

PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.
P.O. BOX 1044, NORMAL, IL 61761
NOVEMBER 2020 BOARD MEETING MINUTES
Virtual via Zoom meeting, Normal, IL
November 10th, 2020

Call to Order –

- **Time:** 6:04 pm.
- **Present:** Dino Carlino (P), Ken Endrizzi (VP), Gary Ferguson, Shelly Kerr (S), Dave King, Ray McCormick (T), & Mary Walker.
- **Absent:**

Review & Approve Prior Meeting Minutes – The October 6th, 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 October 12th, 2020 Special Meeting minutes were presented by Shelly and reviewed. Mary made a motion for approval of the minutes and Gary seconded the motion. All in attendance approved.

Treasurer's Report – Ray presented the October 2020 Monthly Treasurer's Report. The beginning balance for October was \$13,710.62. Deposits were made for \$0.18 dividend, and \$40.00 for dues and \$3.00 for a late fee reimbursement. Payments were made for \$900.00 to VIP Lawn Service for September mowing, \$13.90 to USPS for postage on 2 certified letters, and \$13.00 to the Secretary of State for our Association registration. The October ending balance was \$12,826.90.

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

A new bill was received from VIP Lawn Service on 11/1/2020 for \$600.00 for mowing on October 11th, and 31st. This will be the last mowing bill of the season. Shelly made a motion to approve the VIP bill for October for mowing and Ray seconded the motion. All in attendance approved.

A new bill was received from Mueller, Reece and Hinch LLC for \$422 for services dated 3/11/20, 8/7/20, 8/10/20, and 10/12/20. We discussed this bill and we are confused as to why we are receiving charges for dates this far in the past. We also have questions as to why we are all of a sudden being charged for generally asked questions that Dino had asked. Dino and Ray will go to the attorney's office and have a conversation with them to better understand what has changed and what we really owe. Ray made a motion to table this bill until the December 2020 meeting and Dave seconded the motion. All in attendance approved.

There are currently three outstanding assessments; two have active liens from past assessments, and one is due from this year (1809 Sage Drive). Shelly sent out the 2nd late notice letters to 1809 Sage Drive and 515 Wild Turkey Lane on October 15, 2020 via certified mail. Also noted from a previous meeting's discussion was that it was confirmed through the attorney that there is also a lien on 1707 Setter Street from non-payment of dues from several years ago. Back dues of \$120.00 plus \$188.00 for lien processing is still owed on that property.

Ray recommends moving forward with adding a lien for 1809 Sage Drive and approving any payment necessary to secure the lien. Dave made a motion to proceed with the lien and Mary seconded the motion. All in attendance approved. Ray will coordinate with the attorney to start the process.

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

- 1810 Sage Drive (Dino received a text asking about an ARF)
- 312 Bobwhite Way
- 410 Plumage Court - refinance

Houses for sale per Dave's list:

- 310 Plumage Court - Annual Assessment paid – SOLD – closing letter sent – FOR SALE AGAIN
- 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 – moving in
- 314 Bobwhite Way - Annual Assessment paid – For Sale -
- 8 Lots on Bobwhite Way (303, 304, 305, 306, 308, 309, 311, & 401- Annual Assessment paid – For Sale

Architectural Review Committee / Landscaping Report – Ken gave a review of our mowing and landscaping budget for 2020. Our original mowing budget was \$8400.00. We had 20 mows from VIP for \$6,000.00, saving us \$2,400.00. Our original budget for maintenance fees was \$1,750. We had fees of \$757.25, saving us \$992.75. Our original budget for fertilizer (weed control) was \$1,250.00. VIP charged us \$500.00 due to only performing one service, saving us \$750.00. Overall, we saved \$4,142.75 from our original budgeted amounts.

At this time, Ken presented the 2-year contract option for VIP. He discussed the following contract options with VIP:

- The price per mow will be \$300.00, not to exceed 20 mows for the season and will be invoiced monthly (must call for approval of any additional mows or wait for us to request if necessary). Estimated budget amount of \$6,000.00 for lawn care.
- For the maintenance and seasonal clean-ups, all work must be authorized by a board member before the work is done. All landscape costs will be itemized within the monthly mowing invoice. Estimated budget amount for maintenance costs should not exceed an estimated total of \$500.00 for the season (10 hours x \$50.00 per hour).
- No weed control or pesticide work is required of VIP as another provider has been contracted to provide such services.
- Additional work requests will be invoiced at the rate of \$50.00 per hour.
- Contract dates will be March 1, 2021 through March 1, 2023.

Dave made a motion to establish a new 2-year contract with VIP. Mary seconded the motion. All in attendance approved. Ken will work with VIP on securing this new 2-year contract.

As initially presented last month, Dino explained the three bids we have received for weed control services on the berms for the 2021 season, and his recommendations based on meeting with each of the providers. The prices are similar as well as the services. Each board member had a chance to ask questions and share experiences or comments on these providers. A vote was taken, and Spring Green was unanimously selected.

Shelly made a motion to secure a 1-year contract with Spring Green for no more than their \$750 bid amount. Ray seconded the motion. All in attendance approved. Dino will also ask about a prepay discount.

Dino talked about the new Tree Planting Guidance / Requests document that Ken drafted. To summarize, if a homeowner wants to use their personal funds and purchase trees to plant on the berms, they would submit their request using our Architectural Review Form explaining details on their tree choice (from our approved list) and plan. The document explains the submission and review process and, if approved, the expectations and requirements of the homeowner and the Board.

Ray made a motion to place this information on our website. Dave seconded the motion. All in attendance approved. Dino will coordinate with Ken on some final word editing for the document and will get it uploaded to the website.

Old Business – Dino will get with Shelly this week on sending a postcard to residents about not conducting the Annual Meeting for 2020 due to the ongoing COVID-19 situation. Next month will be Ken's last meeting before resigning from the Board. Neighbor Justin Wolf (309 Thicket Point) has expressed interest in becoming a board member that we could appoint to fill Ken's vacancy. Shelly will invite him to the December 2020 meeting where he can introduce himself and we can vote to appoint him at the beginning of the meeting.

New Business – Due to the continued speeding issues and some close calls with children (especially on Beech Street), the police were contacted in August and given license plate numbers. They have issued tickets and have increased patrol of our subdivision, including parked patrols on Beech Street from time to time. Ken and Dino have been coordinating with the Town of Normal (Wayne Hopper) regarding the traffic control issues. He has performed a traffic study of the subdivision and, based on the results, some of the street signs have changed from "Yield" to "Stop". Dino has already posted a message on Nextdoor regarding this change to our neighbors.

Ray made a motion to move the date of the December 2020 meeting to Thursday the 3rd as he would not have the financials prepared by the 1st. Shelly seconded the motion. All in attendance approved.

Adjourn – Ray made a motion to adjourn the meeting and Gary seconded the motion. All in attendance approved. Dino adjourned the meeting at 8:15 pm.

The next board meeting will be held online virtually via Zoom (due to the continued COVID-19 situation restrictions) on 12/3/2020 at 6:00 pm.