

Parkwood Hill Estates HOA Meetings

Notes of Closed Door Executive Meeting and Community Meeting of Thursday, November 3rd, 2005.

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, November 3rd, 2005. at the HOA Clubhouse.

Closed Door Executive Meeting:

Call to Order:

The Closed-Door Executive meeting was called to order at 6:05 pm by Lisa Burdick. Board members and property management members present were:

Board Members:

HOA President:	Lisa Burdick	<input checked="" type="checkbox"/>
HOA Vice President:	Bryon Chesser	<input checked="" type="checkbox"/>
HOA Secretary/Treas:	Susan McGowan	<input checked="" type="checkbox"/>

Principal Management:

Jeanice Gaither	<input checked="" type="checkbox"/>
Crystal Lee	<input type="checkbox"/>

Other Attendees:

None

Items that needed to be addressed were:

The three elected members of the Board discussed the positions and officially determined that Lisa Burdick would hold the position of President; Bryon Chesser would hold the position of Vice President; and Susan McGowan would hold the position of Secretary. The Board also decided that petty cash will be handled by Susan McGowan and meeting minutes would be maintained by Bryon Chesser.

Additional items discussed during the closed door meetings include:

Meeting with the BAC to discuss the current budget and proposed budget for 2006.

Reviewing our current vendor list.

Continuing issues with the monument.

Plan of Work submissions by the Committees.

Changing the Board and Community meeting.

Whether to post for bids within the community when work is needed. No decision was reached at this time.

Operating Accounts.

Parkwood Hill Collection Policy.

Invoices.

New ACC Chair.

Community Meeting:

Call to Order:

The Open-door Community Meeting was called to order at 7:05 by Lisa Burdick. Board members, property management members and committee chairs present were:

Board Members:

HOA President: Lisa Burdick
HOA Vice President: Bryon Chesser
HOA Secretary/Treas: Susan McGowan

Principal Management:

Jeanice Gaither
Crystal Lee

Committee Chairs:

Architectural Control: Bryon Chesser
Budget Advisory: David Kinkema
Newsletter: Jennifer Pelton
Pool: Carey Shinneman
Social: Richard Miller

Other Attendees:

Reta Reed

Approval of Minutes from Prior Meeting:

The minutes from October's meeting were approved as corrected.

David Kinkema noted that a question was brought up about a metal shed at the annual meeting. The issue has been turned over to the attorney and will be handled by the attorney's office.

Financial Report:

Operating Account (C.A.B.)	\$4,863.47
Money Market (Beal Bank)	\$43,821.55
Petty Cash	\$20,196.14
Accounts Receivable	\$26,880.24
Petty Cash	\$543.65

Old Business:

Security systems is up and running. Waiting on vendor to train Board on the use of the system. The system has a 24-hour loop and will only be reviewed when needed.

The shed in the pool area has been completed. The furniture has been stored in the new pool shed.

The monument lighting is still an issue that we are determined to resolve. The Board has asked Principal to review any payments made to the vendor working on the lights.

Carpet and furniture for the clubhouse is the next item we would like to handle now that the security system is in place. This was approved by the previous Board.

New Business:

The Operating Account was discussed and it was noted there may be an error in the number provided by Principal. The amount went down around \$34,000 from August to September. The Board asked Principal to verify the amount and see if we had an excessive number of bills in October.

The Board has not been happy with our Porter service. The Board feels there is a need to review their contract for that vendor and all contracts with all vendors. The Board has asked the BAC to review all contracts and see if there are better alternatives.

The Board determined that for pool card keys, if a homeowner purchased more than one card on the previous system, they would get an equal number of cards at no cost. Proof must be provided to the Board that additional keys had been purchased.

The Board decided to move the Board and Community meetings to the second Tuesday of the month. The Community meetings will start at 7:15pm.

The Board is asking that all committee chairs to submit a Plan of Work for 2006 to detail the committee members and what they would like to accomplish. To get a copy of the Plan of Work, please contact Lisa Burdick.

Pool officially closed 10/23/05.

With Bryon Chesser now being on the Board, there is an open position on the ACC .

Committee Reports:

Social Committee – Richard Miller

No one from the Social Committee was present.

Newsletter Committee – Jennifer Pelton

Next newsletter deadline is December 16th.

Budget Advisory Committee – David Kinkema

David has submitted a draft to the Board of guidelines for the BAC. The Board has made some suggested changes. The BAC has not had an opportunity to review the suggested changes.

ACC –

Bryon Chesser gave the report for the ACC. Two applications have been submitted in the last month. We will publicize the open position on the committee. Kyle McAdams was nominated by the Board to Chair the committee. Bryon will provide Kyle's email to Reta to add to the website.

Pool – Carey Shinneman

No one from the Pool Committee was present.

Open Discussion:

Reta Reed emailed Lisa about some questions in the newsletter regarding the newsletter. She is working on a proposed email page to add to our website to compile email addresses and homeowners preference of how they would like to receive the email. Also, she wanted to know if the Board would be interested in receiving website statistics. Reta will add a counter to the page.

We are still collecting surveys. So far, we have received approximately 11 so far. Several homeowners complained at the annual meeting that they don't feel enough is communicated as to the decisions to Board has made for improvements to the community. It was noted that a survey went out last year and less than 10% responded and even fewer people come to the Community Meetings where these items are discussed. We hope the response is better on the survey that went out with the most recent newsletter.

Reta asked that we provide her with an electronic copy of the survey for her to place on the website. Bryon will send that to her.

Adjournment:

The meeting was adjourned at 7:40 pm by Lisa Burdick.

Next Board meeting scheduled for Tuesday, December 13 at 6:30 pm and 7:15 pm for the Community Meeting.