

Parkwood Hill Estates HOA Meetings

Notes of Closed Door Executive Meeting and Community Meeting of April 13, 2006

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, April 13th, 2006 at the HOA Clubhouse.

Closed Door Executive Meeting:

Call to Order:

The Closed-Door Executive meeting was called to order at 6:30 pm by Lisa Burdick. Board members and property management members present were:

Board Members:

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

Principal Management:

Jeanice Gaither
Crystal Lee

Other Attendees:

- None

Items that needed to be addressed were:

- Discussed changing our newsletter vendor from Cyber-Tech to Impact Productions. All Board members were in favor and will discuss with the Pelton's at 7:00.
- Discussed fines against various households.
- Discussed A/R and the steps we will be taking to reduce the A/R.
- Discussed getting a soda machine out by the pool.
- Working with TXU to get the meters set at the monuments.
- Discussed landscaping.
- Call-notes has been canceled.

Community Meeting:

Call to Order:

The Open-door Community Meeting was called to order at 7:15 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: Kyle McAdams
Budget Advisory: David Kinkema
Newsletter: Jennifer Pelton
Pool: Carey Shinnaman
Social: Richard Miller
Web Site: Reta Reed

Other Attendees:

- Danny Scarth
- John Burge
- Jason Lam

Approval of Minutes from Prior Meeting:

Change of venue for 2006... no minutes will be read... they can be found on our website.

Financial Report:

Operating Account (C.A.B.)	\$22,228.63
Money Market (C.A.B.)	\$20,300.56
Money Market (C.A.B. NV)	\$26,227.80
Accounts Receivable/Delq.	\$32,201.51
Petty Cash	\$ 168.55
Petty Cash Checking	\$ 2,000.00

Financial report given by: Lisa Burdick

New Business:

- Community pool and field area - several concerns about teenagers sneaking in/jumping the fence. The kids are staying on the volleyball court for now but we're concerned they will move to the pool once it opens. An option has been thrown out to have a guard during the summer to monitor access. The pool has been certified by the Pool guy that it is OK to swim in now. Richard Miller asked if we have talked with other communities and if they are having similar problems. So far, we have not. Several people mentioned the gate has been propped open several times. Richard Miller suggested we take down the volleyball net and have the homeowner check it out. No other options were discussed and no action will be taken at this time.
- Vending machine at the pool - Jeanice is following up with Coke to get a vending machine put in by the pool. We requested 16oz bottles. Lance Pelton suggested we get a blue recycling bin from the City of Fort Worth to put out by the pool.
- Purchasing new tables and folding chairs and possibly another loveseat for the clubhouse - We haven't decided if we will be purchasing tables or not. We discussed getting the Rubber-Maid tables as an option.
- Our newsletters have changed - We are outsourcing our newsletter to a company that will not be charging us to print the newsletter. All we will pay is \$.13 for delivery. The newsletter will be 40% advertising which covers the cost of printing. We'll be saving over \$2,800 a year by making this change.
- Do we need to update our Beautification Guidelines? Are we abiding by the ones we have now? - The Board has asked the ACC to look at the guidelines and see if changes are needed, particularly for basketball goals.
- Richard Miller has a question about the A/R and what the balance typically is. The Board responded that it is high but we are dealing with Principal to get it reduced.
- Carey Shinnemon had a question about the park that is supposed to go in. Bryon gave the last update that he received which was the City would start on it in January of 2007.
- Danny Scarth addressed the Board and attendees. Danny was a guest who is running for Fort Worth City Council, District 4.
- John Burge addressed the Board and attendees. John spoke on behalf of Danny Scarth. John is the Treasurer for Danny's campaign.

- Jason Lam, ACC Committee member, brought up a concern about homeowners that are past due on their dues to be able to prevent them from being able to make the change. Bryon addressed the group with a concern that we may not legally be able to do that as our current Covenants do not allow for it. More research will be done on this topic.
- Kyle McAdams, ACC Chair, addressed a concern about applications for projects that are already completed and can they deny them if they feel they are in violation of the Guidelines or not in the best interest of the community. The Board was unanimous that the ACC can deny those applications

Old Business:

- Monument lighting - Ongoing, but we have made progress. We have determined our needs and Principal is committed to getting this resolved.
- Updating the marquee sign out front - We need to fix the front of the marquee so it is more accessible to change the letters. Bryon will take a look at it.
- Clubhouse renovations - what's left - Covered in the Pool Committee report

Committee Reports:

Social Committee – Richard Miller

- Easter Egg hunt went really well. We had a bounce house that was donated. Richard will put an article in the newsletter for the company that donated the bounce house. The garage sale is scheduled for the first weekend in May. The Luau is the next big event that they are looking at scheduling in June.

Newsletter Committee – Jennifer Pelton

- Deadline for next article is April 21st.

Budget Advisory Committee – David Kinkema

- Not much to report. They will look at the March financials at their next meeting. David inquired if the next audit has been scheduled. The Board requested that Principal arrange for the next audit. The committee is also looking at ways to rebuild our capital

ACC – Kyle McAdams

- Not much going on with this committee. Approved 9 apps and cleared out 2 old ones since the last Board meeting. They have streamlined the process of the committee by scanning documents and emailing them to the committee members

Pool – Carey Shinneman

- Clubhouse has been renovated with new paint and carpet. Window treatments (Roman Shades) will be put in soon and the tile around the fireplace will be replaced. A new sofa and loveseat has been purchased. We are still considering what to do about tables. We need to be more diligent about checking the clubhouse after parties to make certain people are not stealing supplies. The Pool Committee will come up with a checklist to check after each party
- Carey asked about landscaping and the Board has approved for the landscaping around the monuments to be changed which will reduce future costs of color changes

Web Site – Reta Reed

- No update

Open Discussion:

- The Board is having an Appreciation Dinner on Tuesday the 18th for the committee members as a way to say thanks for all they have done.

Adjournment:

The meeting was adjourned at 8:36 pm by Lisa Burdick.

Next Board meeting scheduled for a date to be determined at 6:30 pm and 7:15 pm for the Community Meeting.