

PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.
P.O. BOX 1044, NORMAL, IL 61761
OCTOBER 2020 BOARD MEETING MINUTES
Virtual via Zoom meeting, Normal, IL
October 6th, 2020

Call to Order –

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

Review & Approve Prior Meeting Minutes – The September 2020 meeting minutes were presented by Shelly and reviewed. Ray made a motion for approval of the minutes and Dave seconded the motion. All in attendance approved. The September 24, 2020 Special meeting minutes were presented by Shelly and reviewed. Ray made a motion for approval of the minutes and Ken seconded the motion. All in attendance approved.

Treasurer's Report – Ray presented the September 2020 Monthly Treasurer's Report. The beginning balance for September was \$13,934.94. Deposits were made for \$0.18 dividend, \$760.00 for dues and a \$1.50 reimbursement from PayPal. Payments were made for \$900.00 to VIP Lawn Service for mowing, \$11.00 to USPS for stamps, and \$75.00 for a gift card for Ken Splane. The September ending balance was \$13,710.62.

A new bill was received from VIP Lawn Service on 10/1/2020 for \$900.00 for mowing on September 13th, 20th and 27th. Ray made a motion to approve the VIP bill for August for mowing and Dave seconded the motion. All in attendance approved.

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

Ray completed the annual Secretary of State document on our home association status for General Not for Profit Organizations. The fee for this form is \$10 and was due on October 1, 2020. There is a late fee of \$3. Shelly made a motion to approve the payment to the Secretary of State for \$13 and Dave seconded the motion. All in attendance approved. The form and payment will be hand-delivered, and a copy of the received form will be brought back to file.

There are currently five outstanding assessments; two have active liens from past assessments, and three past due from this year (1809 Sage Drive, 515 Wild Turkey Lane, and 605 Wildberry Drive). Shelly will send out the 2nd late notice letters to 1809 Sage Drive and 515 Wild Turkey Lane by October 15, 2020 via certified mail. This will allow two weeks to pay before we discuss the process of adding liens to those properties. 605 Wildberry Drive did not receive their initial billing statement and so was sent a new bill with a due date of October 20th, 2020. We will review any remaining delinquent payments at the November 2020 meeting.

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

- 1819 Chuck Murray Drive (refinance)
- 309 Gambel Court (refinance)
- 410 Wildberry Drive (refinance)
- 1813 Partridge Point
- 411 Gambel Court (refinance)
- 300 Bobwhite Way
- 310 Plumage Court
- 302 Plumage Court

Houses for sale per Dave's list:

- 302 Plumage Court - Annual Assessment paid – SOLD – closing letter sent
- 310 Plumage Court - Annual Assessment paid – SOLD – closing letter sent
- 517 Wild Turkey Lane - Annual Assessment paid – SOLD – closing letter not requested yet
- 1813 Partridge Point- Annual Assessment paid – SOLD – closing letter sent
- 1810 Sage Drive - Annual Assessment paid – For Sale -
- 300 Bobwhite Way - Annual Assessment paid – SOLD – closing letter sent
- 301 Bobwhite Way - construction - Annual Assessment paid – SOLD – closing letter not requested yet
- 307 Bobwhite Way – construction – Annual Assessment paid – SOLD – closing letter not requested yet
- 312 Bobwhite Way - Annual Assessment paid – SOLD – closing letter not requested yet
- 314 Bobwhite Way - Annual Assessment paid – For Sale -
- Lots on Bobwhite Way = 8 - Annual Assessment paid – For Sale

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

Ken has received two new ARFs to process. PLEASE CLARIFY INFO AND ADD SPECIFICS

During the Special Meeting conducted on September 24th, 2020 the Board approved Deborah Powell at 403 Wildberry Drive to purchase three trees to plant on the Raab Road berm adjacent to her home. Dino then met with her at Growing Grounds along with Matt the Tree Lot Manager to help coordinate the purchase of the trees. The next day, Dino marked the locations for planting on the berm. Growing Grounds stated they will plant the trees no later than Tuesday, October 13th, 2020.

Dino and Ken talked last week about taking bids for weed control since VIP is primarily a mowing company. The thought is that we may get more effective treatment at a better price from a company that primarily manages weed treatment and lawn fertilization. Dino solicited three bids from local companies but decided to table this topic until the November meeting when we will also be discussing the upcoming mowing contract.

Old Business – Dino sent a “Thank You” card to Ken Splane with a \$75 gift card to show our appreciation for his work on the website.

Two homeowners sent comments in along with their assessment payments several months ago. Dino visited with one of the homeowners who was disappointed about the lack of trees on the berm. They have been here for twenty years and the assessment fee has never been increased. She will gladly attend our next annual meeting to discuss the need to increase the assessment, but Dino explained what has been going on and the Board's direction to relook the plan in the future.

Dino sent a detailed message on Nextdoor to the other homeowner who commented on our lack of compassion and apparent planning for requiring the Annual Assessment be paid within three weeks, especially due to the COVID-19 situation. He explained the purpose for sending the billing statement at that time and also that anyone who needs additional time or other financial arrangements can certainly contact us for assistance. Dino did not receive a response from the homeowner.

Shelly and Dino will meet this week to create a welcome letter that will be added to our website and sent to new homeowners as they join Pheasant Ridge.

The Board discussed the possible scheduling of the Annual Meeting. Before scheduling the meeting, it was decided to place a survey on Nextdoor to query the interest of our homeowners to attend this meeting in person at Heartland Community Church (having the ability to follow all State and local COVID-19 guidelines) and compile the total number of attendees. Dino will create the survey on Nextdoor and remove it on Monday, October 12th. We will hold a Special Meeting on Monday, October 12th at 6:00 pm to discuss the results of the survey and decide on our plan for proceeding or canceling the Annual Meeting.

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 which would help clarify the information and better allow us to make corrections going forward. We will discuss this topic next month.

New Business – The officer's met unofficially on September 9th, 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. We will share the updated Roles and Responsibilities spreadsheet at the November meeting.

Adjourn – Ray made a motion to adjourn the meeting and Ken seconded the motion. The motion to adjourn was approved. Dino adjourned the meeting at 7:34 pm.

The next board meeting will be held online virtually via Zoom (due to the continued COVID-19 situation restrictions) on 11/3/2020 at 6:00 pm.