

# Parkwood Hill Estates HOA Meetings

## Notes of Closed Door Executive Meeting and Community Meeting of January 12, 2006

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, January 12, 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 outstanding invoices by Outdoor Reflections.

Discussed questions on the November financials that were brought to the Board's attention by the BAC and the Board.

Discussed outstanding delinquencies.

### Community Meeting:

#### **Call to Order:**

The Open-door Community Meeting was called to order at 7:17 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 9  
Pool: Carey Shinneman :  
Social: Richard Miller 9

**Other Attendees:**

Reta Reed  
Lino Viereck  
Lance Pelton  
Dana Charpentier

**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.)	\$8,709.70
Money Market (Beal Bank)	\$26,034.85
Money Market (CAB)	\$20,229.92
Accounts Receivable	\$24,137.34
Petty Cash	\$434.98

Financial report given by: Susan McGowan

**Old Business:**

Monument Lighting - Some monuments have meters that don't work; some don't have meters; some lights have been broken; some have leaked; etc. We are addressing this. We still have some investigating to do to determine what the expense is to resolve the issue. If we get this resolved, we would like our next landscaping contractor to be responsible for checking the lights periodically.

Outdoor Reflections was given a 30 day notice as our landscaper.

Survey results are:

- Add a basketball court? 8 Yes, 6 No, 1 Undecided
- Court made multifunctional? 5 Yes, 7 No, 3 Undecided
- A new perimeter fence? 5 Yes, 10 No
- Would you like to volunteer for a committee? 3 Yes, 10 No, 2 No Comment
- Does the Board communicate effectively? 11 Yes, 4 No
- Is the communication with the management company effective? 10 Yes, 4 No, 1 No Comment
- Have you read the HOA Covenants? 14 Yes, 1 No
- Are the Covenants easy to understand? 8 Yes, 2 No, 5 No Comment
- Have you read the Beautification Guidelines? 14 Yes, 1 No
- Are the Guidelines easy to understand? 10 Yes, 5 No Comment
- Have you read the Fining Policy? 11 Yes, 3 No, 1 No Comment
- Is the Fining Policy easy to understand? 8 Yes, 7 No Comment
- Do you feel the Covenants and Guidelines are enforced consistently and fairly? 8 Yes, 5 No, 2 No Comment
- Do you utilize the neighborhood website? 10 Yes, 5 No

**New Business:**

Late last year the Board sent out a survey to all homeowners and only received 15 back, which equated to a 2.8% response rate.

Even though the majority of those responding responded favorably for adding a basketball court, the Board doesn't feel that 8 YES votes (1.52% of all homeowners) is representative of our entire community and therefore does not justify the expense. Additionally, because of the expenses we incurred last year in installing the fence protecting the soccer field and the security system for the clubhouse, the Board feels it is not the right time to under-take the additional expense of installing a basketball court this year.

Community Perimeter Fence - 10 NO & 5 YES. We have received some bids for the fence, but we are looking at a minimum of \$90,000 in expenses to upgrade the fence. Again, because of the expenses we incurred last year in installing the fence protecting the soccer field and the security system for the clubhouse, the Board feels it is not the right time to under-take the additional expense of upgrading the perimeter fence.

Clubhouse Renovation - Approval was given last year by the board. We are looking for volunteers to help control costs for painting, installing window treatments, etc. Carey will have more in her committee report.

Community Marquee - We need to look at modifying the marquee cover to aid in changing the letters out. It is currently a poor design and requires two people to change it.

Budget for 2006 - Just got final budget numbers from committees. Need to meet with the BAC to formulate total budget.

#### **Committee Reports:**

##### **Social Committee – Richard Miller**

Dana was here for Richard. Next event is Easter Egg Hunt. Richard has submitted a budget but the Board needs to meet to discuss. It is no more than last year's, but he wants to reallocate some of the monies. The Social Committee needs more volunteers. They currently have 3 members. They are wanting to see if people would volunteer for specific events. That way, they would not have to be involved all year. Kyle suggested that they utilize the Boy Scouts to help as they have to do community service.

##### **Newsletter Committee – Jennifer Pelton**

Lance was here for Jennifer. Deadline for next newsletter is February 16, 2006. Last newsletter went out without problems in one day.

##### **Budget Advisory Committee – David Kinkema**

The BAC and Board agreed to some guidelines for how the BAC will operate. The BAC hasn't met because they haven't received any new contracts or financials. The BAC had some questions for the Board that was addressed in the closed door meeting. We will email David with the answers.

##### **ACC – Kyle McAdams**

The ACC had a meeting scheduled prior to Christmas but was iced out. They met on 01/01/06 and cleared 10 applications. They have set up a new process to clear items by phone with the committee members and follow up on. There was an issue during Christmas with applications submitted and the committee not being able to meet due to the holidays. We need to come up with a process to deal with that.

**Pool – Carey Shinneman**

A committee meeting hasn't taken place for a few months, but there also hasn't been a lot to do. The Board would like the Pool Committee to be responsible for the clubhouse for all parties to make sure the doors are unlocked, the clubhouse is clean after the parties, etc. Carey will check with the committee to see if that is something they would like to do. The same people that clean the pool are now cleaning the clubhouse. Carey has received four responses on volunteering to help upgrade the clubhouse. Carey will be following up with them to see what they can do and formulate a budget.

**Web Site - Reta Reed**

Nothing new to report. Reta added a counter to let us see how many people are hitting it.

**Open Discussion:**

Light at Basswood and Parkwood Hill had the sensors put in. North Tarrant from Parkwood Hill to 377 will be shut down on 01/13/06.

The Board discussed our budget in the closed meeting and we have some work to do on delinquencies. We are going to work with our attorney to try and collect on the monies owed. Liens have been placed on homeowners and the Board is looking into foreclosing on some homes.

Lino Viereck addressed the Board about the landscaping. His company, Lawn Enforcement, has submitted a bid on the landscaping contract.

Reta Reed had a question about bids for the fence and asked if we have considered upgrading the fence in phases. The Board will consider that.

The gate to the pool doesn't close well. We need to get a better closure on it.

The fence around the soccer field has reduced calls to the police and kept youth soccer teams that don't even live in our neighborhood off our field.

**Adjournment:**

The meeting was adjourned at 8:13 pm by Lisa Burdick.

Next Board meeting scheduled for Thursday, February 9, 2006 at 6:30 pm and 7:15 pm for the Community Meeting.