

Prestwick Homeowners Association Meeting Minutes

April 14, 2016

In attendance: Brandon Palmer, Jim Nolting, Bill Matevich, Steve Larson, Cathy Wrigley and Rachel Gilmore.

Absent: Greg Bird, Tom Weise, Cynthia Manestar, Steve Larson, Lee Hill, Rich Misiorowski and Tom Kazmierczak.

Jim moved and Steve seconded to accept the March minutes. All present were in favor.

ELECTIONS

Brandon noted that board officer elections will be done in June or July. Anyone interested in an officer position should let him know.

ENTRANCES

Jim spoke to Dave Trevarthan, and the entrances will be done the week of April 18.

Tree Removal – board discussed the two dead pine trees on Shetland and who is responsible for taking them down. It was noted that Village ordinance calls for tree replacement if one is removed. Tom W. got an estimate from Stumps for \$510 to remove them both and grind the stumps.

ACTION ITEM: Brandon will clarify with the Village on whose property the trees sit. If PHA is responsible for the trees as part of the landscape beds, Brandon will contact Tom W. to hire Stumps.

As a side note, Tom W. has extended an offer to Trevarthan to include a comp ad in the newsletter, as well as a newsletter article on landscaping tips. This is the same opportunity PHA has offered to previous landscape contractors.

MEMBERSHIP

The board reviewed the reports Rachel brought from dues processing to date. Rachel also emailed the reports to the board. Currently there are 208 members. The board reviewed the Yes to No list and selected residents to contact to encourage submission of dues.

ACTION ITEM: Brandon will contact absent board members and have them take part of the Yes to No list for follow up.

ACTION ITEM: Board members should complete follow up calls/emails by the end of April/first week of May.

ACTION ITEM: Rachel will scan the membership letter and form and email to the board for easy distribution to follow up contacts.

Brandon introduced Prestwick resident Cathy Wrigley, who is interested in working on the Membership Committee.

Bill reminded the board about the clean up day on Harlem on Saturday, April 16, as well as the tree giveaway at the Prestwick clubhouse in conjunction with the park district and the Prestwick Garden Club.

ARC

Steve reported that he talked with Adam Nielsen at the Village, and the Village will not support PHA on charging fees for basic plan reviews (roofs, decks, etc.). Steve recommends that PHA reverse their previous decision and not charge for simple plan reviews.

However, the Village will support the PHA on recouping review fees charged by an outside architect. This is their policy with all homeowners associations.

Going forward, the Village will send a copy of every permit request to Steve/ARC.

ACTION ITEM: Steve will send Rachel the updated plan review process for the website.

Re: Code Enforcement—Adam Nielsen is requesting documentation from PHA on homes with violations. The Excel log that was created in 2015 for the purpose of recording addresses, violations, dates and action taken would suffice.

ACTION ITEM: Lee should send his updated violations log spreadsheet to Adam for review and follow up.

FINANCIAL

The new E&O policy premium increase was discussed. Jim did get additional quotes and they were all similar. Jim submitted the policy estimate to Brandon for payment by Tom K.

Tom K. reported via email that on April 14 he made a deposit totaling \$16,875.00 from the dues checks Rachel dropped off. The checking account balance as of April 14 was \$19,308.65. The savings account as of April 14 was \$6,060.96

SOCIAL

No report.

SECURITY

No report.

WEBSITE

Brandon recommends doing one set of updates once the membership renewal process is complete. This will include minutes, updated ads, the updated ARC process and updates to the board/committee lists.

Catalyst can set up a password protected electronic directory.

GOVERNMENTAL

Rich sent a letter to the Forest Preserve District of Will County regarding dam inspections. He had several concerns related to dam safety and no inspection being done in 2015. Steve was going to follow up with Rich on this issue, as he believed FPDWC was not required to do annual inspections.

Plan Commission Meeting Update – Brandon reported on the April 11 Plan Commission meeting where a Prestwick resident was present to request permission to raise chickens on her property. After hearing from the resident, her neighbor and two other Prestwick residents, the Village did not take action to change its ordinance which currently prohibits raising chickens within Village limits.

CODE ENFORCEMENT

ACTION ITEM: Brandon will contact Lee and ask him to send his Excel log on violations to Adam Nielsen for review and follow up.

LEGAL

No report.

E-NEWSLETTER

Tom W. has invited Trevarthan Landscaping to contribute a landscaping tips article each season.

Re: Advertising -- The board discussed ads in the newsletter. They will be one size (business card) and the rate will be \$75/ad or \$60 for any PHA member ad. Tom W. has already created a sample template for including business card ads in the monthly e-newsletter. These ads will also go into a rotation on the PHA website. The board agreed that this plan will give the advertisers more exposure and better visibility.

ACTION ITEM: Rachel will create a letter to send to all current advertisers informing them of the change in format and distribution of the directory and inviting them to advertise at the new rate/size.

NEXT MEETING DATE: Thursday, May 12, 2016 at 7pm at the Frankfort Village Hall.

Respectfully Submitted,
Rachel Gilmore, Recording Secretary