

## ACTION ITEMS from the March 13, 2013 PHA Meeting

- ACTION ITEM: Jim will ask Lee Hill to serve on the board.
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- ACTION ITEM: Tom W. will coordinate with both contractors and will check with Carefree about battery replacement on the timers.
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- ACTION ITEM: Tom W. will make sure that we have Certificates of Insurance on file from both
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- ACTION ITEM: Tom W. will get a quote from Aladdin (Village source for trees).
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- ACTION ITEM: Rich will draft a letter requesting volunteers on Saturday, April 20, for help cleaning up the west side of Harlem from Sauk Trail to Aberdeen. This will go out as an email blast.
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- ACTION ITEM: Jim will send a letter to Jerry Ducay asking for the complete repaving of Aberdeen after the new lines are in.
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- ACTION ITEM: Greg will talk to Tim White and Jim Johnson at the Club to ask them to upgrade that entrance.
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- ACTION ITEM: Board members need to drive by the site, review the request and give Tom feedback so that he can respond to the Club's request by March 26.
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- ACTION ITEM: Tom B. will ask the Club about using a brick wall instead of cedar fencing.
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- ACTION ITEM: Tom B. will reorder 24 bottles of PHA gift wine.
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- ACTION ITEM: Greg will talk with Jim Johnson about possible partner events.
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- ACTION ITEM: Rachel will send Greg the PHA database so he can identify possible social chair volunteers who are active in both organizations.
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- ACTION ITEM: Jim will follow up with Joey about an IPO outing.
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- ACTION ITEM: Rachel will request that Travis remove the CN letter and relocate the Ad Space Reservation letter when she sends the next batch of updates.
  
- ACTION ITEM: Rich will follow up with the Village on the program specs and rates for replacement trees.
- ACTION ITEM: Jim will check with Joe Seed about featuring him in the Neighbor You Should Know column.
- ACTION ITEM: If Joe says yes, Judy will write up an article and get a photo to go with it.
- ACTION ITEM: Jim will ask Kay MacNeil for a spring gardening article.

# MINUTES OF THE PRESTWICK HOMEOWNERS ASSOCIATION MEETING

March 23, 2013

Present: Jim Nolting, Judy Snider, Greg Bird, Tom Wiese, Brandon Palmer, Tom Barz, Rich Misorowski, Rachel Gilmore (recording secretary)

Absent: Tom Kazmierczak, Bill Matevich, Marc Steinman

Tom W. moved, Brandon seconded and the board approved the revised minutes from 1.17.13.

## EXECUTIVE BOARD NOMINATIONS

Tom B. moved, Rich seconded and the board approved the following slate of officers:

Jim Nolting, President; Tom Wiese, Vice President; Tom Kazmierczak, Treasurer; Bill Matevich, Secretary.

Committee appointments are as follows:

Entrances: Tom W.

ARC: Tom B.

Government Affairs: Rich

Code Enforcement: Marc

Membership: Brandon and Judy

Discussion was held on the pre-existing vacancy on the board.

➔ ACTION ITEM: Jim will ask Lee Hill to serve on the board.

## ENTRANCES

### 1. Sprinkler Hook Up

- a. Tom W. reported that Moss will be coming out as soon as the ground has thawed. Tom will also pick up the water meters from the Village to give to Moss. Installation of the sprinklers by Carefree should be in early April.

➔ ACTION ITEM: Tom W. will coordinate with both contractors and will check with Carefree about battery replacement on the timers.

- ➔ ACTION ITEM: Tom W. will make sure that we have Certificates of Insurance on file from both contractors with PHA named as the additional insured.
2. Shetland Tree Replacement
- a. Tom W. got bids from Koreman for \$1088 and Knollcrest for \$750 for an 8' dwarf spruce. The board approved spending up to \$750 for a replacement tree but asked for one additional quote.
- ➔ ACTION ITEM: Tom W. will get a quote from Aladdin (Village source for trees).
3. Resident Request for Landscaping at Sauk Trail and Harlem
- a. The board reviewed a resident's request for landscaping at Sauk Trail and Harlem. Several issues exist, namely the question of who owns that land and where the boundaries are. The area needs a clean up first and then beautification. The board is concerned about placing any permanent landscaping there because it will likely be torn up when Harlem is widened (date unknown). After discussion, it was agreed to use the Village's Earth Day to promote a clean up project at Sauk Trail and Harlem.
- ➔ ACTION ITEM: Rich will draft a letter requesting volunteers on Saturday, April 20, for help cleaning up the west side of Harlem from Sauk Trail to Aberdeen. This will go out as an email blast.
4. Aberdeen Street Sign
- a. The board discussed a resident complaint about the visibility of the Aberdeen stone. The board agreed that the county signs indicating turn ins off of Harlem are satisfactory for any emergency personnel or guests looking for Aberdeen.
5. New Water Lines
- a. Jim informed the board that new water lines will be put in along Aberdeen this year.
- ➔ ACTION ITEM: Jim will send a letter to Jerry Ducay asking for the complete repaving of Aberdeen after the new lines are in.
6. Prestwick Entrance
- a. The board addressed a resident complaint that the Prestwick entrance (maintained by the Club) is not on par with the other entrances maintained by PHA.
- ➔ ACTION ITEM: Greg will talk to Tim White and Jim Johnson at the Club to ask them to upgrade that entrance.
7. Cul-de-sac Project
- a. After discussion of the cul-de-sac landscaping, Greg offered to head up this improvement project. He will get input from the cul-de-sac residents and will also talk with the Village about possible assistance. After a landscape plan is in place, the goal will be to do 1-2 cul-de-sacs a year. Possible improvements include perennials and flagpoles.

