



Prestwick Homeowners Association Board Meeting Minutes

Wednesday November 10, 2021, 7:00 pm In-Person@ Prestwick CC/Teleconference

Present: In-person: Brandon Palmer, Cathy Wrigley, Rich Zaremba, Jim Nolting, Bill Schomburg

Teleconference: Lee Hill, Tom Kazmierczak

Absent: Greg Bird, Joe Carlasare, Emily Jordan, Marc Steinman

Guest/s: None

Call to Order- 7:00 pm

- October 14th Regular Board Meeting Minutes
 - Motion to accept above October Board Meeting Minutes
 - Motion Cathy W. Second Tom K. (Motion approved.)

Committee Reports:

- **Entrances- Marc Steinman**
 - i. No report.
- **Membership- Cathy Wrigley**
 - i. Final renewal letter sent out to Board for review/comments. Renewal letter explains dues increase for new year. Houses will go to \$125.00 for the new year. Condos dues for single condos will go to \$60.00 for the new year, from \$50.00, and mass condos will go to \$375.00 from \$300.00. Those residents who have prepaid dues for 2022 to date, will not incur the increase. Tom asked if new dues letter would be sent out prior to 12/31/21. Brandon and Cathy indicated new dues letter would be sent out as in the past, approximately the second week of January, and that Tom would tap into the Money Market account as needed to temporarily to handle the Errors and Omissions (E&O) premium for the new year through Tom Barz.
 - ii. Bill brought up the idea of alternatives to Tom Barz for the E&O insurance policy and this was discussed by the Board. Tom brought up that the premium for new year

has gone up only \$50.00 to \$1695.00 for the new year. Jim brought up that research had been done over the past few years on insurance premiums, and Tom Barz still came in with the most competitive E&O rate.

Motion to continue with Tom Barz for Errors and Omissions insurance for the new year.

Motion Lee H. Second Jim N. (Vote 6 aye, 1 abstain) (Motion approved)
Brandon will inform Tom Barz that he has been approved to provide E&O insurance 2022.

- iii. Cathy feels that printing costs for new dues renewal may not increase significantly and will keep Board and Tom informed. Envelopes and printing costs primarily.
- iv. Motion to accept new 2022 PHA dues increase: \$125.00 single family homes, \$60.00 single condos and \$375.00 for mass condos.

Motion Jim N. Second Cathy W. (Motion approved)

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

- i. Board is still seeking replacement for Emily, but Emily will continue to assist on Newsletter through year end. Brandon indicates would like a candidate in place by February's Board meeting for review. Lee agreed to reach out to resident who had expressed previous interest in being on the Board to see if interest exists in this position.

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

- i. All mostly quite except for several new roof replacements.
- ii. Individual interested in building on 1000 Prestwick Dr. lot will look for other properties in Prestwick to build upon.
- iii. Brandon has no updates on Varner property proposal and other two properties under construction on Prestwick Dr. are moving along.

- **Financial- Tom Kazmierczak**

- i. Treasurer's report for October discussed. Sources of revenue this past month: \$0.11 Money Market account; receipts for month of October were \$200.00 for membership dues. Disbursements for October include: \$188.00 paid to USPS for PO Box rental; \$100.00 to Melissa Johnson for block party; \$626.12 to the Village of Frankfort for water; and \$580.00 to Don Cerny for ARC refund. Reviewed balances in Operations/Money Market accounts.

Motion to approve October Treasurer's Report

Motion Cathy W. Second by Jim N. (Motion Passed)

- ii. Discussed proposed budget for 2022 submitted last month. With Marc not at meeting, any additional discussions on budget and moving forward as relates to Prestwick Dr. entrance commitment by PHA, tabled till next month. Discussion that Beary

Landscaping contract with PHA continues through 2022 on all entrances except Prestwick Dr. and PCC has responsibility for 2022 on Prestwick Dr. Brandon feels if PHA can keep membership steady, the extra increase in HOA dues will help offset costs on taking on Prestwick Dr. maintenance.

- **Social- Brandon Palmer**

- 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- Brandon Palmer**

Entrance security discussion posed on Facebook tabled till Greg/Joe can offer input.

- **Website**

Cathy will provide PDF format of electronic Membership Directory to Brandon.

- **Governmental– Joe Carlasare**

- i. No report.

- **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: a not approved for occupancy issue; tall grass/weeds; appliance on driveway storage; boat/RV storage; tree logs/stumps; as well as a resident's retaining wall being built.
- ii. Bill mentioned that all lights/meters for Prestwick Dr. streetlights are run through the 1000 Prestwick Dr. building as a matter of reference.

- **Legal- Brandon Palmer**

No new report.

- **E-Newsletter- Brandon Palmer**

No new report.

Next meeting date: Thursday December 9th 7:00 pm at PCC/teleconference.

Motion to adjourn the meeting.

Motion Cathy W. Second by Lee H. (Motion approved)

Meeting Adjourned 7:35 pm

Respectfully submitted,

Rich Zarembo, Secretary