

PHEASANT RIDGE ASSOCIATION OF NORMAL, INC.
P.O. BOX 1044, NORMAL, IL 61761
MAY 2021 BOARD MEETING MINUTES
Virtual via Zoom meeting, Normal, IL
May 10th, 2021

Call to Order –

- **Time:** 6:05 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 April 2021 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 April 2021 Monthly Treasurer's Report. The beginning balance for April was \$11,194.73. Deposits were made for \$0.18 dividend, and \$80.00 for Annual Assessment payments. No payments were made. The April ending balance was \$11,274.91. Shelly made a motion to approve the April Treasurer's report and Mary seconded. All in attendance approved.

We received a bill from VIP Lawn Service for \$600.00 for mowing on April 13th and 22nd. Mary made a motion to pay this bill and Gary seconded the motion. All in attendance approved.

Ray 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. Ray reviewed everything that Shelly presented last month and agreed that the homeowner's overpaid their Annual Assessment. Ray made a motion to apply the overpayment as this year's Annual Assessment payment and Gary seconded the motion. All in attendance approved. Ray will draft a letter and hand deliver it to the homeowner this month.

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

- 408 Labrador Lane - refinance
- 409 Wildberry Drive – refinance
- 1817 Setter Street - refinance

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

- 311 Bobwhite Way – Sold on 5/7/21
- Bobwhite Way has construction underway on almost every lot. Except for one lot that Dino confirmed was a private sale and construction is being done by Trunk Bay builders, all other lot construction appears to be by Homes by Tentac Construction. Patrick Kniery at Berkshire Hathaway is listed as the realtor (309-826-2475).

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

- 1813 Partridge Point for a covered patio - request was approved.

- 304 Covey Court for a pergola – request was approved.
- 314 Bobwhite Way for a 6' cedar privacy fence on three sides (connecting to neighbor's fence) – request was approved.

As discussed last month regarding the weeds in the White Chapel Way median, Dino stated the weather has been either raining or too windy each time he has tried to spray the weeds with his personal Roundup. He stated that he will continue to try this week but would look at purchasing a selective weed spray and requested approval to do so. Ray made a motion for Dino to purchase a weed control spray for up to \$50.00 and Gary seconded the motion. All in attendance approved. Dino will purchase the weed control product tomorrow and try to treat the weeds this week.

Update on grass dumped on Linden Street berm behind 1805 Setter Street – Resident Jason Polin contacted Dino. He stated that he has cleaned up the dumped grass, spread and graded some dirt, then planted grass seed. Dino inspected the property and verified everything was taken care of and thanked the homeowner.

Dino noticed that overgrown weeds were all along the Constitution Trail in front of the Raab Road berm. He contacted the Town of Normal to cut down and spray. Dino will follow-up to ensure it is taken care of.

Resident Sandy Gulso contacted Dino and offered to plant some flowers (Stella D'Oro Daylillies) by the ones on the White Chapel Way median. Sandy and her husband Alan had done the original planting several years back. Dino said this would be fine but asked her to hold off until he has sprayed the weeds.

Dino mentioned the discussion from last month about VIP Lawn Care mowing/trimming a little closer behind the resident's fences on Linden Street. With Dino leaving the Board soon, he asked for someone to become the point person for inspecting the mowing and to communicate with the mowers when necessary. Gary will become the point of contact to work with Jose at VIP Lawn Care. Dino will e-mail Jose and set up a time to meet with him to go over the areas of concern along the berms.

The Board received an e-mail complaint from a resident about a front yard tree on Chuck Murray Drive that is damaged due to rot and may be a hazard to others. Ray talked to the town of Normal and they recommended that it come down. At this point, it is unsure if the Town was contacting the homeowner regarding this or not. After discussion, the Board agreed that if a similar issue occurs in the future that we will investigate the issue first and then discuss with the Board before taking action. We will follow-up next month and see if any action has been taken to remove the dying tree.

