

# Parkwood Hill Estates HOA Meetings

## Notes of Closed Door Executive Meeting and Community Meeting of July 13, 2006

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

### Closed Door Executive Meeting:

#### Call to Order:

The Closed-Door Executive meeting was called to order at 6:36 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

#### RealManage:

Chris Carr

#### Other Attendees:

- None

Items that needed to be addressed were:

- Delinquent accounts.
- Late fees.
- Payment method for activities.
- HOA Maintaining individual yards.
- Various checks written in the month of May.
- DRV letters / inspections.
- Pool maintenance bids and fence easement.
- Access Control.

### Community Meeting:

#### Call to Order:

The Open-door Community Meeting was called to order at 7:26 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:**

- Jair Campos
- Dana Charpentier
- Mike Snow

**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           \$ - Amount won't be available till end of month
2. #81991       \$ - Amount won't be available till end of month
3. #81992       \$ - Amount won't be available till end of month

## Capital Reserve Account:

1. #81990       \$ - Amount won't be available till end of month

**New Business:**

- Discussed meters and electric bill.
- Discussed phone bill. There is one number we can drop.

**Old Business:**

- None

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

- Dana Charpentier represented the Social Committee.
  - Not much to report as there is not much going on in the near future.
  - Fall Festival will be the next big event. The Board needs to be involved in the planning of the event since we will have our annual meeting at the same time.

**Newsletter Committee – Jennifer Pelton**

- Lance represented the Newsletter Committee. August 1<sup>st</sup> is the next deadline for the newsletter.

**Budget Advisory Committee – David Kinkema**

- Nothing to report at this time.
- Lisa is providing a copy of the May financials to the BAC tonight.

**ACC – Kyle McAdams**

- Applications are picking up.
  - 10 in May
  - 3 in June
  - 5-7 so far in July
- The ACC needs another volunteer. Bryon will discuss this with a homeowner that had an interest once before. In the interim, the Board will assist the ACC.
- There was an issue with the online application in May but that has been resolved.
- The ACC has worked on the Guidelines and should have that by the September meeting.
- The ACC would like to have a Covenants change to the number of days that they have to approve/deny an application. This would take a vote by the community.

**Pool – Carey Shinneman**

- No one represented.

**Web Site – Reta Reed**

- ACC online form and attachments is working again.
- Completed Card Key Request form.
- Completed Online Payment options form.
- Needs to know dates from Social Committee to add to home page.

**Director Report:**

- The Board asked the Committee Chairs to inform us if they can't make it to a Board meeting. If a Chair can't make it, we would like to have a representative attend.

**Manager Reports:**

- Pool lights - The lights in the pool are still not working so we need to get an electrician out here.
- ACC approvals – Discussed with the ACC.
- Porter service – Chris inquired about other service costs such as emptying trashcans on the soccer field, cleaning windows, etc. The vendor will get us a cost estimate.
- Backflow testing – Chris will be getting a vendor to test this, which is a city requirement. The cost is \$55 per valve and we have four (4) valves.

**Open Discussion:**

- There was a complaint about a property whose back yard is completely concreted in and they continually put up a clothesline that is against our CCRs.
- There was a complaint about a metal shed within our neighborhood that was accidentally approved by the ACC. The Board will go visit the home and see what we can do to correct the situation. This same home also has a clothesline.

**Adjournment:**

The meeting was adjourned at 9:09 pm by Lisa Burdick.

Next Board meeting will be August 10, 2006.