

Parkwood Hill Estates HOA Meetings

Notes of Closed Door Executive Meeting and Community Meeting of August 16, 2007

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, August 16, 2007 at the HOA Clubhouse.

Closed Door Executive Meeting:

Call to Order:

The Closed-Door Executive meeting was called to order at 6:29 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:

- Victor Ruiz - Real Manage

Items that needed to be addressed were:

- Discussion of Delinquent accounts
- Attorney update
 - 9 more homeowners are being sent to our attorney for not paying their assessments.

Community Meeting:

Call to Order:

The Open-door Community Meeting was called to order at 7:19 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: Disbanded
Pool: Richard Kessler
Social: Jennifer Pelton
Web Site: Reta Reed

Other Attendees:

- Travis Hawks

Approval of Minutes from Prior Meeting:

Change of venue for 2007... no minutes will be read... they can be found on our website.

Financial Report:

Operating Account:	\$84,000
Capital Reserve Account:	\$41,000
Petty Cash Account:	\$5,000

New Business:

- Payment processing of Assessments - Every time we have an assessment RealManage assessed them as of July 1st, though the late fee is still on the 25th. When a homeowner sends in a payment it goes to a lockbox and immediately deposits the money into the bank. At that point the payments are matched up to the appropriate accounts. If a homeowner doesn't submit the payment stub the posting to the correct account can be delayed because it then get matched up by a human and not electronically. If the account still has a balance it still gets assessed with the late fee.
- Three cars on the street that have car covers. The Board decided that when RealManage does their monthly inspections and the car covers are there more than once then they will write it up.
- House on Canyon Lands - the neighbors mowed the lawn because it wasn't being maintained. Now the lawn is turning brown. Bryon said to send the homeowner a letter telling them that they need to take care of their lawn and give them time to do it and then if it is not done we will take care of it and bill the homeowner. There is a 209 form and they are entitled to a hearing. Chris will e-mail the neighbors that mowed the lawn to inform them of the steps the Board is taking to correct the situation.
- RealManage hired a supervisor to listen in on the RA's calls. They have a dozen RAs. Complaints from homeowners that the RA's haven't taken payment over phone. RA told homeowner to contact the Association and the RA should have looked at the account and tell the homeowner that they owed money. RA has told the homeowner that they did not know why the Board turned their pool card off. If RA looks up the account and finds a zero balance then they should be instructed to call the Board. Chris called the RA's in on Tuesday and sat them down and showed them their mistakes. They have to constantly train the RAs.

Old Business:

- Marquee sign- Bryon is getting a friend who is a welder to look at the sign and he will take care of it in the next 3 weeks.
 - www.usmarkerboard.com
 - Numeritex Display
- Rainbow Play system – A discussion took place regarding the mulch that was put down due to recent news stories about mulch being combustible. The Board agreed that several items on the playground need to be repaired or replaced, such as an 11 foot slide, 6 tarps , 2 boards, baby bucket, ship wheels, and binoculars. Need to get someone out to strip it and repaint it. Lino has a powerful spray washer.
- DCC&R - Out of the responses we received it is only at 60% and they are overwhelmingly in favor for the change in DCCR's. Bryon suggests that we close it at the annual meeting.
- Annual meeting update - October 11 is the date of the meeting and Chris has secured the school for 7:00pm Bryon wants Chris to send over the proxy statement.

Committee Reports:

Social Committee – Jennifer Pelton

- Luau – scheduled for August 25th.

Newsletter Committee – Disbanded

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Budget Advisory Committee – David Kinkema

- No one present for this committee.

ACC – Kyle McAdams

- No one present for this committee.

Pool – Richard Kessler

- Wants to push for the idea for a monitor at the pool. Wants to recommend changing the cleaning service and need to replace the base of the play equipment. Some outside furniture needs replacing. Lisa suggests closing the pool at 9:00 next summer. A homeowner suggested that we put small lockers up there.

Web Site – Reta Reed

- No one present for this committee.

Director Report:

- Nothing new.

Manager Reports:

- Marquee letters – Purchased additional letters.
- Can't slam – Spring swap out – This has been fixed.
- Porter improved – The clubhouse has been fine but the pool chair states the bathrooms outside are not good. We will monitor this.
- Internet access at the Clubhouse – Coming soon but will be restricted.

Open Discussion:

- None

Adjournment:

The meeting was adjourned at 8:12 pm by Lisa Burdick.

Next Board meeting will be September 20, 2007.