

# PRESTWICK HOMEOWNERS' ASSOCIATION

## BOARD MEETING MINUTES OF 11-16-2017

In Attendance: Brandon Palmer, Cathy Wrigley, Rich Misiorowski, Tom Kazmierczak, Jim Nolting and Cynthia Manestar

Absent: Tom Weise, Greg Bird, Lee Hill, Bill Matevich and Steve Larson

1. MINUTES – October 12, 2017 Minutes were approved.

2. ENTRANCES

-The Board discussed that the holiday lights should be coming soon. There will be more holiday lights this year; the Board president purchased lights on clearance at the end of last season.

3. MEMBERSHIP

-The 2018 Dues Letter will be prepared by Jim and Cathy. The Dues Letter is expected to be sent in early January 2018.

-The Dues Letter should note that the Association is doing well to manage Association expenses. The Dues Letter should also request that members include their address and PIN (permanent index number) on their payments so payments can be traced to the correct properties.

-Rich will contact FedEx about its pricing for the 2018 Dues Letter

-Cathy Wrigley will transition into taking over Membership. Discussion was had about the dues payment process and what Cathy will need to perform the office responsibilities. Discussion was had about PHA purchasing the necessary hardware and software to enable Cathy to perform duties previously performed by Rachel Gilmore.

4. ARC

-ARC Committee chairperson, Steve Larson, has a new email address: [steveaxel50@gmail.com](mailto:steveaxel50@gmail.com).

-PCC will be open on a limited schedule during winter to host meetings. PCC will host PHA meetings when the building is open.

5. FINANCIAL – Report by Tom Kaz

-Tom Kaz reported on financials since the last meeting. An additional \$200 was received for 2018 dues.

-Payments made included a thank you gift card for Rachel Gilmore, winterizing of sprinklers by Carefree, post office box fee, website hosting and \$370.30 to the Village of Frankfort for water. It was reported that there is one more payment to Trevarthan Landscaping this year. Liability insurance also needs to be paid at an anticipated cost of \$1,500-\$1,600.

-A motion to approve the financial was made and seconded. The financials were approved.

-2018 dues will stay the same as PHA no longer has approximately \$1,500-\$2,500 in annual secretarial expense.

-A motion was made and seconded for PHA to purchase, at a cost not to exceed \$750.00, a laptop, printer and Microsoft software to enable Cathy to perform the Membership duties. Jim Nolting agreed to make the necessary purchases.

6. SOCIAL- No report

7. SECURITY – No report

8. WEBSITE – Report by Brandon.

- The website needs to be updated. It is updated only quarterly because of the expense.
- A new data base will need to be created mid-December to ensure that New Members appear on the website.
- Steve's new email address must be added to the website.

9. GOVERNMENTAL – Report by Rich

- Sauk Trail crossing-walk striping was completed.
- The Village will install signage at Aberdeen and Harlem to prohibit stopping, standing or parking per the recommendation of the VOF Traffic Advisory Committee.
- Based on projected costs, electrical aggregation appears to be of minimal savings to residents, no need for residents to change from ComEd to Alternate Supplier or vice versa.

10. CODE ENFORCEMENT

- Discussion was had about cooperation from Geoff McDermott and the Village as to the abandoned pool problem; the homeowner appears to be taking some steps (pump, cover) to rectify the open stagnant water and open gate problem. The Village will be following up with the owner and will issue fines if compliance is not made
- The Board discussed a new problem with beer kegs, CO2 canisters and coolers on a front porch on Highland; the Village will be asked to address this problem
- The Village has reminded PHA that the Village requires all roofers to be Village-licensed; the Village cannot assist homeowners with problems if the homeowner does not use Village-licensed contractors
- a of residences were removed from the action list as there is compliance with grass cutting and weed control
- 880 St. Andrews Way is vacant through bank foreclosure; the hole in the front yard has been somewhat rectified; the house should be offered for sale soon; take off action list at this time
- The Board was notified about a long white trailer that has in the front of a residence for some time; the Board does not know if this is for moving purposes only; this will be a follow up item for the Board
- The Board discussed an ongoing problem with dead trees on a rental property; the Village is determining whether to enforce removal as a landscaping violation
- A residence on Aberdeen has property grading and driveway work in progress
- 965 Troon recently sold
- Board members were requested to identify vacant homes in their respective areas and report back to the president so the properties can be added to the "vacant" property list

11. LEGAL – No report

12. E-NEWSLETTER – No report

13. NEXT MEETING DATE

- December 14, 2017 at 7:00 p.m. at Prestwick Country Club.

14. NOTE: There will be no meeting in January 2018. The next meeting in February 2018 will be announced.