

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

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

**AUGUST 2020 BOARD MEETING MINUTES**

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

**August 4th, 2020**

**Call to Order** –

- **Time:** 6:02 pm.
- **Present:** Dino Carlino (P), Ken Endrizzi (VP), Shelly Kerr (S), Dave King, and Ray McCormick (T).
- **Absent:** Gary Ferguson and Mary Walker.

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

**Treasurer's Report** – Ray presented the July 2020 Monthly Treasurer's Report. The beginning balance for July was \$2,788.54 which included the \$2,500.00 transfer from savings. Deposits were made for \$0.15 dividend, \$11,080.00 for dues, and \$233.49 for lien collection (309 Plumage Court). Payments were made for \$550.00 to VIP Lawn Service for mowing, \$195.15 to Office Depot for mailing envelopes and postage stamps, \$246.37 to Copy Shop for printing of the annual newsletter, \$98.83 to Host Gator for website (original service requested), \$213.62 refund from Host Gator (after changing the service plan to what we actually needed), and another \$358.20 charge for Host Gator (Dino will contact Host Gator as the amount is incorrect and we have been overcharged). The July ending balance was \$12,867.25.

Ray requested current lien information from Jay Reece and will follow-up on the empty lot on Setter Street.

Ray made a suggestion to move \$2,500 from checking into savings to replace the money we moved last month. Dave made a motion to move \$2,500 from checking into savings and Ken seconded the motion. All in attendance approved.

A new bill was received from VIP Lawn Service on 8/2/2020 for \$650.00 for mowing on July 13<sup>th</sup> and July 26<sup>th</sup>, as well as weeding the White Chapel island on July 26th. Ken made a motion to approve the VIP bill for July for mowing/weeding and Dave seconded the motion. All in attendance approved.

The 2019 Independent Accountant's report on our procedures has been completed. We briefly reviewed the findings but still have questions regarding specific instances that were not identified that would help clarify the information and better allow us to make corrections going forward. Ken made a motion to table until the next meeting and allow Ray to contact the firm with our concerns. Ray seconded the motion. All in attendance approved.

Ray requested reimbursement for \$27.18 for the purchase of a self-inking stamp to be used on the back of the checks for deposit. Shelly made a motion to pay \$27.18 to Ray. Dave seconded the motion. All in attendance approved.

Ray received the lien payment from Jay Reece for 309 Plumage Court. Ray will update our dues tracker to remove the lien information for that address.

Shelly made a motion to approve the Treasurer's report and Ken seconded the motion. All in attendance approved.

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

- 502 Covey Court (refinance)
- 603 Wildberry Drive
- 504 Covey Court
- 1721 Sunrise Point

Houses for sale per Dave's list:

- 306 Wildberry Drive – Annual Assessment paid.
- 517 Wild Turkey – Annual Assessment not paid – Shelly called the realtor to inform them of this.
- 1812 Chuck Murray – Annual Assessment paid.
- 1813 Partridge Point – Annual Assessment not paid – Shelly called the realtor & he is meeting with the home owner to discuss.
- 314 Bobwhite Way – Annual Assessment paid.
- 312 Bobwhite Way – Annual Assessment paid.
- 300 Bobwhite Way – Annual Assessment paid.
- 1823 Setter Street – Annual Assessment paid.
- 10 lots on Bobwhite Way – Annual Assessment paid.

**Architectural Review Committee / Landscaping Report** – Ken received 5 ARFs. Dave and Ken worked 4 of them and are still working on one for storm damage. Ken will begin scanning in all documentation from the homeowners so that it can be filed with the approval form on our One Drive. Dino has updated the ARF form with the 2021 dates. Shelly will download the new form from the new website and save it to use for future ARF requests.

Ken authorized VIP to perform clean-up and weeding on the White Chapel entrance island (paid as stated above).

**Old Business** – Per/last month's discussion, Ray is working with Brad Musselman (insurance broker) to get rates to compare against our bill from State Farm Insurance Company for the HOA insurance. The bill is due August 25<sup>th</sup> and Ray will make the payment on August 20<sup>th</sup> if we have not heard anything from Brad. If we can save \$100 or more (current \$1,412 with State Farm), Dino will call an emergency meeting to discuss switching. Ken made a motion to pay \$1,412 on 8/20/20 if no info is received from the broker. Dave seconded the motion. All in attendance approved.

