

**PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.**

**P.O. BOX 1044, NORMAL, IL 61761**

**MAY 2020 BOARD MEETING MINUTES**

**Virtual via Zoom meeting, Normal, IL**

**May 7th, 2020 (May Meeting Part 1)**

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**Call to Order** –

- **Time:** 6:02 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 April 2020 meeting minutes were presented by Shelly and reviewed. Mary made a motion for approval of the minutes and Ray seconded the motion. All in attendance approved.

**Treasurer's Report** – Wendy presented the April 2020 Monthly Treasurer's Report. The beginning balance for April was \$7,076.27. Deposits were made for \$0.35 dividend. Payments were made for \$16.20 to Shelly Kerr for postage, \$188.00 to Mueller, Reece & Hinch for lien placement on 309 Plumage Court, and \$1157.25 to VIP Lawn Service for fertilizer (\$50) and maintenance (\$657.25).

The April ending balance was \$5,715.17. Shelly mentioned that the March meeting minutes showed the March ending balance at \$7,076.27 so that should be the beginning balance for April. Wendy mentioned that the book ending balance on the Treasurer's Report and the book adjusted ending balance on the Monthly Bank Account Reconciliation has been off by \$35 since about the middle of 2019. She will review everything and present an updated Treasurer's report at the continuation meeting on May 13, 2020 at 6pm.

Regarding the lien on 309 Plumage Court which has been completed, we received a check from the homeowners of \$40.00 for the 2019/2020 annual assessment. Wendy contacted our attorney's office and they asked her to send the check to directly to them to continue to work the situation.

We reviewed the May 1, 2020 bill from VIP for \$1,250.00 for mowing and pruning. Ray motioned to approve the bill for payment and Dave seconded the motion. All in attendance approved.

**Closing Letters / Homes for Sale** – In April 2020, Shelly issued closing letters for 407 Gambel Court (refinance), 1720 Sunrise Point, 308 Labrador Lane (refinance), 1811 Whistling Way, 502 Wildberry Drive (refinance), and 508 Wildberry Drive. Shelly still needs the closing date and names of the new homeowners for 1720 Sunrise Point.

Houses for sale include 310 Plumage Court, 312 Covey Court, 402 Wildberry Drive, and 603 Wildberry Drive ("coming soon" listed on the sale sign). The following addresses are currently under construction: 1823 Setter Street, and 300, 312 & 314 Bobwhite Way.

**Architectural Review Committee / Landscaping Report** – The request for Wayne Heid at 1815 Setter Street (replacing a shed with a greenhouse) has been approved and filed.

Ken said that after Dino pruned the two flowering crab trees on corner of Beech Street and Raab Road, an employee of VIP caught a big limb on his mower and stripped the bark off, damaging it. They called and reported it to Ken and asked if they should prune the damaged limb, but Ken let them know that the Board would handle it internally unless specifically asked. As previously discussed, Dino, Ken and Dave will prune

trees as necessary unless there is an emergency. Mary made a motion to approve that plan and Ray seconded the motion. All in attendance approved.

Nick the homeowner at 1811 Setter Street has taken shortcuts with his fence installed last year that he previously said would be taken care of but apparently were not. His fence continues to lean toward his neighbor's property. Ken spoke with him and corrective actions have been taken.

We have a spruce tree on the Raab Road berm that is dying located by one of the previous Board members that was taking care of the maintenance. The metal wire was still wrapped around the base and is choking it. Ken removed what he could but this tree can not be saved. Ken and Dino will work this week to remove the remaining wires and stakes Ken found. The dying spruce will be removed by Board members later this year.

Raab Road berm project – Wendy provided a list of trees that Heartland Community College planted recently. Ken took that list and contacted Growing Grounds for estimates. We reviewed a proposed plan with various planting lists and prices (see attached proposal).

Dino stated that we need to set a budget amount for planting new trees. Then, we can create a planting plan that shows where we want to plant the different varieties along the berm and establish timeframes to do so. At the earliest, we will need to use the assessments we get in July 2020 to begin planting in the Spring of 2021.

**Old Business** – NA / Continued at next meeting.

**New Business** – NA / Continued at next meeting.

**Adjourn** – Ray made a motion to adjourn the meeting and Wendy seconded the motion. The motion to adjourn was approved. Dino adjourned the meeting at 7:31 pm.

[Growing Grounds Proposal for Trees 2020](#)

Due to the time constraints today, the next board meeting will be a continuation of today's meeting and will be conducted via ZOOM on 5/13/2020 at 6:00 pm.

**PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.**

**P.O. BOX 1044, NORMAL, IL 61761**

**MAY 2020 BOARD MEETING MINUTES**

**Virtual via Zoom meeting, Normal, IL**

**May 13, 2020 (May Meeting Part 2)**

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**Call to Order** –

- **Time:** 6:07 pm.
- **Present:** Wendy Anderson (T), Dino Carlino (P), Ken Endrizzi (VP), Shelly Kerr (S), Dave King, Ray McCormick and Mary Walker.
- **Absent:**

**Review & Approve Prior Meeting Minutes** – NA / See previous information from meeting notes on 5/7/2020.

**Treasurer's Report** – Wendy reviewed the financials for 2019 through May 2020 and was able to locate the \$35 discrepancy and correct it. Wendy presented the updated April 2020 Monthly Treasurers Report. The beginning balance for March was \$7,041.27. Deposits were made for \$0.35 dividend. Payments were made for \$16.20 to Shelly Kerr for postage, \$188.00 to Mueller, Reece & Hinch for lien placement on 309 Plumage Court, and \$1157.25 to VIP Lawn Service for fertilizer (\$50) and maintenance (\$657.25). The April ending balance was \$5,680.17. Dave made a motion to approve the updated Treasurer's report and Ken seconded the motion. All in attendance approved.

**Closing Letters / Homes for Sale** – NA / See previous information from meeting notes on 5/7/2020.

**Architectural Review Committee / Landscaping Report** – NA / See previous information from meeting notes on 5/7/2020.

**Old Business** – Dino discussed the annual subdivision garage sale that was scheduled for June 5<sup>th</sup> and 6<sup>th</sup> 2020. Based on the current COVID-19 situation and the guidance given from the Governor, Dino recommended that we not cancel it all together but reschedule it for a later date this year, either near the end of summer or beginning of fall. Wendy made a motion to approve and Mary seconded the motion. All in attendance approved. We will review this again in a few months and Dino will update the information on our website, post the information on Nextdoor, and include the information in the upcoming annual newsletter.

We continued the discussions for having yard signs made that we can place at the subdivision entrances (White Chapel Way, Beech Street & Raab Road, and Beech Street & Chuck Murray Drive) during the last two weeks of July to remind homeowners that the annual assessment is due on July 31<sup>st</sup>. Dino got an estimate from Office Depot on two different sizes. A double-sided sign 24" x 36" would be \$23.59 each and a double-sided sign 18" x 24" would be \$13.59 each. Dino will also try to find cheaper options. Ray made a motion to purchase 3 double-sided signs with a purchase price up to \$75. Wendy seconded the motion. All in attendance approved.

Ken reached out to Ken Splane (a retired gentleman who maintains business and church websites) and he said he would create a new website for the PRHA for free using WIX or WordPress. Dino contacted PayPal to discuss how this could integrate into the new website to allow homeowners an option to pay their annual assessment online. At this time, a PayPal account for PRHA was created for future use. If used, a homeowner would pay a total of \$41.50 (\$40 assessment and \$1.50 for PayPal transaction fees). Wendy made a motion that Dino contact Ken Splane to communicate the changes we would like to see for our website. Ray seconded the motion. All in attendance approved.

Dino discussed that the annual meeting is currently scheduled for June 23<sup>rd</sup> at 7:00 pm at Heartland Church; however, due to the current COVID-19 situation and social distancing guidance from the Governor, it would be

impractical to conduct at this time and recommended we cancel the reservation at Heartland Church for the annual meeting. Ray made a motion to do this and Wendy seconded the motion. All in attendance approved. We will continue to work on the budget for 2020 (will get a sub-committee together – Dino, Ken, Wendy & Ray), and will hold off on sending the annual newsletter / billing mailings and will reschedule the meeting for a later date. Dino will start working on a letter for the annual meeting and post the cancellation information on our website.

**New Business** – Dino presented the topic of setting the 2020/2021 annual assessment at \$40. Wendy made a motion to set the 2020/2021 annual assessment at \$40. Shelly seconded the motion. All in attendance approved.

Mary discussed the unofficial annual 4<sup>th</sup> of July bike parade that she has been coordinating in the neighborhood (and before she moved here), as this year would be the 20<sup>th</sup> event she has managed. Due to the continued COVID-19 situation and State restrictions, the bike parade will be postponed. We may schedule one for Labor Day weekend instead and will discuss it further in a few months.

Dino mentioned discussing the Roles & Responsibilities spreadsheet that he and former Treasurer Mike Brouwer developed, and that Wendy and Shelly helped update several months ago. Due to time constraints, we will review this for information and further updates at a later meeting.

**Adjourn** – Ray made a motion to adjourn the meeting and Wendy seconded the motion. The motion to adjourn was approved. Dino adjourned the meeting at 8:13 pm.

**The next board meeting will be held online virtually via ZOOM (due to the continued COVID-19 situation restrictions) on 6/2/2020 at 6:00 pm.**