- i. Joe indicated continued conversations with residents concerning speeding issue on Prestwick Dr. as well as outreach to various village trustees. Trustees have indicated that this issue needs to go through the police department and police department indicates they are monitoring the situation. Various ideas floated including writing a letter/email to village on behalf of PHA addressing speeding concerns, as well as resident documenting through FIA, number of citations issued on Prestwick Dr. Joe feels mayor/trustees/traffic commission are all aware of the issue and that Brandon in his membership updates should indicate the PHA Board is actively trying to address these concerns in conjunction with the police department and that an individual can reach police department at the non-emergency number 815-469-9435, with specific issues.
- ii. Marc/Steve mentioned issues of speeding also on Aberdeen Rd. and police response, and that speeding exists in various areas of the community, and that an individual response to police is the best solution to addressing the issue. Calling the direct non-

- emergency number indicated above for Frankfort Police may elicit a better response than calling the dispatch number.
- iii. Steve mentioned asking Prestwick CC/Ann Dilger to possibly mention this speeding issue in the PCC monthly newsletter as well. Brandon will contact.
- **Code Enforcement- Brandon Palmer**
 - i. Steve brought up ongoing parking issues especially on Aberdeen by contractors making driving difficult. Brandon indicated police should be called in those cases.
 - ii. All current homeowner issues discussed and monitored, and majority of last month's list of issues has been cleaned up. Few ongoing issues are being monitored by Brandon and Dena Petraitis at Village of Frankfort.
 - iii. Beautification Awards due June 30th. Last summer Prestwick had 18 awards, and the greatest number issued of all subdivisions.
 - **Legal**

No new report.
 - **E-Newsletter**

Covered earlier in meeting under Marketing/Social Media.

Next meeting date: Thursday July 8th 7:00 pm at PCC/teleconference.

Motion to adjourn the meeting.

Motion Lee H. Second by Steve L. (Motion approved)

Meeting Adjourned 8:38 pm

Respectfully submitted,

Rich Zarembo, Secretary