

PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.
P.O. BOX 1044, NORMAL, IL 61761
APRIL 2021 BOARD MEETING MINUTES
Virtual via Zoom meeting, Normal, IL
April 19th, 2021

Call to Order –

- **Time:** 6:06 pm.
- **Present:** Dino Carlino (P), Gary Ferguson, Shelly Kerr (S), Ray McCormick (T), and Mary Walker.
- **Absent:** Dave King (VP), and Justin Wolf.

Review & Approve Prior Meeting Minutes – The March 2021 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 March 2021 Monthly Treasurer's Report. The beginning balance for March was \$11,214.11. Deposits were made for \$0.18 dividend. Payments were made for \$19.56 to Growing Grounds for tree root fertilizer. The March ending balance was \$11,194.73.

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

Shelly followed-up on discussion from last month's meeting regarding the \$40.00 Annual Assessment payment received by a title company for 518 Bobwhite Way from 2016. After researching the internal dues tracking spreadsheets, Shelly explained that the current homeowners purchased this house in 2016 and were sent a welcome letter with an Annual Assessment statement for the \$40.00. They paid \$40.00 on 8/1/2016 using check #1284.

Apparently, the title company had already planned to pay for this with the closing fees and recently discovered that they never sent us that \$40.00 payment. Based on this research, Shelly suggested that we apply this payment to the homeowner's upcoming 2021/2022 Annual Assessment and contact the homeowners to let them know. Dino recommended that we table this topic until the May meeting to give Ray some time to review the data Shelly presented and all agreed.

Closing Letters / Homes for Sale – Shelly issued closing letters for the following addresses in March 2021:

- 400 Gambel Court
- 401 Covey Court (refinance)

Mary presented the following list of homes for sale (per the covenants, houses must have minimum 1400 sq ft above ground):

- Lot 382 / Bobwhite Way – Sold on 4/12/21
- 304 Bobwhite Way – Sold on 4/1/21
- 305 Bobwhite Way – For Sale on 4/3/21
- 501 Sage Drive – Sold on 4/14/21

Architectural Review Committee / Landscaping Report – Architectural Review Forms (ARFs) were submitted and reviewed for the following:

- 1812 Partridge Point for a new shed. **Request was approved.**
- 303 Gambel Court for a sidewalk / walkway pour in the backyard. **Request was approved.**
- 314 Bobwhite Way for a 6' cedar privacy fence on three sides (connecting to neighbor's fence). **Request is pending.** Dino and Ray reviewed onsite, but homeowners were not home at that time. We will ask them to set the fence portion behind the downspout on the South-East corner so it does not interfere with the drainage between the houses. This will be good to approve once meeting with homeowners and modification is done on the ARF.

As discussed in last month's meeting, Dino met with Deborah Powell at 403 Wildberry Drive. He gave her a tall tree watering bag for the sycamore she purchased on the berm, root stimulator fertilizer for all three trees, and provided hands-on and written instructions to her and her son on how to care for the new trees for the next two years. She will contact us if she has any questions.

Dino discussed the current lawn and landscape status. The median at White Chapel Way has several weeds coming up, but Dino will spot spray the weeds in the upcoming week once the weather gets warmer and dryer. In addition, he contacted Spring-Green who said they will be coming out soon for the first of two treatments for the berms (first being a combination fertilizer and weed treatment). Also, VIP performed the first mowing of the season last week. Dino and Ray inspected the work; all looked well but noted the mowing could be closer to the property lines on the Linden Street berm (partly related to homeowner issues as discussed below).

While trimming and picking up the broken branches along the Linden Street berm almost two weeks ago, Gary noticed that an older but large pile of grass clippings had been dumped over the fence at 1805 Setter Street (approximately 18" high and appeared to be from last season). Dino went and talked to the homeowner Jason Polin; after some discussion, he agreed to clean up the clippings in about a week. When Dino was inspecting the mowing 12 days later, he noticed the area not only had not been cleaned up, but had fresh grass dumped again. Apparently after seeing Dino on the berm, Kristi Polin sent us an e-mail stating that they would get it cleaned up shortly.

Discussion was had to send an official letter to the homeowners regarding the issue and restating the need to clean it up or else VIP will clean it up and we will bill the homeowners for their fee. Ray began to make a motion to send a letter; however, Shelly stated that Jason sent us an e-mail today a few hours before our meeting started asking Dino to call him. She recommended we hold the motion to send a letter until after Dino talks to Jason. All in attendance agreed and Dino stated he will call Jason this week. Dino also asked Gary if he could walk the berm after the meeting to inspect the area, which he agreed.

Due to Dave being out due to illness, Dino asked Gary if he would like to be added to the Architectural Review Committee to assist Ray and Dino. Gary agreed. Dino would like Gary to attend most or all of the ARF reviews with Ray and himself so that Gary can see how the process works and to feel comfortable before Dino leaves in June.

Shelly thanked Dino, Gary, Ray, and James Kerr for the several hours they spent cutting down and cleaning up the broken branches on the Raab Road and Linden Street berms from the recent ice storms.

6. Old Business – Due to an electronic error, Dino's welcome letter file was accidentally deleted. He has most of the information to reconstruct and will do so next week. Once done, he will review it with Shelly and post it to our website. Dino apologized to the Board for the delay in finalizing this.

Dino mentioned the discussion last month regarding drafting a letter to Tentac Enterprises for review of all new construction. He recommended tabling this until the May meeting. Everyone agreed to review next month.

7. New Business – Ray confirmed our 2021 Annual Meeting reservation with Heartland Church for June 29th at 7:00 pm. We should be getting the back room as we have had in the past. Per/the request of Heartland Church, Ray will wait to make a payment to them in either May or June.

Dino stated that he will soon begin working on the newsletter for the annual mailing and will get with Ray and Shelly for their required information. He will also call the printing company for an estimate on the cost to print and prepare the mailings that will go out in May. As talked about last month, depending on the cost this year, we may need the Board to help fold and stuff envelopes before mailing if the cost to do this by the printers is too high.

Dino will work with our Webmaster Ken Splane to get this year's meeting minutes, the new welcome letter, and garage sale information added to our website.

Dino mentioned that since he will be leaving the Board in a few months, we need to find a way to create the Zoom links. Ray will do some research to see if a not-for-profit organization can create an account using Zoom. Dino also stated that we should be getting together for in-person meetings again soon anyway but should have a contingency plan to perform the meetings via/video teleconference if needed.

Finally, Dino reminded everyone that there will be two Board and officer positions to fill at the Annual Meeting in June. Dave submitted his resignation to Dino due to personal conflicts effective June 30th, 2021, so the final year of his two-year term will need to be filled. Dino asked the Board to start talking to neighbors to see any interest about filling those vacancies.

Adjourn – Mary made a motion to adjourn the meeting and Ray seconded the motion. All in attendance approved. Dino adjourned the meeting at 7:14 pm.

The next board meeting will be held online virtually via Zoom (due to the continued COVID-19 situation restrictions) on 5/10/2021 at 6:00 pm.