

PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.
P.O. BOX 1044, NORMAL, IL 61761
JUNE 2020 BOARD MEETING MINUTES
Virtual via Zoom meeting, Normal, IL
June 2, 2020

Call to Order –

- **Time:** 6:12 pm.
- **Present:** Wendy Anderson (T), Dino Carlino (P), Ken Endrizzi (VP), Shelly Kerr (S), Ray McCormick, and Mary Walker.
- **Absent:** Dave King.

Review & Approve Prior Meeting Minutes – The May 2020 meeting minutes were presented by Shelly and reviewed. Wendy made a motion for approval of the minutes for Part 1 (May5, 2020) and Mary seconded the motion. All in attendance approved. Ray made a motion for approval of the minutes for Part 2 (May 13, 2020) and Mary seconded the motion. All in attendance approved.

Treasurer's Report –Wendy presented the May 2020 Monthly Treasurer's Report. The beginning balance for May was \$5,680.17. Deposits were made for \$0.37 dividend. Payments were made for \$1,250.00 to VIP Lawn Service for mowing. The May ending balance was \$4,430.54. Shelly made a motion to approve the Treasurer's report and Ray seconded the motion. All in attendance approved.

The checking account is typically low this time of year, so we will need to move money from savings to checking to cover the outstanding bills for June and July (money moved to checking will be moved back to savings in August or September once we have received payments for the annual assessment). Based on the known bills for June and July, Dino proposed that we move \$2,500.00. Mary made a motion to move \$2,500.00 from savings to checking and Ken seconded the motion. All in attendance approved.

A new bill was received from VIP Lawn Service for 5/31/2020 for \$1,200.00 for mowing on May 4th, 11th, 22nd, and 28th. Ray made a motion to approve the VIP bill for May for mowing and Wendy seconded the motion. All in attendance approved.

Ray presented the proposed the following 2020/2021 operating budget by category:

| <i>Pheasant Ridge Budget</i> | | 2020-2021 |
|-------------------------------------|-------------------------|---------------------------|
| Income | <i>Totals</i> | <i>\$14,880.00</i> |
| | Assessments (372 Lots) | \$14,880.00 |
| | | |
| Expenditures | <i>Totals</i> | <i>\$14,880.00</i> |
| | Administration/General | \$300.00 |
| | Audit | \$350.00 |
| | Insurance | \$1,450.00 |
| | Landscape/Maintenance | \$1,750.00 |
| | Mowing | \$8,400.00 |
| | Weed Control/Fertilizer | \$1,250.00 |
| | Professional Fees | \$400.00 |

| | | |
|--------------------------|--------------------------------|----------------------|
| | Supplies | \$300.00 |
| | Trees (removal/replacement) | \$0.00 |
| | Unallocated | \$680.00 |
| | | |
| <u>Net Income</u> | <u>Totals</u> | <u>\$0.00</u> |

This budget will be effective for July 1, 2020 through June 30, 2021. Ken made a motion to approve the budget and Wendy seconded the motion. All in attendance approved.

Closing Letters / Homes for Sale – Shelly issued closing letters for the following addresses in May:

- 302 Thicket Point
- 1810 Whistling Way (refinance)
- 1806 Chuck Murray Drive (refinance)
- 1801 Partridge Point (refinance)
- 402 Wildberry Drive
- 506 Covey Court
- 310 Labrador Lane (refinance)

Shelly still needs names and closing dates for 506 Covey Court and 1720 Sunrise Point (Shelly will contact April Taylor to get the names of the new homeowners for her address on Sunrise Point).

We do not have a list from Dave this month for the homes for sale. We will review next month.

Architectural Review Committee / Landscaping Report – In May Ken received two calls from VIP of large mounds of grass clippings being dumped on the Linden berm behind 1711 Setter Street, causing them to mow around this area. Ken had a conversation with the homeowner Mike Rich to stop dumping the grass clippings and if VIP Lawn Service cleans up dumped grass clippings, he would have to pay. The homeowner understood and removed all of the dumped grass clippings.

A couple of homeowners have stopped Ken while on walks and asked about the retaining wall on Raab Road. The town has not been doing any trimming around the utility poles, wires and the area between the retaining wall and the trail. Dino will contact the town for resolution as they have always maintained this area.

The empty lot at 1707 Setter Street (in the cul-de-sac) is grossly overgrown (approximately 2 ½' high). Dino contacted the town and they sent the homeowner (Mahide DeMirici) a letter to have it mowed. Ken asked VIP Lawn Service what they would charge to mow that lot in case we had to have it done and billed the homeowner. They quoted \$50 for tall grass and \$30 for subsequent mowing.

Old Business – Annual PRHA subdivision-wide garage sale was supposed to be on June 5th & 6th. Because of the ongoing COVID-19 situation, it is still on postponed with the intent of trying to host for Labor Day weekend (September 4th & 5th). We will review this again in a few months. Dino has posted this information on both the PRHA website and on Nextdoor.

Dino continued the discussion on purchasing the yard signs to be placed at the entrances to remind homeowners that the annual assessment is due on July 31st. Dino visited Office Depot and he can order three, double-sided three-foot signs for about \$138.24. He also priced them at a local company called Fast Sign and they were

\$156.89. Ray made a motion to approve the purchase of the signs from Office Depot. Wendy seconded the motion. All in attendance approved.

Dino will contact Ken Splane to go over his ideas and get him started on developing our new website.

We continued the discussion about the annual meeting. It is currently scheduled for June 23rd 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. Ken has cancelled the reservation at Heartland Church and Dino has posted the cancellation information on our website and Nextdoor. Dino will create the newsletter for the annual assessment mailings which will go out later this month and will discuss this as well. Of note, the following board members are up for election:

- Ken (currently Vice President) – Ken will accept a nomination for the Board but may only be able to stay until the end of this year.
- Wendy (currently Treasurer) – Wendy is not continuing to serve, but Ray has volunteered to assume duties of Treasurer afterward.
- Mary (currently board member) – Mary will accept a nomination for the Board again.

New Business – None.

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 7:40 pm.

The next board meeting will be held online virtually via ZOOM (due to the continued COVID-19 situation restrictions) on 7/7/2020 at 6:00 pm.