

# Parkwood Hill Estates HOA Meetings

## Notes of Closed Door Executive Meeting and Community Meeting of July 12, 2007

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, July 12, 2007 at the HOA Clubhouse.

### Closed Door Executive Meeting:

#### Call to Order:

The Closed-Door Executive meeting was called to order at 6:33 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
- Lisa Burdick is stepping down from the Board this fall when her term expires and she would like to stay involved in the community. The Board agreed, at Lisa's request and offering, to act as the Amenities Coordinator to assist with clubhouse/soccerfield/volleyball court reservations and to assist the Board and Pool Committee with any item pertaining to the pool during the day.

### Community Meeting:

#### Call to Order:

The Open-door Community Meeting was called to order at 7:15 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:

- Lance Pelton and kids
- Bill Buchholz

### **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:	\$77,019.97
Capital Reserve Account:	\$26,155.79
Petty Cash Account:	\$513.13

### **New Business:**

- Marquee sign
  - [www.usmarkerboard.com](http://www.usmarkerboard.com)
  - Numeritex Displays
  - Changing this out comes down to two things: flavor and price. We are first going to see if we can reconfigure the existing sign before we look at replacing it.
- Clubhouse non-refundable deposit
  - The Board has agreed to not charge a fee for using the clubhouse for now. The clubhouse has been used a lot and has taken a beating, but it is fine for now.
- Extra Pool Visits, 4 times a week
  - The Board has agreed to hold off on an extra visit for now. Currently, the pool is getting serviced on Monday, Thursday and Saturday, but we think the rain we have been receiving was causing the issues.
- Budget items for 2008
  - RealManage will be getting us a draft budget in early August. In the budgeting process, RealManage will look at the unused items and incorporate a wish list and incorporate that into the 2008 budget to see how it would affect us.
- Website Issues
  - Homeowners are complaining that they are submitting key card requests and getting a confirmation, but the Board is not receiving them. Our website coordinator was notified of this.
- Kant Slam
  - Both Kant Slams are broken on the gates and Chris has called them and they will be out in a few days to fix them.
- Porter
  - The Board is not happy with our Porter service. There are many times we have no toilet paper, soap, etc. Chris will talk to the Porter about this.
- Landscaping
  - We have two trees that are dead and the mulch around the playground equipment and beds need to be replaced. We will get a bid from our landscaper for both.
- Playground
  - We need some work done on the tarps and the slide. Chris will call Rainbow and see if we can get them out here to fix both.

### **Old Business:**

- DCC&R
  - There is an article in the next newsletter about our DCC&R changes.
- Internet access at the Clubhouse
  - Working on getting Internet access set up.

## **Committee Reports:**

### **Social Committee – Jennifer Pelton**

- Luau is the next big event on August 25<sup>th</sup> from 7:00 – 10:00pm. The committee has volunteers to assist with the event. They are estimating 200-300 people will attend. Jennifer presented the Board with a list of expenses for the event.
- Movie night will be another event coming up. Jennifer's company will provide the equipment. They are planning on having a teen movie night on Thursday, July 26<sup>th</sup> and family movie night on Saturday, July 28<sup>th</sup> and.
- Chris will move some money into our petty cash account to cover our expenses for the events.

### **Newsletter Committee – Disbanded**

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

- The BAC stated that they are impressed with how the Board has managed our funds this year and suggested that we consider looking at setting funds aside to replace some aged items, such as the fence. They suggested that we set up a specific fund for this since it is such a large expense where the funds cannot be touched.

### **ACC – Kyle McAdams**

- The ACC hasn't been real busy with applications. The ones they have received the homeowner is not allowing adequate time for the ACC to meet and approve them. For example, they homeowner is submitting the app and wanting an approval within just a few days.
- The ACC has noticed that homeowners are doing landscaping that is not approved. It hasn't been a problem yet but they are monitoring it.
- The ACC has started a "Yard of the Month" program sponsored by ProMowing.com. The winner will receive a \$50 gift certificate from ProMowing.com to be used for mowing or landscaping labor (materials not included).

### **Pool – Richard Kessler**

- Pool Committee member was not present.

### **Web Site – Reta Reed**

- Reta has been putting news from the City of Fort Worth's website and from the City of Keller on our website. This has been a good addition.
- Reta will put a notice on the website that if homeowners want to receive our monthly meeting announcement they can contact RealManage and give them their email address and Chris will get the announcement sent to them each month via email.

## **Director Report:**

- Out new Pool Chair has been doing a great job on checking the pool on a daily basis.
- The Board needs to decide on an annual meeting date and time. Chris will check on the intermediate school to see if it is available on October 11, 2007.

## **Manager Reports:**

- New access cards had to be ordered due to how many cards we have issued this summer.
- A change is coming to the RealManage website that will let our vendors submit invoices via their website which will go directly into their payable system and aid in getting the vendor paid faster.

- RealManage has hired an inspector to look at our property. They currently inspect the neighborhood twice a month. Chris will look at it once and the new person will do the second inspection each month.

**Open Discussion:**

- Nothing brought up.

**Adjournment:**

The meeting was adjourned at 8:30 pm by Lisa Burdick.

Next Board meeting will be August 9, 2007.