Dino discussed the new PRHA website ([www.pheasantridgehoa.net](http://www.pheasantridgehoa.net)). The old website ([www.pheasantridge.webs.com](http://www.pheasantridge.webs.com)) cannot be deleted, so Dino has deleted all documents and information and has added info directing visitors to our new website. Of note, the PayPal payment feature on the new website is working great for receiving payments for the Annual Assessment.

Dino brought attention to the topic of rescheduling the Annual Meeting. He asked the Board members to think about ideas and ways we can perform the meeting in a virtual capacity and still adhere to our Bylaws and stated the requirement of 30-45 days to announce the Annual Meeting. Dino would like everyone to think about things and come back next month with ideas to discuss and move forward on. Ray made a motion to table the Annual meeting topic until September's monthly meeting. Dave seconded the motion. All in attendance approved.

The subdivision-wide garage sale was discussed again. Ken clarified that our HOA insurance says nothing about sponsored events and that it insures our liability of the Board members and our positions on the board.

Dino made a motion that due to the current COVID-19 situation, we do not sponsor a subdivision-wide garage sale as done annually in the past. Ken seconded the motion. All in attendance approved.

On July 9<sup>th</sup>, 2020 at 5:00 pm there was a virtual town meeting regarding the proposed reapproval of the preliminary subdivision plan for Pheasant Ridge (specifically in regards to the development of the current farmland in the north east side of the subdivision that would connect Bobwhite Way). The time frame to develop has expired and requires a new approval by the Town. Dino and Ray attended the virtual meeting as Board representation. There are 36 proposed lots and have been changed from zero lot line properties as the original plan stated and replaced with mostly single-family homes (some will be town homes). The developer's intent is to have the utilities and roadway installed by the end of Fall. Once the lots are officially platted and filed with the county, we will start assessing dues. During the construction, if there is excess dirt and mud on our roads, we will contact the Town of Nomal and they will contact Tentac Enterprises to correct.

**New Business** – Dino will set up a meeting with Ray and Shelly to train on our PayPal account procedures for receiving Annual Assessment payments. Ray will handle PayPal going forward and Shelly will be the alternate. Dino will remain on the account and act as a back-up if needed.

Shelly has received notes from several homeowners along with their Annual Assessment payments. Four of them were very nice “Thank You” notes for all we do and for keeping the common areas well maintained. One note expressed disappointment at the lack of trees on the berm and said that they felt that the Annual Assessment should have been raised several years ago to help with the planting of more trees. Dino said he will respond to that homeowner and explain our tight budget and limitations on raising the Annual Assessment without enough attendance at our annual meeting. The last note was from a homeowner suggesting that we should have extended the Annual Assessment payment deadline due to the COVID-19 pandemic and the economic hardship it has caused. Dino will be responding to this note as well.

Three of the annual mailings have been returned, two as not available for delivery and one was returned as not deliverable as addressed. Shelly will attempt to hand-deliver these as we believe the homeowners are living there and a mistake may be made at the post office. Of note, one home is on Dave's list of houses for sale and that Shelly contacted the listing realtor to let them know that the Annual Assessment had not yet been paid.

Shelly mentioned that we need to create a welcome packet / letter that can be sent to new homeowners. Dino said that there is a spot on the new website for that information once we get it created as well. Dino will create the letter to review with Shelly by next month.

The next meeting occurs right after Labor Day weekend, so it was suggested that we move the next meeting one week. Dave made a motion to move the date of the next monthly meeting to September 8<sup>th</sup>, 2020 at 6:00 pm. Ken seconded the motion. All in attendance approved.

**Adjourn** – Ray made a motion to adjourn the meeting and Shelly seconded the motion. The motion to adjourn was approved. Dino adjourned the meeting at 8:10 pm.

**The next board meeting will be held online virtually via Zoom (due to the continued COVID-19 situation restrictions) on 9/8/2020 at 6:00 pm.**