

## Parkwood Hill Estates HOA Meetings

### Notes of Closed Door Executive Meeting and Community Meeting of February 8, 2007

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, February 8, 2007 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

##### RealManage:

Chris Carr

##### Other Attendees:

- None

Items that needed to be addressed were:

- Discussion of Delinquent Accounts
- Storage Pod
- Attorney Update
- DCC&Rs

#### Community Meeting:

##### Call to Order:

The Open-door Community Meeting was called to order at 7:20 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
- Graylon Seary

**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:**

- There was damage to the clubhouse last year. The responsible party has paid for the damages.
- New nets were bought for the soccer fields and we have asked the teams that are using the fields to donate \$20. We have currently collected \$60.
- Current Operating Balance - \$84,000
- Estimated Expenses between now and June 30, 2007 - \$94,000. Delinquencies are high right now due to the January assessment so we should be able to cover the expenses.

**New Business:**

- Soccer Goals – Fees (see Financial Report)
- Alcohol
  - In the past the Association has provided alcohol at the Luau, which is an adult only party. The Board decided that we would not provide any alcohol for future events. We also discussed not having a Luau or any social event due to poor attendance and the high delinquencies.
- Occupancy Permit
  - The permit was located and the City of Fort Worth will be providing it to us.

**Old Business:**

- DCC&Rs
  - The Special Meeting will be called either April 16<sup>th</sup> or 23<sup>rd</sup> depending on availability of locations, to vote on the updated DCC&Rs. This meeting will last for one week. The first night will be at possibly one of the schools in our area, and the remaining meetings will be at the clubhouse. We need volunteers to help with this effort. The Board and Committees have spent much time rewriting these documents and we feel they are much improved.
- Pool/Porter Bids
  - 5 Star – Pool \$922.50/visit including chemicals = \$11,070, Porter \$25.75/visit for 134 visits = \$3,450.50
  - Sparkling pool - \$1,250/visit = \$15,000 + clubhouse
  - Diamond Head - \$283 = \$3,000 + chemicals + clubhouse
  - Robert's Pool – Didn't submit a bid

- John asked why we aren't bidding out the porter service separate than the pool service. Chris will check with some other services that do just this type of service. The Board has decided to award 5 Star with the pool contract, but put the porter service on hold till we get additional bids from janitorial services.
- Redwood Trail Safety Committee
  - It appears that there are three residents, one from our community that has started this safety committee. They got a meeting with the City and John attended their last meeting and sent the Board some information from the meeting. At the meeting, the results of a speed study were presented and options were given out for what they could do. The study showed that 85% of the traffic was going 39.1 mph. This did cause some concern with the city so a stop sign was put in. Since the stop sign was put in, a second study was done and the speed went up to 39.6 mph. The city official could not explain the increase in speed. There are options, but the City Council will have to change the description of the road and a vote of the residents along Redwood Trail would be required.
- Perimeter Fence Policy
  - The Board has adopted a rule change related to expenses of the perimeter fence where the homeowner that lives inside the fence will share in the maintenance expense. All other homeowners that live in the interior of the community are responsible for half of their expense repairs. We feel that the association should not have to pay for all of the exterior fence repairs. The Property Manager drafted a policy for the Board and the Board agreed with it.

### **Committee Reports:**

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

- Easter Egg Hunt – Scheduled for March 31, 2007, but may be cancelled if delinquencies do not improve.
- Luau – Scheduled for May 19, 2007, but may be cancelled if delinquencies do not improve.

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

- Jennifer will be writing a letter for the newsletter stating our social events are in danger of being eliminated.
- Next newsletter deadline is April 1, 2007.

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

- John Montou represented the BAC. Chris Munizza has joined the BAC.
- The BAC met and looked at the last financials and asked about the following:
  - Why were some late fees waived? The Board responded that when the property management was transitioned from Principal Management to

Real Manage that there were many inaccuracies in the data that was provided by Principal. We had to clean that up.

- What was the \$6,900 in “other” income from? Chris had asked the accountant about that as well and explained this to John, providing the details on the account.
- What are the administrative, legal and professional expenses? Chris explained there are three expenses for RealManage: monthly management fee, flat monthly administrative reimbursement fee, and collection fee. Some the legal fees and professional fees are for attorneys that are collecting on delinquent accounts and for things like tax filings, etc.
- What was the \$16,000 on the Statement of Cash flows? This was taken out of our reserve fund and placed in our operating account to fund operations.
- Would the Board consider moving the Board meeting to another night?

**ACC – Kyle McAdams**

- ACC Committee was not represented.

**Pool – Carey Shinneman**

- Pool Committee was not represented.

**Web Site – Reta Reed**

- Web Site Committee was not represented.

**Director Report:**

- One camera is still not working in the clubhouse and the one that is, is not infrared.
- Pool cards will be deactivated for all delinquent accounts.

**Manager Reports:**

- Nothing new to cover.

**Open Discussion:**

- Mr. Seary attended the meeting to discuss his account. He expressed his desire to get his account cleared up. The terms he is offering is \$300.00 down and \$125.00 a month for 6 months and reevaluate his account after that. The Board stated we would accept these terms as long as we can do a direct withdrawal from his account. Chris will contact the attorney that is handling this account to determine the exact amount and report that to Mr. Seary by Friday, February 9, 2007. Mr. Seary will consider our offer over the weekend and respond by Monday if he accepts our terms.

**Adjournment:**

The meeting was adjourned at 9:30 pm by Lisa Burdick.

Next Board meeting will be Tuesday, March 6, 2007.

