

## Meeting Notes

### **Notes of Community Meeting and Closed Door Executive Meeting of October 6, 2005**

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, October 6, 2005 at the HOA Clubhouse.

#### **Call to Order**

The Closed-Door Executive meeting was called to order at 6:43 pm by Ray Metker. Board members present were:

Ray Metker  
Lisa Burdick  
Susan McGowan

Others attending were Jeanice Gaither and Crystal Lee from Principal Management Group.

Items that needed to be addressed were:

- Gate for pool and soccer field access will be installed by Blacksmith after the telephone line is installed by SBC. SBC has not shown up at the two previous appointments to install the line.
- Annual meeting was discussed. Check in at double gate at 5:00 pm – 6:30 pm, dinner from 6:30 pm – 7:30 pm, annual meeting at soccer field and magician for children in clubhouse from 7:30 pm – 8:30 pm and from 8:30 pm until 11:00 the band will play.

Delinquencies are discussed in the closed-door meeting between board members and PMG. Closed-door meeting was adjourned at 6:58 pm

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#### **Call to Order**

The Open-door Community Meeting was called to order at 6:59 by Ray Metker.

Others present: Richard Miller - Social Committee, Jennifer Pelton - Newsletter Committee, David Kinkema - Budget Advisory Committee.

#### **Approval of Minutes from Prior Meeting**

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

#### **Financial Report**

Operating Account (C.A.B.)	\$38,110.17
Money Market (Beal Bank)	\$63,912.32
Petty Cash	\$ 500.00
Accounts Receivable	\$28,072.49

**Inter-Meeting Issues**

No issues this month.

**Old Business**

Waiting for SBC to install the third line in clubhouse so that we can install new gate and get the security system up and running.

**New Business**

It was announced that the annual meeting this year will be combined with the Family Fall Festival. The date for the meeting is October 15, 2005 with a rain date/alternate date being November 19, 2005. The Board will still need to make quorum per the Governing Documents for the Parkwood Hill Estates HOA, in order to conduct business. It was also announced that door prizes will be given away to entice participation, and the homeowner must be present at the meeting to be eligible to win a prize. Those prizes are: 1<sup>st</sup> place; PHE HOA dues for one year will be waived, 2<sup>nd</sup> place; PHE HOA dues for ½ a year will be waived, and 3<sup>rd</sup> place; a \$50.00 gift certificate. Principal Management Group will be mailing the Annual Meeting Notices to the homeowners in September 2005.

**Committee Reports****Social Committee – Richard Miller**

Social committee has secured the band, the food, the magician and the jumpers for the fall festival. There will be no alcohol at the annual meeting.

The garage sale went well. Next event will be Santa Claus at Christmas time.

**Newsletter Committee – Jennifer Pelton**

Deadline for the newsletter is October 21, 2005 so send in your articles before then. Flyers for the annual meeting to RSVP were delivered today. Please send them back so that we can show how many people will be at the annual meeting.

**Budget Advisory Committee – David Kinkema**

David Kinkema requested that financial statements be e-mailed to him. Budget for 2006 will be ready on November 1 2005.

**ACC – Bryon Chesser**

Landscaping and patio covers have been approved in the last month. Sprinklers along Parkwood Hill Blvd need to get meters installed because the grass is dead and TXU Took out the meters and meters for the lighting of the monuments need to be installed.

**Pool – Carey Shinneman**

Friday before the annual meeting Five Star will come out and clear the pool. New clubhouse furniture will be purchased once the security cameras are in place and fully operational. Carey was given the go ahead and get bids for folding tables, sofas and chairs for the clubhouse. All bids for purchase must be pre-approved by the Board of Directors. Getting new bids for the porter for the pool and clubhouse because we are unhappy with their service. If SBC installs line on Tuesday October 10, 2005 then Blacksmith will come out on Wednesday to install the new gate.

**Adjournment**

There was nothing else brought up so the meeting was adjourned at 7:59 by Ray Metker.

Next meeting scheduled for November 3, 2005 at 6:30 pm.