

Parkwood Hill Estates HOA Meetings

Notes of Closed Door Executive Meeting and Community Meeting of December 13, 2007

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, December 13, 2007 at the HOA Clubhouse.

Closed Door Executive Meeting:

Call to Order:

The Closed-Door Executive meeting was called to order at 6:37 pm by HOA President Bryon Chesser. Board members and property management members present were:

Board Members:

HOA President: Bryon Chesser
HOA Vice President: Susan McGowan
HOA Secretary/Treas: Paul Merrill

RealManage:

John Smalley

Other Attendees:

- None

Items that needed to be addressed were:

- Discussion of Delinquent Accounts
 - Discussed accounts that are ready to receive a demand letter from the attorney. The Board agreed that everyone at that stage with an account balance greater that \$400 would receive the letter.
- Homeowner Complaint - A letter was sent out to a homeowner via email, postal mail to his address and to his attorney responding to several complaints by the homeowner pertaining to the clubhouse.
- Landscape Contract - Texas Lawn Enforcement provided a new contract for two years and the Board approved it.
- February Community Meeting – Moved to 02/07/08 due to Valentines Day.

Community Meeting:

Call to Order:

The Open-door Community Meeting was called to order at 7:17 pm by HOA President Bryon Chesser. Board members, property management members and committee chairs present were:

Board Members:

HOA President: Bryon Chesser
HOA Vice President: Susan McGowan
HOA Secretary/Treas: Paul Merrill

RealManage:

John Smalley

Committee Chairs:

Architectural Control:	Open	<input type="checkbox"/>
Budget Advisory:	David Kinkema	<input type="checkbox"/>
Newsletter:	Disbanded	<input type="checkbox"/>
Pool:	Richard Kessler	<input type="checkbox"/>
Social:	Jennifer Pelton	<input type="checkbox"/>
Web Site:	Reta Reed	<input type="checkbox"/>
Amenities:	Lisa Burdick	<input type="checkbox"/>

Other Attendees:

- John and Martha Anderson

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 Fund:	\$82,307
Replacement Fund:	\$41,847
Common Property Fund:	\$2,238
Petty Cash Account:	\$198.74

New Business:

- Newsletter
 - Veronica has a new contract for 2008. Nothing has changed from 2007.

Old Business:

- Re-key clubhouse
 - Bryon will both doors re-keyed during the Christmas break.
- Marquee sign
 - We looked into changing the design of the sign but determined a swinging door in not feasible without changing all the landscaping. We will look at framing a new piece of plexi-glass and installing a ball-bearing rail to slide the glass out.
- Marquee lights
 - We investigated adding solar lights and according to Home Depot, they don't have a solar light strong enough to light the entire sign. The bulb that would be required to illuminate the entire sign would drain the battery quickly, especially if it wasn't a sunny day.
- Rainbow Play system – new slide
 - New slide was installed. This was in addition to the original replacement parts.
- Pool issues
 - The February Community Meeting will be devoted to this. An ad will be in the Jan/Feb newsletter inviting the public to attend the meeting to discuss the pool issues.
- Irrigation leak in play area
 - There is a leak somewhere inside the fence and Lawn Enforcement will get someone out here to scan and find the leak.

Committee Reports:

Social Committee – Jennifer Pelton

- Committee not present

Newsletter Committee – Disbanded

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Budget Advisory Committee – David Kinkema

- Committee not present

ACC – Open

-

Pool – Richard Kessler

- Committee not present

Web Site – Reta Reed

- Committee not present

Amenities – Lisa Burdick

- Committee not present

Director Report:

- Nothing new to report

Manager Reports:

- Nothing new to report

Open Discussion:

- John and Martha Anderson inquired about the status of their ACC application. They stated they had mailed their application to RealManage back in November. John confirmed that RealManage had received it and would get it to the Board.

Adjournment:

The meeting was adjourned at 8:21 pm by HOA President Bryon Chesser.

Next Board meeting will be Thursday, January 10, 2008.