

Prestwick Homeowners Association

Minutes for 12.4.14

Present: Jim Nolting, Greg Bird, Brandon Palmer, Judy Snider, Tom Kazmierczak, Tom Barz, Rich Misiorowski, Lee Hill, Marc Steinman, Rachel Gilmore

Absent: Tom Wiese, Bill Matevich

September minutes were approved by consensus.

ARC

1. Ray and Debbie Mancari of 559 Aberdeen attended the meeting with their architect to review a proposed addition which would add a mother-in-law suite on the east side and a 1 car garage on the west side of the home. The PHA board explained that the Village will need to grant a variance due to encroachment of the easements. That process is separate from the PHA architectural review process. Tom Barz will submit the revised plans to the PHA architectural review firm and then the board will respond to the Mancaris with approval or any additional design changes needed.
2. There has been a resident request to install a screen porch addition. The resident has submitted product information on the pre-form, all screen room. The board noted that two other residents previously submitted similar requests and had to put wood over the aluminum. The consensus was that the design of the screen room addition needed to conform to the current character of the house.
 - ACTION ITEM: Greg will write a letter to the homeowner stating that the addition needs to conform to the current character of the house.

ENTRANCES

1. Tom K. reported that PHA owes Paul Koreman 2 more installments for landscaping services. Jim noted that he does have a copy of next year's contract from Paul.

MEMBERSHIP

1. The dues will remain the same for 2015...\$100 for a house, \$50 for a condo and \$300 for the blanket condo membership. The dues renewal process will be publicized in the end of January newsletter and then the letters will go out in early February.
2. Brandon reported that his condo building will rejoin under the blanket membership (7319 Colony).

3. Brandon shared historical data showing that when intentional follow up is made with newer members, they do rejoin. The board discussed renewal strategy and agreed that collectively they need to continue to work the personal approach to encourage renewals or rejoining.

→ ACTION ITEM Brandon will follow up with recent joiners this spring to encourage membership renewal in 2015.

FINANCIAL

1. Tom K reported the following:

- He has a list of residents who paid \$25 for a roof approval which can be applied to their 2015 dues.
- Carefree blew out the sprinkler lines, and he has paid that bill.
- The Mancaris submitted a \$600 check for plan review. PHA has paid out half of that to the review firm. Mancaris now submitted a second set of plans for a second review. If the architectural review fees exceed \$600 then they will owe an additional amount.
- PHA has a little over \$15,000 in the bank at the end of the year.

2. Budget

- Rich recommends putting out an End of Year financial statement.
 - ACTION ITEM Tom K. will create this for Rachel to have posted on the website.
 - ACTION ITEM Rachel will include a plug in the newsletter for the PHA website and note that minutes, newsletters and the financial statement can be found on the website.
- A new ongoing expense is for the water bill. Tom W. did call the Village to shut off the meters for the winter.
- The board noted that Tom W. saves the association a lot of money by handling all of the sprinkler adjustments, communication with the Village regarding winter shut off and replacing the lightbulbs in the landscaping lights.

Rich moved to approve the treasurer's report. Brandon seconded. All were in favor.

Jim asked the board to review the proposed budget and be ready for discussion in January.

GOVERNMENTAL

Rich reported that he believes the clearing of the trees in the spillway around the dam is due to the (lobbied for/new) annual dam inspections by a certified engineer, who likely told WCFPD to cut the trees so they didn't clog the spillway.

Rich sent a letter to the Frankfort police and fire chiefs asking about continued disaster training re: CN. They reported that they had already contacted CN for additional training.

LEGAL

No report.

Suggestion of a blurb for newsletter reminding walkers that cars have the right of way on the roadway.

SOCIAL

No report.

WEBSITE

No report.

SECURITY

No report.

CODE ENFORCEMENT

Lee reported that the Village has been pretty slow to address concerns given to them this fall. Lee did a drive around with Chris earlier this fall and noted long grass, weeds, trees that need trimming, illegal sheds, garbage cans left out, and general upkeep issues.

The board discussed the proposed violations spreadsheet and reviewed Judy's sample. Violations would be documented and the sheet emailed to the Village on a monthly basis.

- ➔ ACTION ITEM: For January Greg and Brandon will do a more thorough review of the Village ordinances and make a list of the top 10-15 ordinances that apply to typical Prestwick residence violations.
- ➔ ACTION ITEM: For January Greg and Brandon will add to the list of ordinances a list of PHA covenants and of deed restrictions that residents violate, noting which of the covenants/deed restrictions are also violations of Village ordinances.
- ➔ ACTION ITEM: Lee will maintain the violations spreadsheet.
- ➔ ACTION ITEM: Dawn Steinman has volunteered to mail out postcards with "friendly reminders" for first time violations.

The suggestion was made to log every violation but add a column for “Referral to Village” for violations needing additional follow up.

Suggested protocol for responding to violations:

- If a board member is contacted with a complaint or sees a violation, s/he should contact Marc or Lee.
- Marc or Lee will verify the violation and Lee will log the violation.
- If the violation requires Village follow up, Marc or Lee will request that Chris Dempsey investigate. If there is no response, subsequent requests for assistance will first go to Jerry Ducay and then Mayor Holland.
- Requests will be emailed so there is a documented communication trail. Contact dates can be added to the log.

NEWSLETTER

Next issue out late January.

Articles to include:

1. Welcome New Neighbors

2. Article about Why Join PHA

→ ACTION ITEM Judy will write and submit to Rachel for newsletter.

3. Article about being a good steward and replacing trees with information on the village ordinance for tree replacement (and cutting)

4. Blurb about dues remaining the same although expenses for the association have continued to rise (example...now pay the water bill for entrances).

→ ACTION ITEM Tom K. will prepare a pie chart of income and expenses.

5. Blurb directing residents to the website for end of year financial statement, minutes and newsletter.

6. Article about dates for various seasonal Village pick up of leaves/branches and snowplowing info.

Next meeting: Thursday, January 15, at 7 p.m. at Jim’s house

Respectfully submitted,
Rachel Gilmore, Recording Secretary