



Prestwick Homeowners Association Board Meeting Minutes

Thursday October 14, 2021, 7:00 pm In-Person@ Prestwick CC/Teleconference

Present: In-person: Brandon Palmer, Cathy Wrigley, Rich Zaremba, Bill Schomburg, Marc Steinman

Teleconference: Greg Bird, Joe Carlasare, Lee Hill, Tom Kazmierczak

Absent: Emily Jordan, Jim Nolting

Guest/s: Geff Decker, Gwen Mommsen, Joe Talluto, Mike & Laurie Wessman

Call to Order- 7:02 pm

- September 9th Regular Board Meeting Minutes
 - Motion to accept above September Board Meeting Minutes
 - Motion Cathy W. Second Marc S. (Motion approved.)
- Special Guest/s: Geff Decker, Gwen Mommsen, Joe Talluto, Mike & Laurie Wessman

Discussion by the guests involved Mike Wessman giving a presentation on old growth tree preservation in the Prestwick subdivision, due in part, to a resident on St. Andrews recently taking down several large old growth Oak and other trees. Mike shared that Brandon indicated there was nothing the PHA could do regarding this situation within existing HOA covenants. Mike also discussed the permitting process within the village limits for tree removal. Indicated that current Village Tree Committee does not handle this issue. Suggestions by the guests were brought forth concerning old growth tree removal by village residents. Mike expressed that the guests today were looking for support from the PHA and possibly other homeowner's groups within the village concerning this issue. It was suggested that possibly a meeting could be set up between the village and other HOA's to further discuss this issue. Brandon offered suggestions for how the guests could begin to establish connections with other village HOA's. Additional suggestions were made by PHA Board members.

Committee Reports:

- **Entrances- Marc Steinman**

- i. Water isolated at all entrances with Carefree scheduled to blow out lines on Sauk Trail October 27th. Tim White/PCC will evacuate Aberdeen Rd. the week of November 4th.
- ii. Discussed the issue on putting irrigation back at the Prestwick Dr. entrance, and feeling is that numerous residents continue to question the differences between entrances in Prestwick.
 - a. Installation requirements would include tap, meter set, RPZ set, irrigation system installation, and any affiliated Village fees.
 - b. Village has agreed to waive tap fee (\$2000.00) but PHA would have to pay for meter (\$200.00-\$500.00). Frankfort Village Water Department has offered use of existing tap in a vault south of the south side entrance on Aberdeen Rd.
 - c. Time spent with Water Department and Airy's Inc. investigating installation of meter and RPZ set for bidding purposes. Additional meeting with a plumbing contractor at the site set for this week. Cost estimated at \$3500.00.
 - d. Krupske has provided quote for the irrigation system at \$5000.00 for a free draining system not requiring fall blow outs, which would run a line through the culvert from the south side to the north of Prestwick Dr. A road bore would be required for permanent installation underground at \$2400.00 from Krupske. Airy's Inc. will also provide a quote for this work.
 - e. Total costs would be estimated at \$9,000.00-\$12,000.00, with Tim White/PCC agreeing to manage the plantings at the Prestwick Dr. entrance.
 - f. Considerations for this expenditure would be PCC possibly sharing in the cost, which Tim White has expressed may not be easy, and having PCC possibly handle the Aberdeen Rd. plantings in the future to offset a share of the cost. This possibility would not factor in until 2023 as PHA's contract with Beary Landscape runs through 2022.
 - g. Cathy discussed PHA membership numbers on Prestwick Dr. (45%) and ancillary streets relating to above discussion and costs. Discussion by Cathy and Brandon on possible reduction of PCC fireworks contribution to offset above costs for future continued discussion.
- iii. Marc will personally purchase/make Christmas tree light stands for both sides of the Aberdeen Rd. entrance.

- **Membership- Cathy Wrigley**

- i. Couple of new PHA memberships this past month turned over to Tom.
- ii. As past database is no longer useful, Cathy working with her son to put all member information into Microsoft Access, a database management system. As PHA laptop does not contain Access, Brandon suggested Cathy invest in this program

on PHA laptop, as information currently loaded onto her son's laptop. Labels were run from this program for all members and duplicate membership letter will be sent to all residents. Cathy will also rewrite letter to be sent to residents for new year. Will use Venmo again for form of payment for the new year.

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

- i. Emily has decided to step back from PHA Board in this role and Brandon invites potential applicants for consideration to contact him. Emily has agreed to continue to assist in the PHA Newsletter till end of the year and Brandon thanked Emily for her work revamping the newsletter and communicating PHA events on Facebook. Cathy has reached out to both individuals that run the Prestwick Homeowner's Facebook page and both are too busy personally to apply for the role. Lee was asked about individual previously interested in ARC role if there might be interest in this role. Lee will follow up. Marc will also see if his wife is interested.