ARC

1. Club Request
- a. Tom B. reported on the Club request to improve their dumpster area by removing the current asphalt, installing concrete pads and new fencing. Discussion was held on appearance.

- ➔ ACTION ITEM: Board members need to drive by the site, review the request and give Tom feedback so that he can respond to the Club's request by March 26.
- ➔ ACTION ITEM: Tom B. will ask the Club about using a brick wall instead of cedar fencing.

## MEMBERSHIP

1. New Residents
  - a. Brandon reported that several properties have been sold and/or have new owners: 562F Aberdeen, 869 St. Andrews Way, 676 Fairway, 588 Timber and 582 Aberdeen. He is almost out of the gift wine offered to new homeowners. He and Judy both report a very positive response to their new neighbor visits.
- ➔ ACTION ITEM: Tom B. will reorder 24 bottles of PHA gift wine.
2. Condo Blanket Membership
  - a. This offer of blanket membership for each condo building is available again this year for \$300. Brandon's building is taking advantage of this offer. Tom B. will extend it to the other buildings as well.
3. Membership Report
  - a. Rachel reported that the current total is 227 members, which includes 7 homeowners who have not joined in recent years. Thanks to Judy and Brandon for their efforts on membership retention. The second notice will go out on March 27 with an April 15 due date. This year the notice contains a letter at the top and the form at the bottom instead of just the form.
  - b. Rachel reported that advertising is on track. Approximately 20 ads have been placed so far. Typically another 10-12 come in during the last week or the 2 weeks following the March 31 deadline.
4. Freezing Dues
  - a. The board agreed to discuss at a later date the proposal to freeze dues for a certain age resident (65?).

## FINANCIAL

1. Tom K.'s report
  - a. Rachel noted that she just dropped a \$21,000+ deposit off so that number should be added to Tom's total, meaning PHA has about \$44,000 in the bank.
  - b. Jim thanked Tom B. for finding a replacement carrier for PHA D&O insurance.

### Treasurer's Report – March 2013

01-09-13 Jim Nolting	Labels & Dues Reimb	125.00
01-09-13 Koreman Greenhouse	Bal Entrances	710.89
01-10-13 Barz & Assoc	Insurance	825.00
01-24-13 Good Word Creative	Secy Services	360.00
01-30-13 Liberty Creative Solutions	Postage	223.10
02-01-13 Liberty Creative Solutions	Postage	218.04
02-13-13 Secretary of State	Annual Report	10.00
02-25-13 Good Word Creative	Secy Services/Postage	435.60

## Ending Bank Balances 3-14-13:

Checking	539.22
Savings	23034.02

## SOCIAL

### 1. Club-PHA Events

- ➔ ACTION ITEM: Greg will talk with Jim Johnson about possible partner events.
- ➔ ACTION ITEM: Rachel will send Greg the PHA database so he can identify possible social chair volunteers who are active in both organizations.

### 2. IPO Outing

- a. Judy noted that Joey is active with the IPO and said that there are group rate tickets available.

- ➔ ACTION ITEM: Jim will follow up with Joey about an IPO outing.

## SECURITY

No report.

## WEB SITE

Discussion was held about needed updates.

- ➔ ACTION ITEM: Rachel will request that Travis remove the CN letter and relocate the Ad Space Reservation letter when she sends the next batch of updates.

## GOVERNMENTAL

### 1. Shed at 512 Durham

- a. Discussion was held about the shed in back of 512 Durham which is likely on the pipeline easement. Jim informed the board that Chris D. from the Village will follow up with the homeowner on this issue.
- b. Additional discussion was held about finding a legal solution to common violations of the deed restrictions.

