

Meeting Notes

Notes of Community Meeting of April 7, 2005

The scheduled meeting of Parkwood Hill Homeowners Association (HOA) was held on Thursday, April 7, 2005 at the HOA Clubhouse.

*** In a closed door Executive Board meeting held from 6:30 to 7:00pm Susan McGowan was voted in as Parkwood Hill's newest board member. Her position is Secretary/Treasurer and she will hold this position for the remainder of 2005 and 2006.**

I. Call to Order

The meeting was called to order at 7:00 p.m. by Ray Metker. Board members present were:

Ray Metker
Lisa Burdick
Susan McGowan

Others present: Terrie Sims – Principal Management Group, Richard Miller – Social Committee Chair, Linda Edwards – Social Committee and representing the Finance Committee, Bryon Chesser – ACC Chair, Carey Shinnaman – Pool Committee Chair, Rick Simon – Pool Committee, Jennifer Pelton- Newsletter Committee Chair, Lance Pelton – Newsletter Committee, Reta Reed – Website Coordinator.

II. Approval of Minutes from Prior Meeting

The minutes from March's meeting were approved as written.

III. Financial Report

Operating Account (C.A.B)	\$ 107,248.38
Money Market (Beal Bank)	\$ 82,907.94
Money Market (CAB)	\$ 20,070.94
Petty Cash	543.65
Delinquency Report	\$ 18,621.17

IV. Inter-Meeting Issues

No issues this month.

V. Delinquency Report and Closed Door Hearings

Delinquencies were discussed in a closed-door meeting.

In a closed door meeting from 6:00 to 7:00 Committee Budgets were discussed and voted on:

*Social Committee – Total budget for 2005 - \$9400.00

*Architectural Control Committee – Total budget for 2005 - \$100.00

*Website Design and Development Agreement – signed, notarized and approved for the year 2005 – This agreement is for six (6) web pages at the rate of \$100 per page, for a total of \$600.00. Additional pages may be added after the completion of the above pages, subject to the same terms of the agreement, at the rate of \$100 per page. The web hosting rate for this plan is \$4.95 per month. This contract will be renewed yearly.

*Newsletter Committee – Three different budgets were presented (monthly, bimonthly and quarterly) The Board is reviewing other options that were presented by Principal Management Group which include the option of having the newsletters printed and mailed to the homeowner. A decision for Newsletter Budget will be decided by the next Board meeting scheduled for May 5, 2005.

*Pool Committee – No budget was presented at this time since improvements are still being discussed for the clubhouse. Bids will be presented at the next board meeting scheduled for May 5 and voted on by the board.

*Finance Committee- No budget was presented.

VI. New Business & Committee Reports**Petty Cash Account – Lisa Burdick**

The total in our Petty Cash Account is \$543.65, no withdrawals have been made.

Fence Extension and Stage area – Lisa Burdick

A meeting was held on March 22nd with Robert Brown of Brown's Electric at 8:30pm at the clubhouse. Those present were Robert Brown, Ray Metker, Lisa Burdick and Richard Miller. A total of 4 bids were presented by Mr. Brown for the fence extension and board members Ray Metker and Lisa Burdick chose the best bid out of 4. The board had previously reviewed 3 other bids for the fence extension prior to this meeting. Bids were also presented for the permanent stage area. The best bid out of 3 was chosen. It was agreed by the majority of the board members present to work with Mr. Brown on the fence and stage improvements. Electrical work will also be needed and discussed in the future with Mr. Brown. The final contracts were signed on March 30 at the clubhouse at approximately 9:20 am. It was also voted by the majority of Board members present that Robert Brown, being

the General Contractor on this job, would be paid a fee of 10%. Work has already begun and will be completed by the end of April. It was reported by the Pool Committee that 57% of those who voted for Pool/Recreation area improvements had shown interest in a covered pavilion. This is a possibility that could be added while building the stage area and will be discussed and decided on before the next community meeting. Signs will also be purchased informing homeowners that the soccer fields/volleyball court/recreation area is for Parkwood Hill homeowners only and can be reserved by calling PMG.

