

PRESTWICK HOMEOWNERS ASSOCIATION MINUTES

July 23, 2015

Present: Jim Nolting, Tom Barz, Tom Kaz, Brandon Palmer, Rich Misiorowski, Judy Snider, Greg Bird, Tom Wiese, Cynthia Manestar and Rachel Gilmore

Absent: Bill Matevich, Lee Hill

The May 2015 minutes were approved by consensus.

ENTRANCES

1. Entrances

Tom W. reported that the tree at the Highland entrance needs to be removed. He will get 2 bids for removal. PHA will address replanting in Spring 2016.

The board also noted that a tree in the Shetland entrance needs to be removed. However, it is unclear if that tree is in the homeowner's property or in the association's entrance bed.

PHA is current on all maintenance payments.

The board discussed the irrigation issues on the south side of Aberdeen. Tom W. said he will check and adjust the sprinkler if necessary.

➔ **ACTION ITEM:** Tom W. will ask Paul Koreman if he has any suggestions for improving the Aberdeen bed to make it look more filled in and vibrant.

Tom W. pressure washed the St. Andrew's entrance stone, and it turned out well. He would like to try to do the south side of Aberdeen but would need a water connection. Tom B. suggested asking the homeowner at that corner, as they would likely agree.

2. Ash Tree Removal

The Village is marking dead ash trees for removal. Some of these trees appear to be next to trees which homeowners already paid to remove. The board agreed to just direct homeowners to the Village website to read up on their tree removal policy.

➔ **ACTION ITEM:** Rachel will include a blurb on tree removal and the Village website in the next newsletter.

3. Entrance Bidding for Fall Budgeting

Tom W. will get a comparative quote from Meadowbrook. He needs 1 additional name for a bid. Things are going well with Koreman, but the board wants to make sure pricing is competitive.

4. Entrance Upkeep Volunteers

The board discussed recruiting volunteers to help with entrance maintenance in between Koreman visits. An eblast could be sent or a newsletter article written asking for a volunteer per entrance from each unit.

5. Sprinklers

Tom W. has the sprinklers set to every other day for 15 minutes. He noted that there has been a significant amount of maintenance this year with the system.

6. Cul de Sac Plantings

Timber Lane residents do want to take advantage of the \$300 matching PHA grant for cul de sac landscaping enhancements but not until September.

➔ ACTION ITEM: Greg Bird will contact the cul de sac residents and make them aware of this program.

PHA ELECTIONS

Tom W. nominated and Rich seconded Brandon Palmer for President. All were in favor.

Tom B. nominated and Greg seconded Tom Wiese for Vice President. All were in favor.

Secretary (Bill Matevich) and Treasurer (Tom Kazmierczak) positions were filled at the May 2015 meeting.

Jim will assist Brandon with the transition to President.

Tom K. thanked Jim, on behalf of the board, for his years of service as president. He has done a great job.

Tom K. moved and Rich seconded that all bills continue to be signed by Jim until the transition is complete and Brandon is a signer on the account. All were in favor.

ARC

Tom B. is moving at the end of August. PHA will need a new ARC chair. Lee Hill may be interested. Board members were asked to think about architects or builders living in Prestwick who might come on the board and help with this committee.

1. 559 Aberdeen

Mancari dropped off all the sample materials. Tom B. will take them to the architect who appears ready to sign off on the plans. The homeowner will still have to get their permit with variance for the easement from the Village (not a PHA issue).

2. Garage project on St. Andrews

This has been scaled back and the Village has issued the permit.

MEMBERSHIP

1. New Residents

Brandon has 2 housea still to visit. 4 new memberships were turned in at the meeting (pre-paids for 2015). Generally speaking, houses are moving better.

2. Annual Dues and Directory Process

Rich has contacted Staples about using his database to create a simplified, less expensive form of the directory. The initial quote is about \$2/directory. He will follow up with some additional questions. The board could also consider a password-protected electronic format of the directory.

For next directory, all Rentals and Vacants should be pulled from directory listings.

All rental property owners should receive the dues mailing as a bill once a year.

3. Renters

Discussion on membership visits to renters...Brandon advised that landlords would be the dues paying member and they are not easily accessible, so he does not visit rental properties.

FINANCIAL

1. Treasurer's Report

Tom K. reported that the current account balances total @ \$22,000 with \$14,000 in checking and \$8,000 in savings. For 2016 budgeting Tom K is recommending a small increase in dues OR an increase in membership OR a combination of both.

PHA still needs to send a check to PCC for fireworks contribution. Tom K. never received a bill.

SOCIAL

No report.

SECURITY

No report.

WEB SITE

There was an issue with a PDF document on the website, but it was resolved within a few hours. Thanks to Brandon for catching the error.

GOVERNMENTAL

1. Discussion was held on getting a certified copy of PHA covenants. Cynthia has researched this and does not believe that document is available.

2. IMET Fund

Rich reported that the Village will get some of their lost investment money returned.

3. LW210 Financial Issues

Rich reported on the school district's financial issues and the district consensus that they will need to close a school. It looks like a decision will be made as to which school at the August 13 board meeting.

CODE ENFORCEMENT

1. Discussion of status of PHA Code Enforcement process. Consensus of board was that PHA board needs to identify key violations that tie into enforceable Village ordinances (Brandon and Greg have done this research) and prioritize which violations they will address, focusing on bigger health and life safety issues. Rich noted that there is a new Code Enforcement officer as Chris Dempsey has been promoted.

Rich previously created a database with auto-generated letters for each stage of violation notification/follow up with the homeowner. Cynthia volunteered to work with Rich on reviewing the database and contact letters. Cynthia will contact Lee to see how she can assist in logging the violations and contacting homeowners.

Suggestion was made for each board member to take a street and note violations as they move through the neighborhood and send to Cynthia for logging.

- ➔ ACTION ITEM: Rich will send Cynthia and Lee the database he created.
- ➔ ACTION ITEM: Cynthia will put a process proposal together with Rich's help for board review (since old Code Enforcement officer is gone and PHA is likely starting from scratch with a new staff person)

LEGAL

No report.

NEWSLETTER

No report.

OTHER

Brandon invited the board to attend the Village's Rib Cook Off that is hosted by the Frankfort Area Jaycees of which Brandon is Treasurer. Saturday, August 1, 1-3PM on Breidert Green. \$1/sample

The next meeting will be determined by the new president, but the board will return to a monthly meeting schedule.

Respectfully submitted,
Rachel Gilmore

Recording Secretary