

**PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.**  
**P.O. BOX 1044, NORMAL, IL 61761**  
**APRIL 2020 BOARD MEETING MINUTES**  
**Virtual via Zoom meeting, Normal, IL**  
**April 7th, 2020**

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**Call to Order** –

- **Time:** 6:13 pm.
- **Present:** Wendy Anderson (T), Dino Carlino (P), Ken Endrizzi (VP), Shelly Kerr (S), Dave King, and Mary Walker.
- **Absent:** Ray McCormick.

**Review & Approve Prior Meeting Minutes** – The March 2020 meeting minutes were presented by Shelly and reviewed. Wendy made a motion for approval of the minutes and Mary seconded the motion. All in attendance approved.

**Treasurer's Report** – Wendy presented the March 2020 Monthly Treasurers Report. The beginning balance for March was \$7,438.44. Deposits were made for \$0.37 dividend. Payments were made for \$4.05 to Shelly Kerr for postage, \$315.00 to Striegel & Knobloch for AUP, and \$43.49 to Wendy Anderson for printer ink. The March ending balance was \$7,076.27. Shelly made a motion to approve the March 2020 Monthly Treasurers Report and Bank Account Reconciliation. Ken seconded this motion. All in attendance approved.

Wendy presented a bill for \$16.20 for certified mail (for Shelly), and \$188.00 to Mueller, Reece & Hinch for lien placement on 309 Plumage Court. Ken made a motion to approve these payments and Mary seconded the motion. All in attendance approved.

The lien on 309 Plumage Court has been completed. However, when Shelly picked up the mail recently we received a \$40 check from Michael Peterson for the estate of Dorothy Gunter at 309 Plumage Court. Shelly gave the check to Wendy and she will contact our attorney Jay Reece to see how to proceed.

Ken brought the idea of adding a basic tracking section to the Treasurer's Report so as to monitor the specific expenditures for lawncare and landscaping. Since we are using the new company, he thought this would be a good tool to monitor the different costs for budgeting purposes and offered to develop the format for capturing this information. All in attendance thought this was a good idea and Wendy said she could incorporate this information in the Treasurer's Report for May 2020 and going forward.

**Closing Letters / Homes for Sale** – In March 2020, Shelly issued closing letters for 311 Covey Court, 404 Plumage Court, 607 Wildberry Drive, and 609 Wildberry Drive.

Houses for sale include 310 Plumage Court, 312 Covey Court, and 302 Thicket Point. The following addresses are currently under construction: 1823 Setter Street, and 300, 309, 312 & 314 Bobwhite Way.

**Architectural Review Committee / Landscaping Report** – Shelly sent an architecture review form on 4/2/2020 to Rusty & Pam Thomas at 304 Covey Court for a replacement fence, and on 4/5/2020 to Justin Batty at 406 Covey Court for a shed. A previous fence request for 409 Gambel Court has been approved and filed as well as the fence request for 304 Covey Court.

Ken briefed everyone that VIP Lawn Service has completed the Spring clean-up, fertilization, and mulching. The entrances and berms look great. The first mow of the season should be happening soon. VIP is in contact with Ken and lets him know when they are going to do a service so the Board can inspect the work completed.

Dino discussed the tree situation on the berms. All known sick trees were removed last year, so once the existing trees are in full bloom Ken will work with Ray and Dave to create a plan for planting new trees along Raab Road and Linden Street. This will include a review of number of lots along each berm with specific information regarding areas that are vacant and those that have trees.

Dino's intent is to discuss the plan further with the initial findings at the May meeting but NLT the June meeting (before the annual meeting). We will then review the list of tree species approved by the Town of Normal and our preferences with deciding on hardy varieties to plant with consideration of available space, homeowner assistance for watering, tree sourcing, etc. Wendy offered to send a list of trees that have been planted at Heartland Community College that grow well in Illinois.

**Old Business** – Ray and Dino finalized a Covenant Violation letter explaining our covenants and by-laws pertaining to recreational vehicles and such. This format was also used to develop a few additional letters for possible covenant violation scenarios and can be modified for additional situations as they arise. The letters have been stored on OneDrive for future use.

On March 7<sup>th</sup> the Covenant Violation letter was mailed to the homeowners of 400 Bobwhite Way about their boat parked in the driveway with a notice to remove within 10 days. As of today, the boat is still there. The Board decided to revisit this topic in May due to the current COVID-19 situation as this may affect the homeowners' ability to relocate the boat at this time.

The annual meeting is still scheduled for June 23<sup>rd</sup> at 7:00 pm at Heartland Church. It has already been reserved but we will need to pay \$50 fee the 1<sup>st</sup> week in June. Dino also stated that we will revisit this topic in May due to the current COVID-19 situation, but as of right now the meeting is still on as scheduled.

Dino mentioned the discussions occurring on Nextdoor regarding the subdivision-wide garage sale in relation to the COVID-19 situation. The sale is currently scheduled for June 5<sup>th</sup> & 6<sup>th</sup>. Dino stated that if the situation in June is the same as it is now, we should reschedule the event for a date in late summer. However, it is still too soon to make a decision at this time, so the Board agreed to revisit this topic during the May meeting.

**New Business** – Dino suggested that we have two yard signs made that we can place at the subdivision entrances during the last two weeks of July to remind homeowners that the annual assessment is due on July 31<sup>st</sup>. Mary mentioned she may have signs that could be modified to do this as well. The Board thought the concept is worth looking into and will discuss again by the June meeting before moving forward.

Dino asked Wendy if she would be available now to begin the process previously discussed of updating the PRHA website. She stated that she will need to wait until May or later in order to have time to work on it. Dino mentioned that if possible, it would be good to have information about this available to present to the Board at the June monthly meeting before the annual meeting occurs later that month.

Mary mentioned there was a homeowner on her block that appeared to be violating the Federal and State directives of social distancing and limiting the number of people in a group to ten or less due to the ongoing COVID-19 pandemic (group of 40+ attending a party). Mary was concerned if the Board needed to intervene but the Town of Normal put out a statement regarding this type of issue. Dino clarified that this is not a Board function to be involved in and any future incidents that are in question should be directed to the police.

**Adjourn** – Ken made a motion to adjourn and Mary seconded the motion. The motion to adjourn was approved. Dino adjourned the meeting at 7:13 pm.

**The next board meeting will be held at Denny's on North Main St. Normal (or online virtually via ZOOM if we are still under a Stay at Home Order) on 5/5/2020 at 6:00 pm.**