6. Old Business – Dino created a welcome letter to be sent to new residents. Shelly sent the welcome letter to all new homeowners that joined us in 2021 along with a copy of last year's newsletter. This letter and the current year's newsletter will be sent to all future new residents moving in. In addition, Dino will ensure a copy of the welcome letter is posted to the website.

Dino discussed the letter to Tentac regarding reviewing the new construction plans and asked again for a point person to architect since he will be leaving after June. Gary and Ray will discuss next week and work on a draft letter to send to Tentac. We will discuss this further and review the letter at the June meeting.

Dino is working on the newsletter and will finalize it this week. Once done, he will coordinate with Ray and Shelly for adding the annual Treasurer's Report and Budget and finalize the mail merge document for printing. Afterwards, Dino will coordinate printing with the Copy Shop; if needed, we may need to meet in person in late May to possibly stuff the Annual Newsletter and Assessment mailings. Dino will check with The Copy Shop once he finalizes the newsletter and then decide based on our budget if we will pay them to fold and stuff the envelopes for us or not.

Dino is coordinating with Ken Splane on fixing the calendar on our website. He will also add all the board meeting minutes for 2021, garage sale details, Annual Assessment due date, Annual Meeting notice, and the new welcome letter. Dino also reminded about the importance of maintaining accurate, detailed, and professional meeting minutes and noted these are published for public viewing on our website.

Ray is working on gathering info on a not-for-profit account with Zoom that will allow us to continue using this platform for our monthly board meetings without paying for an account. We will follow-up on it at the June meeting once Ray has had a chance to research this further.

7. New Business – Dino presented the item of setting the Annual Assessment. We currently have a maximum assessment limit of \$40.00. Ray made a motion to set the 2021/2022 assessment at \$40.00. Gary seconded the motion. All in attendance approved.

Dino presented that we pay Heartland Church for the Annual Meeting reservation on June 29th, 2021. Mary made a motion to pay Heartland Church \$50.00 for the Annual Meeting reservation. Shelly seconded the motion. All in attendance approved.

Dino mentioned that he contacted Officer Brad Park (our community service officer). Officer Park confirmed that he will attend our Annual Meeting. He will speak about current events happening and answer any questions.

Discussion occurred regarding the upcoming terms for board members. Due to not conducting an Annual Meeting in 2020 and in order to keep board position terms staggered, some will be renewed for a 1-year term and some will be renewed for a 2-year term. Dino, Dave, and Shelly's positions will be 2-year terms (with two vacancies to fill), and Ray, Gary, Mary, and Justin's positions will be 1-year terms. Dino will also post board vacancies on NextDoor and include them in the annual newsletter.

Dino asked if anyone on the Board objected to meeting in person again starting in June. Everyone was in agreeance without objection, but Ray noted that due to home care issues he may have to join the meeting by Zoom if that did not cause problems. Dino did not see any issues with this, so it was decided that the Board will meet in-person at Shelly's house for the June monthly meeting with Ray joining via Zoom.

Discussion regarding repeat violators of overgrown grass and posting lawn signs occurred. It was decided that we will create a letter for each of these issues to send to residents but noted that the Town of Normal can be contacted for enforcement of lawn mowing violations. Once done, Shelly can send the letters out as needed and will track for follow-up inspection and further action if necessary.

Dino mentioned that when he paid his Annual Assessment via PayPal that it is not redirecting to our "Thank You" page on our website. The transaction does go through and PayPal does send a confirmation e-mail once done. Dino will try to contact PayPal later this month to resolve and will give them Ray's contact information for future communication for the Pheasant Ridge account.

Adjourn – Mary made a motion to adjourn the meeting and Gary seconded the motion. All in attendance approved. Dino adjourned the meeting at 7:26 pm.

The next board meeting will be held at 310 Thicket Point on 6/7/2020 at 6:00 pm.