

Meeting Notes

Notes of Community Meeting of February 3, 2005

The scheduled meeting of Parkwood Hills Homeowners Association (HOA) was held on Thursday, February 3, 2005 at the HOA Clubhouse.

I. **Call to Order**

The meeting was called to order at 7:00 by Ray Metker.

Board members present were:

Ray Metker
Lisa Burdick
Steven Ransom-Jones

II. **Approval of Minutes from Prior Meeting**

The minutes from January's meeting were approved as read.

III. **Financial Report**

Operating Account (C.A.B) \$ 104,687.96

Money Market (Beal Bank) \$ 82,597.96

Money Market (CAB) \$ 20,681.48

Petty Cash TBD. Receipts need to be reviewed.

Delinquency Report \$ 20,681.48

IV. **Inter-Meeting Issues**

The following items were raised and addressed since the last meeting. All agreements were made with the written consent of all board member and are ratified and entered into the Board Minutes:

Minutes on the Website

It was agreed that an edition of the minutes (with personal information removed to protect privacy) would be submitted for

publication on the Web site.

Newsletter.

It was agreed that a newsletter committee is needed to fulfill the needs of reporting, editing and production. Jennifer Pelton was appointed as the new Chairman of the Newsletter Committee. A Plan of Work will be prepared for the committee.

The Board wishes to thank Eric for all of his hard work in producing the newsletter.

ACC

Kyle McAdams was appointed to be the required third member of the ACC.

Clubhouse

Following the vandalism, it was agreed that:

1. The combination to the clubhouse is to be changed.
2. Board members and their spouses will be trained to change the combination.
3. The clubhouse will be locked with a key (as well as the combination lock) during times that it will not be in use.
4. Rental agreements will require that the renter be present during the use of the clubhouse.

Emergency Process

It was agreed that a list of approved vendors should be prepared and distributed in case an emergency arises.

It was agreed in principal that any one board member or authorized agent will be empowered, in the event of an emergency to call out an approved vendor and to authorize expenditure (to a limit to be agreed) with an approved vendor to address the emergency without reference to the other Board members. This power is not to be used for routine maintenance.

Barriers

It was agreed to erect barriers to protect the sign from accidental vehicular damage.

V. Delinquency Report and Closed Door Hearings

Delinquencies were discussed in a closed-door meeting.

Private hearing has been set for March 3rd at 6.00pm.

Private hearing has been set for March 3rd at 6.30pm.

Attorney is to brief Board prior to hearing.

VI. **New Business**

Bids for additional security and fencing for the field will be presented in the March Board meeting.

VII. **Old Business**

Committee Goals

Terms of reference (TOR) and budget to be requested from all committees.

Monument Lighting Electrical Problems.

Permits had been cancelled. Work cannot be completed until TXU have installed the meters. It was reported that the wiring had been cut during construction. HOA should not be liable for damage caused by contractors. **Item Ongoing.**

Audit.

2002 Audit has been received.

Action: Finance committee to review and respond to board.

2001 Audit has not been received.

2003 Audit has been reported as completed but has not been presented to the board.

2004 Audit Close to completion.

It was reported by DeVolt that many of the holdups in providing the audit were due to delays of several months by Principal and the HOA Attorney in signing documents.

An audit process checklist is to be provided to the Board to allow them to better manage the Audit process and participants. **Item Ongoing.**

Resolution: New Auditor

It has proposed, seconded and passed that a new auditor should be engaged. Finance committee to evaluate new auditors for the board. **Item Ongoing.**

Pool and clubhouse access.

It was agreed that pool access should be denied to homeowners who are in arrears or delinquent with their dues. Board members will be enabled to manage badge access to the pool.

Additionally, the clubhouse should not be rented to members who are not in good standing with dues, fines etc.

New bids for card reader systems for clubhouse (compatible with that of the pool) are required.

Action: Principal to obtain bids. Item Ongoing.

Clubhouse

Carpet bids being reviewed. **Item Ongoing.**

Bids to be obtained for painting the inside of the clubhouse. **Item Ongoing.**

2005 Budget

Reviewed. To be passed to Finance Committee for review and finalization at next Board meeting. **Item Ongoing.**

VIII. Committee Reports**1. Newsletter Committee**

Jennifer Pelton has agreed, with her husband, to manage the newsletter committee. An additional volunteer has come forward.

Newsletter budgets were presented.

Bi-monthly publications are initially planned.

Best endeavors will be made to produce an edition this month or early in March.

2. Government Committee

No report was presented.

Concern was raised about the extensive Section 8 development being planned at North Tarrant Parkway and Parkwood Hill and the impact on the community.

Concern was raised about the lack of notice regarding the re-zoning.

3. Social committee

No report was presented.

4. Architectural Control committee

There are 19 requests that are outstanding for approval. These have been forwarded to Terrie.

Three applications have been received this year.

ACC are updating inventory of homeowners.

Want to take active interest in the HOA environment, including the park (scheduled for 2008) and traffic management.

5. Pool committee

Committee has reviewed goals as a part of the terms of reference.

The committee will present a number of proposals for enhancing the pool area at a future meeting. Homeowners views will be solicited.

6. Audit and Finance Committee

Role of the committee was raised and suggestions have been made. New role to be agreed at board meeting after completion of TOR.

Recommended modification to the finance reporting provided by Principal to clarify expenditure better.

It was agreed to arrange a meeting with Principal to effect the changes.

Request for report in machine editable form (e.g. Excel rather than PDF).

Some replies to questions have been received from Principal.

Feedback for FY 2005 was provided:

- Remove bank charges;
- Clarification of management fees and changes prior to agreement, based on a written and agreed DOU or renewal agreement;
- Many items are straight line estimates and not based on real schedules: e.g. Budget should reflect the schedule for cleaning charges, rather than being a flat monthly estimate;
- There is not a clear differentiation between Capital Improvements and Maintenance items. Carpet replacement and Clubhouse upgrades should be classed as capital improvement, not maintenance.

No December End of Year figures have been received.

There are no records, prior to March 2003, of interest received from savings.

2002 Audit to be reviewed and presented at next meeting.

Committee are investigating a new auditor and will present recommendations.

Undue delays in the audit have been reported as being due to the lack of signatures by Principal and the HOA Attorney.

HOA had paid for Workers Compensation. This should be investigated.

Committee to obtain an audit checklist to assist the HOA in managing future audits.

IX. Date and Time of Next Meeting

The next meeting is the annual meeting, to be held on the March 3rd 2005.

X. Adjournment

The meeting was adjourned at 10:20.