Pool Improvements – Terrie Sims

Because of the recent tragedy that happened at the Fort Worth Water Gardens, improvements have been made a requirement to all public pools, including ours at Parkwood Hill. It was necessary to bring our pool up to code. A Security-Release-Suction-Device was installed at a price of \$2920.00. This is the main pool drain which will also control pool shut off if need be. To bring the pool up to code other items will be added before the pool can officially open:

Emergency phone (outside the pool area) - \$199.00, with a monthly fee of \$27.95.

Baby changing stations will be added to both exterior restrooms.

Signs will also be added to the pool area informing homeowners of the installed improvements. Richard Miller stated that he would look into the signs for both the pool upgrades and the recreation improvements.

COMMITTEE REPORTS

SOCIAL COMMITTEE – Richard Miller

The Luau will be held on May 21st with a Mexican theme. The Easter Egg Hunt was a huge success.

POOL COMMITTEE – Carey Shinnaman

The Pool Committee submitted survey results from the survey distributed to homeowners in the last newsletter. Here are the results:

- BBQ Pits – 44% yes
- Lifeguard – 38% yes
- Vending machines – 57% yes
- Snack bar – 23% yes
- Pool games/activities – 35% yes
- Pool slide – 44% yes
- Basketball court- 68% yes
- Add trash cans – 76% yes
- Add benches/tables – 81% yes
- Dumpster for clubhouse – 27% yes
- Shade for the baby pool – 74% yes
- Pavillion with tables – 57% yes
- Reservations for soccer field – 60% yes
- Reservations for volleyball court – 52% yes

Bathroom cleaning concerns – 20% yes
 Lawn serv. Concerns- 10% yes
 Different pool hours? – 16% yes
 Age-approp. Activities – 51% yes
 Swim lessons/water aerobics – 64% yes
 Swim team – 20% yes
 Stage in field – 38% yes

Carey is looking at prices for new clubhouse furniture and also bids are being accepted for new carpet in the clubhouse.

NEWSLETTER COMMITTEE – Jennifer Pelton

The deadline for the next newsletter is April 15 at 6:00pm

FINANCE COMMITTEE- Linda Edwards

All code request changes have been made to the Balance Sheet.

Questions were asked about the 10% that was being paid to the General Contractor, Robert Brown, for the fence extension and stage area. Board members and Terrie Sims explained it is an oversight fee and stated that everything has been done by the book, following the rules of the Bylaws, before any contracts were signed.

The budget for 2005 was approved. The only committee budgets we are still waiting for are: Pool and Newsletter.

VII. Old Business

Security System for pool area and clubhouse – Ray Metker

Two bids were presented for the boards vote: Orion Security - \$11,396.65 and Honeywell Security - \$10,250.00. Both companies offer the following:

5 cameras, dome camera for the clubhouse, 6 channel DVR, 24-hour loop coverage. Ray Metker proposed that we go with Honeywell, the motion was seconded by Susan McGowan and the security system approved.

Committee goals (Plan of Work) – Lisa Burdick

With the exception of the Newsletter and Pool Committee budgets, all other Plans Of Work (committee budgets) were approved as written.

Monument Lighting – Terrie Sims

As previously stated, the wiring has been cut to the monuments at Seabury, Park Gate and Redwood. Parkwood Hill HOA paid Electroleum \$11,000.00 to repair in March of 2004 (70110 on the Balance Sheet). Terrie will contact Mike with Electroleum and request proof that work was done. **Item Ongoing.**

Audit (2003 and 2004) – Terrie Sims

Both the 2003 and 2004 have been signed off by the attorney. A correction was made to the previous minutes: **The HOA attorney is responsible for signing the audits, NOT PRINCIPAL MANAGEMENT.** As previously stated in the minutes, " An audit process checklist is to be provided to the

Board to allow them to better manage the Audit process and participants.” Nothing has been presented to date. **Item Ongoing.**

VIII. **Date and Time of Next Meeting**

The next Community Meeting will be held on May 5, 2005 at 7:00pm

IX. **Adjournment**

The meeting was adjourned at 8:30 pm