

**PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.**  
**P.O. BOX 1044, NORMAL, IL 61761**  
**SEPTEMBER 2020 BOARD MEETING MINUTES**  
Virtual via Zoom meeting, Normal, IL  
September 8th, 2020

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**Call to Order** –

- **Time:** 6:09 pm.
- **Present:** Ken Endrizzi (VP), Shelly Kerr (S), Dave King, Ray McCormick (T), & Mary Walker.
- **Absent:** Dino Carlino (P) and Gary Ferguson.

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

**Treasurer's Report** – Ray presented the August 2020 Monthly Treasurer's Report. The beginning balance for August was \$12,867.25. Deposits were made for \$0.17 dividend, \$2,840.00 for dues, \$358.20 refund from HostGator for a billing error discussed last month, and \$2,500.00 transferred from checking to savings. Payments were made for \$650.00 to VIP Lawn Service for mowing, \$1,412.00 to State Farm for HOA insurance, \$27.18 reimbursement to Ray for a "Deposit Only" stamp, \$41.50 refund payment (PayPal), and \$2,500.00 that was transferred from checking to savings. The August ending balance was \$13,934.94.

A new bill was received from VIP Lawn Service on 9/1/2020 for \$900.00 for mowing on August 2<sup>nd</sup>, 9<sup>th</sup> and 23<sup>rd</sup>. Ray made a motion to approve the VIP bill for August for mowing and Ken seconded the motion. All in attendance approved.

Ray received a bill from Streigel Knobloch for \$315 for the 2019 Independent Accountant's audit. Ray verified that this bill has already been paid.

Ray is amending this year's budget to add a category called Website for the HostGator charges instead of using the Unallocated category.

Ken Splane has completed our website redesign. Since he volunteered his time and efforts to do this for us, Dino has suggested that we should send him a gift card for \$75 to say thank you. Shelly made a motion that we use the debit card to purchase a \$75 gift card for him. Mary seconded the motion. All in attendance approved.

There are currently 18 outstanding assessments. Two of them have active liens on them. There is an unofficial officer's meeting September 9<sup>th</sup>, 2020 where Dino will discuss the process of sending out letters to those properties that are delinquent.

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

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

- 1823 Setter Street
- 1812 Partridge Point (refinance)
- 303 Gambel Court

Houses for sale per Dave's list:

- 302 Plumage Court - Annual Assessment paid
- 310 Plumage Court - Annual Assessment paid
- 517 Wild Turkey Lane - Annual Assessment paid
- 1813 Partridge Point- Annual Assessment paid
- 1810 Sage Drive - Annual Assessment paid
- 300 Bobwhite Way - Annual Assessment paid
- 301 Bobwhite Way - under construction - Annual Assessment paid
- 312 Bobwhite Way - Annual Assessment paid
- 314 Bobwhite Way - Annual Assessment paid
- Lots on Bobwhite Way for sale = 8(?) - Annual Assessment paid

**Architectural Review Committee / Landscaping Report** – Ken received the following 4 ARFs:

- 411 Plumage – Completing a wood fence row between two existing neighbor fences with their permission to attach to each directly. 2 PDF files #1 and #2.
- 503 Covey – New picket fence under construction and plans for a new 12 X 24 steel framed pool in the spring of 2021. 2 PDF files #3 and #4.
- 509 Wildberry – New concrete front and back yard patios as well as a 12 X 12 concrete backyard pad for a future shed. 2 PDF files #5 and #6.
- 408 Wildberry Drive – They are replacing their wood deck with a concrete pad of the same dimensions.

Dave and Ken worked the first three together and Ken and Ray worked the fourth since it was for Dave's property. All four ARFs were approved.

VIP informed Ken of the dumping of landscape waste on the Linden Street berm behind 1809 Setter Street. Ken spoke to the homeowner at 1809 Setter Street to clean it up so the mowers could finish their job, otherwise we would have VIP clean it up and charge the homeowner. After some discussion, the homeowner cleaned up their landscape waste and stated they would not dump it on the berm again.

Ken mentioned that we have options built into our contract with VIP concerning the category fertilization (weed control). He discussed with VIP and they said that the grass is growing well and the weeds are minimal. Thus, we skipped a second summer fertilization treatment on the Raab Road and Linden Street berms.

**Old Business** – Ray is still waiting for a response to several questions on the 2019 Independent Accountant's report. These questions are regarding specific instances that were not identified that would help clarify the information and better allow us to make corrections going forward. We will discuss this topic next month.

Dino brought attention to the topic of rescheduling the Annual Meeting last month. 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. Ken called Heartland Church to see about using their larger auditorium where we could easily socially distance. We would also consider doing a Zoom meeting in conjunction with the physical meeting at Heartland. He is still waiting for a reply so we will continue this discussion next month.

Shelly received notes from two homeowners along with their Annual Assessment payments and we discussed those at the August meeting. Dino said he will respond to both of those homeowners.

Shelly mentioned at the August meeting 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.

**New Business** – Three of the annual mailings have been returned, two as not available for delivery and one was returned as not deliverable as addressed. Shelly hand-delivered the two that were not available for delivery. These homeowners were away and had their mail forwarded at that time. The Post Office will not forward the annual mailings. Shelly was able to collect payments for these two properties. The other was for a property that is on Dave's list of houses for sale. Shelly contacted the listing realtor to let them know that the Annual Assessment had not yet been paid, and we have since received payment for that property as well.

There is an unofficial officer's meeting on September 9, 2020 at 5:30 pm to discuss Roles and Responsibilities and sending out letters on delinquent Annual Assessments payments. This is to explain the process for assisting new Board members into officer positions now and for the transition of future members.

Dino has received the annual Secretary of State document on our home association status. This requires an annual payment of \$10.00. He will complete the form with Ray and submit it (we need to keep a copy for our records). Ken will follow-up with Dino.

Ray asked if the tax statement that is sent to the Federal Government is only done every three years. The last one was done in 2018. Ken will follow-up with Dino.

**Adjourn** – Mary made a motion to adjourn the meeting and Ray seconded the motion. The motion to adjourn was approved. Ken adjourned the meeting at 6:58 pm.

**The next board meeting will be held online virtually via Zoom (due to the continued COVID-19 situation restrictions) on 10/6/2020 at 6:00 pm.**