

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

Call to Order –

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

Resident to fill Ken's Board position vacancy – Ken Endrizzi has resigned from the PRHOA board as of December 1, 2020 as his primary residence will now be in Florida. Dino has received Ken's official letter of resignation and requested recommendations from the Board on any homeowners wanting to fill the remaining time of Ken's term and serve on the Board. Justin Wolf of 311 Thicket Point has offered to fill Ken's board position for the remaining period. Ray made a motion to appoint Justin as a Board member to replace Ken and Shelly seconded the motion. All in attendance approved.

At this point, the VP position is now open in Ken's absence. Ray made a motion to appoint Dave as VP and Mary seconded the motion. All in attendance approved.

Review & Approve Prior Meeting Minutes – The November 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 November 2020 Monthly Treasurer's Report. The beginning balance for November was \$12,826.90. Deposits were made for \$0.18 dividend, and \$80.00 for dues. Payments were made for \$600.00 to VIP Lawn Service for October mowing. The November ending balance was \$12,307.08.

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

We received the delinquent Annual Assessment payments for two of the remaining properties. Additionally, there are currently two outstanding past assessment that have active liens. There is also an existing lien on the vacant lot at 1707 Setter Street from non-payment of Annual Assessments from several years ago. Assessment totals of \$120.00 plus \$188.00 for lien processing is still owed on that property, but they have paid for 2020/2021. The Board discussed this specific property previously and have noted that costs will be recovered once the property is either built on by the owner or sold.

The annual PO box renewal of \$148.00 is due by December 31st, 2020. Mary made a motion to pay the \$148.00 annual fee and Gary seconded the motion. All in attendance approved.

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

- 301 Plumage Court – refinance
- 304 Labrador Lane - refinance

Houses for sale per Dave's list (per the covenants – houses must have 1400 sq ft above ground):

- 310 Plumage Court - Annual Assessment paid – SOLD – closing letter sent – FOR SALE AGAIN
- 301 Bobwhite Way - construction - Annual Assessment paid – SOLD – closing letter sent in December

- 309 Bobwhite Way – construction – Annual Assessment paid – SOLD – closing letter not requested yet
- 314 Bobwhite Way - Annual Assessment paid – For Sale -
- 7 Lots on Bobwhite Way (303, 304, 305, 306, 308, 311, & 401- Annual Assessment paid – For Sale

Architectural Review Committee / Landscaping Report – Ken, Dave, and Dino secured a 2-year contract with VIP. They met with the owner Jose and discussed the contract terms and the transition of Ken leaving and Dave taking over as main POC to work with VIP. The contract was signed with the following noteworthy changes from the previous contract:

- 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.

Discussion occurred regarding the bids and selected company Spring Green for performing weed service on the berms this coming season. Although selected, the Board wants to inquire about having any discounts apply if we pre-pay for the season. Dino will ask about a pre-pay discount. Ray made a motion to pay Spring Green for no more than their \$750 bid amount but to wait until we find out about any additional discounts that may apply. Dave seconded the motion and all in attendance approved.

General landscaping plan – Ray made a motion to table the general landscaping plan discussion until the February 2021 meeting so he can present the updated budget that includes the new pricing for VIP and Spring Green. Mary seconded the motion. All in attendance approved.

Old Business – Dino sent the information to Shelly today for what to print on the postcard notification regarding the Annual Meeting. She will print them and get to Ray for mailing.

New Business – Ray discussed the possibility of moving the monthly board meeting to the second or third week of the month due to the published bank statements not being available until on or after the evening of the 4th each month. For 2021, if we do not go with a different meeting week of the month, there will be 5 months that our meeting date falls before the 5th of the month. Ray made a motion to move the monthly meetings to the 2nd Monday of the month for 2021. Gary seconded the motion. All in attendance approved.

There is no meeting scheduled in January 2021, so our next meeting will be on February 8th, 2021. Dates for 2021 monthly Board meetings will be as follows: February 8th, March 8th, April 12th, May 10th, June 7th, July 12th, August 9th, September 13th, October 11th, November 8th, and December 13th.

Adjourn – Shelly made a motion to adjourn the meeting and Gary seconded the motion. All in attendance approved. Dino 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 2/8/2020 at 6:00 pm.

