



Prestwick Homeowners Association Board Meeting Minutes

Thursday December 9, 2021, 7:00 pm In-Person@ Prestwick CC/Teleconference

Present: In-person: Brandon Palmer, Cathy Wrigley, Rich Zaremba

Teleconference: Lee Hill (joined at 7:20 pm), Tom Kazmierczak

Absent: Greg Bird, Joe Carlasare, Emily Jordan, Jim Nolting, Bill Schomburg, Marc Steinman

Guest/s: Lauren McFarland

Call to Order- 7:00 pm

- November 10th Board Meeting Minutes
Motion to accept above November Board Meeting Minutes.
Motion Cathy W. Second Tom K. (Motion approved)

Guest Comments: Lauren McFarland has applied for the open position of Marketing/Social Media Chair for the PHA Board and presented both her business and personal background to the Board for consideration. Lauren is Communications Manager for Boeing running their social and digital channels. Has Journalism degree from the University of Missouri and has been in the neighborhood a little over 5 years with her husband and two children. Brandon and Cathy briefed Lauren and answered questions on the monthly Membership Newsletter as well as other occasional duties of the position such as ad renewals.

Motion to accept Lauren McFarland to the PHA Board as Marketing/Social Media Chair.

Motion Cathy W. Second Tom K. (Motion approved)

- In a subsequent email request to the Board regarding the above vote, (as there was not an official quorum at the time of this vote for the motion to be approved), Brandon has asked the entire Board to vote on Lauren's appointment as Marketing/Social Media Chair to make the appointment official. By an email vote of 10 Board members approving, and no dissents, the above motion has been approved.

Committee Reports:

- **Entrances- Marc Steinman**

- i. Marc absent. No report. Discussion on Prestwick Dr. entrance tabled till next meeting. Cathy will email Marc on Highland Dr. Christmas light issue. Brandon spoke to the numerous issues with entrance holiday lighting this year.
- ii. Brandon spoke at the start of the meeting that the Village of Frankfort will no longer be awarding Beautification Awards during the holiday season for Christmas decorations- they will only have Beautification Awards during summer.

- **Membership- Cathy Wrigley**

- i. Jim is finishing stuffing and stamping of membership renewal notices and those should go out first full week of January.
- ii. Cathy met with three new residents this past month with another on her list.
- iii. Cathy will send out email to PHA Board members on paying 2022 dues. No letter.

- **Marketing/Social Media- Lauren McFarland**

- i. Lauren will get with Emily to get newsletter template, with the understanding that Emily is committed through year end on the PHA Newsletter.

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

- i. Bill absent but sent in a monthly report that all was quite on building projects. Waiting for a response from a homeowner concerning a tree removal.
- ii. Lee requested update on resident driveway extension on Aberdeen Rd. Brandon indicated no new update on this as village is still waiting on information from resident, and then onto Bill for review.

- **Financial- Tom Kazmierczak**

- i. Treasurer's report for November discussed. Sources of revenue this past month: \$0.11 Money Market account; receipts for month of November were \$375.00 for membership dues (prepay November 2022.) Disbursements for November include: \$370.00 paid to Carefree for sprinkler shutdown; \$2,290.00 to Beary Landscape (payment 8 of 8) for landscape work; \$113.84 to the Village of Frankfort for water; \$148.00 to Local Printing and Design for envelopes; \$243.81 to Beary Landscape for additional entrance lights; \$356.95 to Cathy Wrigley for potage and office supplies; \$75.33 to Chase Bank for deposit slips; and \$15.00 to Chase Bank as a November service charge (since reversed first week of December.) Reviewed balances in Operations/Money Market accounts. Tom indicated will have to pull approximately \$1,500.00-\$1,600.00 out of the Money Market account the beginning of January to pay for the PHA liability insurance through Tom Barz.

Motion to approve November Treasurer's Report.

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

- ii. Discussed revised budget proposal for 2022. The revision comes in the form of the increase in 2022 membership dues accounting for approximately 280 PHA members. No changes in expenditures anticipated, which would lead to approximately \$7,700.00 in the checking account, assuming approximately 280 PHA members for the year. Would like to transfer a portion back into the Money Market account, with a variable being any decision moving forward on Prestwick Dr. maintenance for 2022.

Motion to approve the revised budget for 2022 as proposed, with increased 2022 membership dues.

Motion Cathy W. Second by Lauren M. (Motion approved)

- **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**

- i. Lock it or Lose it reminder.
- ii. Entrance security camera discussion tabled until next meeting until Joe/Greg can provide input from a legal perspective.

- **Website- Brandon Palmer**

In the process of being updated, to include Lauren on the Board as well.

- **Governmental- Joe Carlasare**

- i. Joe absent. 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: weeds not being cut (the village will discuss with the resident as it has been determined as a nonactionable enforcement by the village); and resident driveway extension (as indicated above under ARC.)

- **Legal- Brandon Palmer**

No new report.

- **E-Newsletter- Brandon Palmer**

Reminder to watch the speed when driving through the neighborhood and to support Frankfort businesses locally.

Next meeting date: Thursday February 10th, 2022, 7:00 pm at PCC/teleconference.

(No January meeting reminder.) Motion to adjourn the meeting.

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

Brandon concluded by wishing everyone a very Merry Christmas and Happy New Year and thanked the Board for all their work in 2021 and looking forward to working together in 2022.

Meeting Adjourned 7:31 pm

Respectfully submitted,

Rich Zaremba, Secretary