

Parkwood Hill Estates HOA Meetings

Notes of Closed Door Executive Meeting and Community Meeting of August 10, 2006

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, August 10, 2006 at the HOA Clubhouse.

Closed Door Executive Meeting:

Call to Order:

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

Board Members:

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

RealManage:

Chris Carr

Other Attendees:

- None

Items that needed to be addressed were:

- Discussion of Delinquent accounts
- The budget cycle is coming up. The Board has agreed to give access to the Board Portal to the BAC Chair.
- DRVs
- PMG
- Sprinkler at Parkwood Hill and Basswood.
- House on Rampston
- Fence along Redwood
- Property Manager for Parkwood Hill

Community Meeting:

Call to Order:

The Open-door Community Meeting was called to order at 7:18 pm 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

RealManage:

Chris Carr

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:

- John Montou

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:

1. #717 \$ Still reconciling with PMG data.
2. #81991 \$ Still reconciling with PMG data.
3. #81992 \$ Still reconciling with PMG data.

Capital Reserve Account:

1. #81990 \$ Still reconciling with PMG data.

Financial report given by Chris Carr.

New Business:

- 7933 Stansfield fence – Car went through fence Sunday morning and the driver fled the accident. We have discovered who the driver was and the information was turned over to the Ft. Worth detective working the case. The Board will ask Lawn Enforcement of Texas to make the repairs to the fence, which will cost the association \$1,000 but we will pursue getting reimbursed by the insurance company.
- Perimeter HOA fencing – The fence from Parkwood Hill going west on Redwood until you get to Boylston sits on top of a retaining wall. The Board has asked Lawn Enforcement of Texas to submit a bid to add stone from Boylston to the end of the neighborhood and to replace the fence. The bid to do this is \$13,500 for 580' of stonework and \$7,500 - \$8,500 for 580' of wood fence. The property manager will get two more bids for the stone and fence. The Board will consider replacing the fence in sections.
- Basketball goals - We will be sending DRV letters to all homeowners that leave their basketball goals lying on the ground.
- Notification of new owners – The Board would like to be notified when the ownership of a home has changed. RealManage is working on long-term solution to provide this information. In the interim, we can look at the Lots list and sort on “Closed” column to see which ones have closed recently.
- New bank account – The Board will be opening a petty cash account with First Bank so we can have an account to pay for community events, misc. petty expenses, etc.
- The Board has a concern about a house at 7800 Rampston of which we don't know who is living there. The house shows to be owned by Freddie Mac.

Old Business:

- Monument Lights – On hold for right now. Once we are a little further along with RealManage we will have them tackle this issue and work on getting it fixed.
- Metal shed in backyard was re-addressed. The property manager and a Board representative will visit with the homeowner within the next couple of weeks to see what we can do to resolve this issue.

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

- Letters on the marquee were finally removed. Richard will order new letters that actually fit.

- John Montou volunteered to look at the Plexiglas to see if something can be done to make it easier to change the letters out.
- The fall festival will be October 21st and will be in conjunction with our annual meeting. They are planning hamburgers and hot dogs for food. The Social Committee and the Board will work out the details. King Creole has been booked for the band.
- Fall garage sale is scheduled for the first weekend in October.
- Last event will be Christmas.

Newsletter Committee – Jennifer Pelton

- Not present.

Budget Advisory Committee – David Kinkema

- Nothing to report.

ACC – Kyle McAdams

- 12 applications have been turned in since the last meeting. One was denied.
- No major issues.
- Jerry Pierce will be joining the committee as the third member.
- The Guidelines should be updated and turned in to the Board by the end of August.

Pool – Carey Shinneman

- RealManage was told the pool lights were working by the Pool Vendor, but Carey says they are coming on during the day. Chris will check into this.
- Carey has a concern about the fence panel next to the volleyball court that is over the sprinkler valves. The Board will ask Lawn Enforcement of Texas to give us their opinion if that panel is necessary.
- Carey will check into getting new nets for the soccer field. The current ones look bad.
- The lights now shut off at 10:00 pm and all facilities are now closed at 10:00 pm.
- Carey asked about putting in a basketball court. This topic has been tabled due to a lack of interest, but may be addressed in the future.
- Pool is scheduled to close October 1st.

Web Site – Reta Reed

- The Board made note that the web site looks good.
- Reta has posted some information stating that 83 card keys were deactivated for failure to pay assessments.
- A site map and search feature was added to the site.

Director Report:

- Cameras and cards – Four cameras are currently not working. The security vendor has been notified and will be out on 08/12/06 to repair the cameras. Additional card keys were also ordered. We have been issuing 5 a week.
- 83 card keys were deactivated for failure to pay assessments. If a homeowner's card key does not work, the homeowner must pay the balance of their account and then notify the Board via the boardvp@parkwoodhill.net email address.
- Two complaints have been filed with the Better Business Bureau of Dallas against PMG; one for the way they handled the liquidated damages and one for the unauthorized payment for the fence repairs. A complaint will also be filed with the Texas Attorney General within a week from this meeting.

Manager Reports:

- Pool log – We're looking at keeping a log for the pumps to keep track issues that we have since our pumps run 24/7 365 days.
- Pool light and clubhouse lights - RealManage was told the pool lights were working by the Pool Vendor, but Carey says they are coming on during the day. Chris will check into this.
- Backflow testing – City of Ft. Worth requires this. A vendor has been assigned to complete the test. The cost is \$55/valve and we have four valves.
- Ant extermination – We had an exterminator out once but need to get them back to spray around the bushes along the northeast corner of the clubhouse.
- Fence repairs
 - 7640 Murton – Repairs completed
 - 7937 Stansfield – Repairs completed
- Monument at Basswood and Parkwood Hill – Repairs were made several months ago but we have not been reimbursed by the drivers insurance. Chris will pursue this.
- Chris would like to get the minutes from the meeting sent to him after the Board meetings to be placed on the Board portal.

Open Discussion:

- No open items were brought up.

Adjournment:

The meeting was adjourned at 8:51 pm by Lisa Burdick.

Next Board meeting will be Thursday, September 14th at 7:15 pm.