- **Architectural Review (ARC)- Bill Schomburg**

- i. Discussed request by resident on Dover Dr. who is interested in addition to front of home. Contractor that she has discussed this with, has provided a line drawing of the concept. Bill has met with resident and contractor. Brandon indicates to let the resident know that ARC will need a set of architectural drawings from all elevations for further review/consideration and that Village's website is a good resource for all documentation required.
- ii. Bill made comment that when either he/architect will be out of town, a backup should be in place to address all homeowner's requests on an expedient basis.
- iii. Bill was contacted by an individual interest in possibly purchasing the property at 1000 Prestwick Dr. Brandon will look up the name of the builder who purchased the lot recently and will pass onto Bill to forward on.
- iv. Cathy had some questions regarding the lot on Glenbarr Ln. and size of home that could be built on this parcel. Brandon discussed Village's requirements and variances that may be given for new build.
- v. Brandon indicated that homeowner for 1003 Prestwick Dr, is owed a refund for excess ARC fees. Brandon will inform Tom of the amount and a check can be issued for a refund.
- vi. Request also made for a new roof on Colony Ln. Bill has made a request for color of shingles prior to granting okay.

- **Financial- Tom Kazmierczak**

- i. Treasurer's report for September discussed. Sources of revenue this past month: \$0.11 Money Market account; receipts for month of September were \$200.00 for membership dues (\$100.00 back dues 2001 and \$100.00 for 2022) and \$400.00 for Plan Review. Disbursements for September include: \$2,290.00 paid to Beary Landscape (installment 6 of 8); \$55.00 to Tom for postage; \$426.90 to the Village of

Frankfort for water; and \$60.00 to Eternally Green for fertilizer. Reviewed balances in Operations/Money Market accounts.

Motion to approve September Treasurer's Report

Motion Cathy W. Second by Marc S. (Motion Passed)

- ii. Discussed proposed budget for 2022, previously disseminated to Board. Working with approximately \$30,000.00 in revenue for the year. One year left with contract with Beary Landscaping (approximately \$18,320.00) and fertilizing will be turned over to Beary Landscaping next year as well from Eternally Green (estimated at \$350.00.) \$2400.00 estimated for Village water bill, as well as \$250.00 for lighting repair and \$700.00 for sprinkler repair, start up and season end blowout. Discussed \$2500.00 firework contribution in 2022 budget, as well as additional standard line items in budget.
 - iii. Discussed that if work were to be approved by PHA Board on irrigation system for Prestwick Dr., money would need to come from the approximately \$14,000.00 in the money market account or consideration would need to be made on an increase in membership dues for 2022. Board discussed the potential for an increase in membership dues for 2022. Cathy will write up proposed new 2022 membership letter with potential increase included and reasons for such.
 - iv. Tom commented on how well Cathy has done in her role as Membership Chair this past year.
- **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.) Everyone in the section must be invited (including all cull-de-sac and condos.)
 - **Security**

Lock it or Lose it reminder by Brandon.
 - **Website:**

No report.
 - **Governmental– Joe Carlasare**
 - i. Joe continues ongoing dialogue with Frankfort Police department regarding speeding and other traffic issues brought up by residents. Has been assured by police department they continue to do regular patrols.
 - ii. Indicated that police department encourages residents to use an email mailbox they have set up at: Traffic@frankfortpolice.org to streamline issues that need to be addressed.
 - **Code Enforcement- Brandon Palmer**
 - i. Current homeowner issues discussed and monitored, and majority of last month's list of issues have been cleaned up. Few ongoing issues are being monitored by

Brandon and Dena Petraitis of the Village of Frankfort including tall grass/weeds; boat storage; dead tree logs/stumps; as well as a resident's retaining wall being built. Bill brought up another resident issue for Brandon to possibly monitor.

- ii. Thanked those on Board for their work on the new vacation rental ordinance with the Village recently. Brandon had noticed a townhome on Airbnb listed lately which turned out to be in an unincorporated area of the village.
- iii. Resident on Huntsmoor Ln. requested PHA consideration for installation of a "Little Library" in their front yard. Brandon sent a note to Adam Nielson/Terry Kestel of the Village Building/Public Works departments on this. It was indicated the resident would have to install it on private property and not on the easement. Brandon will contact the resident that such a structure does not violate the PHA covenants, but consideration needs to be given to Village's restrictions off the easement.
- iv. Marc indicated that a future PHA Newsletter should address proper pruning of trees on resident's property and use of certified arborist, as needed. Bill also addressed that the newsletter should also deal with removal of resident's trees and village requirement of a certified third party inspection concerning removal.
 - **Legal- Brandon Palmer**
No new report.
 - **E-Newsletter**
No new report.

Next meeting date: Wednesday November 10th 7:00 pm at PCC/teleconference.

Motion to adjourn the meeting.

Motion Cathy W. Second by Marc S. (Motion approved)

Meeting Adjourned 8:56 pm

Respectfully submitted,

Rich Zaremba, Secretary