### 2. Village of Frankfort Homeowners Meeting

- a. Rich, Brandon and Greg attended this meeting. Rich reported that he asked if the Village would create ordinances that would match a subdivision's covenants so that they would be enforceable. The Village said they would not.
- b. Rich reported on the tree replacement program the Village is offering. It was unclear if this is only for removed parkway trees or available to residents removing trees on their properties.

➔ACTION ITEM: Rich will follow up with the Village on the program specs and rates.

- c. Rich reported on nixle.com which is the new emergency alert system software being used by the Village. All residents are encouraged to sign up for these alerts. All residents need to sign up

with the new program even if they had been part of the police department calling program before. Discussion was held on legal liability when PHA passes on these alerts. The board agreed that any forwarded alerts should contain a standard legal disclaimer that the information is being passed along as a courtesy and individuals should register independently at nixle.com.

### 3. Sauk trail Dam

#### a. From Rich's report:

- i. Karen Fonte, Forest Preserve District of Will County's Chief Landscape Architect, has been appointed to coordinate the update of Sauk Trail Dam Operation's manual and Emergency Action Plan.
- ii. HRGreen Engineers were approved by FPDWC to help update their documentation and plan. HRGreen Engineers were to conduct inspection of dam in February 2013 timeframe.
- iii. The Emergency Management Agency has agreed to be first point of contact and use their phone relay system to contact residents when and if necessary.
- iv. Fonte has invited VOF's Rob Piscia to a 'seminar' meeting of agencies in the April timeframe. Fonte asked him to make a list of other agencies to attend 'seminar.' Firm April meeting date not yet set per Piscia (3.11.13). I sent note to Piscian and cc'd Fonte to consider CN and FRA (Federal Railroad Administration) as potential attendees and gave them names and telephone numbers of contacts for each of these agencies.
- v. A public 'open house' meeting is planned for July in Frankfort area. Piscia says this is where we can have our input.

### 4. Emergency Actions in Case of CN Derailment

#### a. From Rich's report:

- i. According to VOF personnel, as a part of the Cn-VOF settlement, VOF police (and Fire?) personnel were sent to a CN facility in Colorado for derailment training. Information acquired has been transmitted to other VOF emergency services personnel. (Really not a plan but info, e.g. in case of derailment go to engine cab to get listing of cargo, and act accordingly). VOF's involvement in the development of the Sauk Trail Dam EAP should provide them with a pattern to replicate.

### 5. Resident Thank Yous

- a. Judy noted that she has had numerous residents tell her how much they appreciate receiving the police and construction updates. She thinks that's why some people have opted to join when they hadn't previously.

## LEGAL

### 1. Liability at Entrances

- a. The board discussed the issue of liability for any possible injuries occurring at the PHA entrances. Board members agreed that either the County or Village owns the property, that liability follows the owner and that PHA would have to have an insurable interest in the property which it doesn't since it doesn't pay taxes on that land.

### 2. Email Alert Forwards

- a. See previous discussion. Standard disclaimer will now go out with these alerts.

## NEWSLETTER

The next newsletter will go out in May. The board agreed to keep the “enforcement of covenants and deed restrictions” blurb in every newsletter.

→ACTION ITEM: Jim will check with Joe Seed about featuring him in the Neighbor You Should Know column.

→ACTION ITEM: If Joe says yes, Judy will write up an article and get a photo to go with it.

→ACTION ITEM: Jim will ask Kay MacNeil for a spring gardening article.

Issue will include:

- Welcome New Neighbors
- Social Events (fireworks info?)
- Neighbor You Should Know & Request for Nominations
- Spring Garden Tip
- Liberty Thank You
- Covenant/Deed Restrictions Reminder
- Carefree Article
- Date of Dam Emergency Action Plan Meeting (if known)
- Request for Residents to Sign Up for nixle.com

## OTHER

### 1. Wish List

- a. The board reviewed Tom B.’s wish list items which included
  - i. Matching mail boxes for all Prestwick with a uniform look...discussion was held and board agreed to look into this.
  - ii. Contacting the Village with the request to repave all of Aberdeen since even the section paved last summer is coming apart already. See previous Action Item.
  - iii. Fix all cul-de-sacs with new plantings and possible flag poles...see previous discussion point under Entrances. Greg will be point person on this.
  - iv. Start some sort of HOA gardens on vacant lots or do something to make lots pleasant to the eye.

### 2. Club Social Membership

- a. Tom B. reported that he has spoken to Jim Johnson at the Club about a possible HOA dining membership. Jim said the Club would consider this and will discuss it with their board and get back to Tom.

NEXT MEETING: Thursday, May 2, 2013 at the Club

Respectfully submitted,

Rachel Gilmore

Recording Secretary