

COURTS OF RUSSETWOOD HOMEOWNER'S ASSOCIATION
("CORHA")

Board of Directors Meeting Minutes
Prospect Heights Public Library
Tuesday, February 11, 2025

Directors in Attendance:

David Rinkenberger, President/Director
Brian Pflomm, Vice President/Director
Don Guthier, Treasurer/Director
Jan Nocita, Secretary/Director
Darnell McClaney, Director
Tim Travis, Director

Committee or Advisors in Attendance: None

Call to order 7:05pm

1. **New Business.** Board's G-Mail account. Dave Rinkenberger illustrated & provided protocols for utilizing site and instructions for Directors to gain access
2. **Interim Voting Confirmation.** Since the last meeting the following items were presented for vote via email:
 - a. 2025 Financial Budget
 - Unanimous approval
 - b. HOA Policy for Dumpster Use by Homeowners
 - Unanimous approval
 - c. Holiday Decorations Storage Guidelines
 - Unanimous approval
 - d. Appointment of Jan Nocita as Board Secretary
 - Unanimous approval
 - e. February Board Meeting Date
 - Unanimous approval
 - f. Annual Homeowner Meeting Date
 - Unanimous approval
 - g. 2025 Tree Service Maintenance Contract
 - Unanimous approval
2. **Directors' Reports.**
 - a. President
 - 2025 Annual Report was filed by KSN
 - Corporate Transparency Act - Brian Pflomm will follow up with KSN to confirm documents are completed and filed as required
 - b. Vice President
 - None
 - c. Treasurer
 - Eight (8) Homeowners are delinquent in paying bi-annual assessment; follow-up procedure was discussed and will remain unchanged (letter is issued +-30 days past due date)
 - Dave Rinkenberger will set up Zelle as a payment option starting with Fall statements and Don Guthier will add this option to Fall dues invoices

- d. Secretary
 - None
- e. Directors
 - None

3. Committee & Advisor Reports

- a. Architectural - Brian Pflomm
 - Brian Pflomm will contact the following homeowners:
 - 2550 Haverhill – new dumpster on driveway this week
 - 2566 Haverhill - holiday decorations remaining on display
 - 2556 Haverhill – reminder of L-shape for newly-approved refuse can storage area
 - 2605 Radford - monitor dumpster remaining
- b. Court Captain Coordinator – Alan Travis
 - See Fence Maintenance/Beautification topics below
- c. Courtly Courtesies - Open
- d. Fence Maintenance & Beautification – Dave Rinkenberger
 - Brian Pflomm will research the possibility of a warranty from initial fence installer
 - Dave Rinkenberger will research possible solar lighting options for monument signs
 - Dave Rinkenberger will contact signpost vendor about getting renderings of proposed street and pond signs and will pursue a price reduction prior to final execution of contract
 - Dave Rinkenberger will advise the landscaping company to skip spring flower planting at monument beds for 2025 (summer only)
 - Dave Rinkenberger will research prices on refreshing rocks around pond perimeters
 - Dave Rinkenberger will obtain vendor quotes on sealcoating of four courts: Amhurst, Haverhill, Barberry and Yarmouth
- e. Website – Holly Johnson
 - Budget \$500/year for updates/security
 - Dave Rinkenberger will add policies to Rules & Regs on website re: dumpsters (Jan Nocita to draft), removing cars from courts in bad weather, and unsightly commercial vehicles parked in courts

4. Annual Meeting Preparation

- a. To be held Tuesday, April 8, 2025 at 7:00pm
- b. Dave Rinkenberger will prepare materials for Board review/approval, Don Guther will print envelopes, and Jan Nocita will print letters and complete the mailing process

5. Future Board Meetings Schedule

- a. 2025 meeting schedule was established:
 - Annual Meeting April 8
 - Board meetings June 11, October 8, November 5
- b. With the exception of the Annual Meeting, all future Board meetings will be held on Wednesdays in the large meeting room at Prospect Heights Public Library at a reservation cost of \$25 per meeting.
- c. David Rinkenberger will add the meeting schedule to the CORHA website for reference by Homeowners who may wish to attend.

6. Meeting Adjourned at approximately 8:15pm