

**PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.**  
**P.O. BOX 1044, NORMAL, IL 61761**  
**FEBRUARY 2020 BOARD MEETING MINUTES**  
**Denny's, Normal, IL**  
**February 4th, 2020**

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**Call to Order** –

- **Time:** 6:04 pm.
- **Present:** Wendy Anderson (T), Dino Carlino (P), Shelly Kerr (S), Dave King, Ray McCormick, and Mary Walker.
- **Absent:** Ken Endrizzi (VP)

**Review & Approve Prior Meeting Minutes** – The December 2019 meeting minutes were presented by Shelly and reviewed. Dave made a motion for approval of the minutes and Mary seconded the motion. All in attendance approved.

**Treasurer's Report** – Wendy presented the final November 2019 Monthly Treasures Report (the Bank Account Reconciliation for November was presented at the December 2019 meeting). The beginning balance for November was \$11,525.01. Deposits were made for \$80.00 and \$0.35 dividend. Payments were made for LKM for mowing for \$840.00 and \$4,200.00 to Bierbaum for the removal of 21 trees. The November ending balance was \$6,565.36. Ray made a motion to approve the November 2019 Monthly Treasures Reports and Bank Account Reconciliation. Mary seconded this motion. All in attendance approved.

Wendy presented the December 2019 Monthly Treasures Report and the Bank Account Reconciliation. The beginning balance for December was \$6,565.36. Deposits were made for \$608.50 for Assessment Fees and \$0.37 dividend. Payments were made for USPS Annual Post Office Box Rental ACH for \$134.00. The December ending balance was \$7,040.23. Shelly made a motion to approve the December 2019 Monthly Treasures Reports and Bank Account Reconciliation. Ray seconded this motion. All in attendance approved.

Wendy presented the January 2020 Monthly Treasures Report and the Bank Account Reconciliation. The beginning balance for January was \$7,040.23. Deposits were made for \$240.00 for Assessment Fees and \$0.37 dividend. No payments were made in January. The January ending balance was \$7,280.60. Dave made a motion to approve the January 2020 Monthly Treasures Reports and Bank Account Reconciliations. Mary seconded this motion. All in attendance approved.

We reviewed the list of outstanding annual assessments as of 02/04/2019. There are three residents that are delinquent. Two residents have liens already from previous years and there is one outstanding assessment for 2019 (309 Plumage Ct.).

Attempts to contact this residence with Certified Mail were attempted by Shelly. Certified Letter was mailed on 01/02/2020, delivery attempted by USPS on 01/04/2020 and 01/08/2020 but were unsuccessful and the letter was returned to the PRHA. The returned Certified Letter was received at the Post Office by Shelly on Saturday, 02/01/2020. Shelly attempted to hand-deliver the letter to the resident's house, but no one answered the door. She then placed the Certified Letter in the resident's mailbox and took pictures of the house and the letter in the mailbox on 02/01/2020 at 2:09 PM.

Dino made a motion that we wait until 02/17/2020 in order to give sufficient time for the resident to respond. If no payment is received by that date, Wendy will start the process with our attorney to place a lien on this residence. Dave seconded this motion, and all in attendance approved.

Wendy presented the Independent Accountant's Report on Applying Agreed-Upon Procedures as performed by Streigel Knobloch & Company, LLC. The board reviewed the findings from this report. Wendy will contact Jeremy Bork to clarify the dates on one of the procedures which involves "communications between December 31, 2019, and January 17, 2019" to ensure these dates are correct. She will also clarify the details of their findings so that we may improve our procedures. The board will review again in March 2020 once the additional information and clarification has been received.

**Closing Letters / Homes for Sale** – In December 2019, Shelly issued a closing letter for 513 Wild Turkey. Shelly also issued closing letters for 505 Sage and 615 Wildberry (refinance) in January 2020.

Dave's Homes for sale list includes:

- 310 Plumage – Remax – McKenzie Sylvester Team
- 404 Plumage – Berkshire Hathaway – (sold)
- 307 Gambel Court – Remax – Danita Punke
- 607 Wildberry Dr. – Berkshire Hathaway – Dan Kniery
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- There are 15 lots for sale by Berkshire Hathaway on Bob White Way and Setter. There are currently seven homes in various stages of construction.

**Architectural Review Committee / Landscaping Report** – Dino signed the VIP Lawn Service contract in December 2019. The new contract runs from March 1, 2020 thru March 1, 2021. Ken sent "thank you" letters to the other providers. Shelly secured all the documentation associated with the Lawn Services bid process.

After continuous follow-ups by Ken, LKM finally completed the Raab Road retaining wall repairs on December 24, 2019. The final Architectural Review Form (ARF) approval for 307 Plumage was completed (new/replacement deck). Shelly sent an ARF on 1/29/2020 to Christina Evans at 1718 Beech as she is replacing her roof. Dave and Ray reviewed and approved the ARF for Dino Carlino at 306 Thicket Point for three new gazebos on his rear patio.

**Old Business** – Shelly contacted Julie Baird at Snyder and they do not use the large, black mailbox at the White Chapel Way entrance to the subdivision anymore. Based on this information, Ken removed the mailbox.

**New Business** – Annual Meeting has been scheduled for June 23, 2020 at 7:00 PM at Heartland Church. The room has already been reserved and Wendy will be required to pay \$50.00 before June 2020 to cover the cost. Ken is the contact for the reservation.

The annual subdivision-wide garage sale will be held on Friday, June 5, 2020, from 8 AM to 4 PM and Saturday, June 6, 2020, from 8 AM to 1 PM. Information has already been updated on the PRHA website. Corine Brand will continue to manage the sale; reminder information will be sent to residents in the spring with the annual newsletter / billing and on Nextdoor closer to the event date.

Dino initiated a discussion on the presence of a boat at 402 Bob White Way, which has been present in the subdivision for several months. The city has already approached the resident and informed them that the boat is not allowed on the street, at which point they moved the boat into their driveway. The city also informed them that the HOA might not allow the boat to be stored within the subdivision at all. Upon further discussion, the Board decided that Ray should draft a letter explaining our covenants and by-laws as they pertain to recreational vehicles, boats, and the like. Ray will present the draft letter to Dino for review within the next few weeks so that notice can be sent to the resident.

**Adjourn** – Shelly made a motion to adjourn and Wendy seconded the motion. The motion to adjourn was approved. Dino adjourned the meeting at 7:27 pm.

***The next board meeting will be held at Denny's in Normal (on North Main Street) on 3/3/20 at 6:00pm.***