

Parkwood Hill Estates HOA Meetings

Notes of Closed Door Executive Meeting and Community Meeting of April 10, 2008

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, April 10, 2008 at the HOA Clubhouse.

Closed Door Executive Meeting:

Call to Order:

The Closed-Door Executive meeting was called to order at 6:40 pm by 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:

Christy Gutierrez

Other Attendees:

- John Smalley
- Steve Wiggins – Seawinns Security, Inc.

Items that needed to be addressed were:

- RealManage
 - RealManage has opened a Fort Worth office and John Smalley will no longer be our Property Manager. That responsibility will now rest with Christy Gutierrez.
- Security Vendor
 - Steve Wiggins from Seawinns Security, Inc. (Seawinns) met with the Board to discuss Security Guard options at the pool this summer. The Board has decided to give Seawinns the contract for monitoring the pool. Seawinns will begin monitoring the pool on 05/03/08 and be there every Saturday and Sunday till the week of 06/01/08 where they will be there six days a week till school resumes in the fall. Seawinns will rotate a day off during the week. The hours of the pool monitor will be 2:00pm till 10:00pm.
- Pool Passes
 - Initial Distribution – The Board decided to pass out up to four guest passes, but we will ask the residents if they need that many first and hand out as few as possible.
 - Clubhouse Parties – The Board came to a decision to modify the reservation form for the clubhouse to ask a question if the homeowner intends to allow their guests to use the pool during reservation times at the clubhouse. If the response is yes, there will be a \$50 charge in addition to the \$50 deposit where the homeowner will be asked to provide two \$50 checks. One will automatically be deposited to cover the cost of the guests and as always, the other will be returned if the clubhouse is properly maintained.
- Landscaping
 - We were notified by our landscape vendor that the company that was subcontracted in 2007 to spray the common areas with weed control and fertilizer was not doing so. We will do what is necessary to get reimbursed for the cost of the treatments that did not take place.
- Delinquent Accounts
 - Currently, we have 55 accounts that are delinquent.

Community Meeting:

Call to Order:

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

Christy Gutierrez

Committee Chairs:

Architectural Control: Kyle McAdams
Budget Advisory: David Kinkema
Pool: Richard Kessler
Social: Open
Web Site: Reta Reed
Amenities: Lisa Burdick

Other Attendees:

- John Smalley
- Chari O'Brien

Approval of Minutes from Prior Meeting:

All previous minutes can be found on our website.

Financial Report:

Operating Fund:	\$ 128,045
Replacement Fund:	\$ 42,153
Common Property Fund:	\$ 2,162
Petty Cash Account:	\$2,404.61

New Business:

- RealManage is looking into a home on Haun that is building a large shed in their back yard and we have not received an ACC application for it.
- Access Card – RealManage received a strange request for a pool card in which the alleged homeowner said the card was not working. The card is active in the system so RealManage will follow up.
- Insurance – It was time to renew our insurance. The new agreement was signed by the Board.
- Fence repairs – There was some fence damage with the storm that came through the night before. RealManage will get a vendor out to do repairs.

Old Business:

- Clubhouse bids – The Board selected a vendor and repairs began last week.
- Re-key clubhouse – The Board has decided to not re-key the clubhouse locks. This item is considered resolved.
- Newsletter – The last newsletter was delivered on time. This item is considered resolved.
- Marquee Sign - This item is considered resolved.
- Clubhouse Cleaning - This item is considered resolved.

Committee Reports:

Social Committee – Open

- No report given.

Budget Advisory Committee – David Kinkema

- Committee member not present.

ACC – Kyle McAdams

- Committee member not present.

Pool – Richard Kessler

- Committee member not present.

Web Site – Reta Reed

- Web site Host changed servers on us and we are also having some issues with AT&T blocking the IP address of our mail server. We will monitor the issue for further occurrences.

Amenities – Lisa Burdick

- Nothing new to report.

Director Report:

- Nothing new to report.

Manager Reports:

- Nothing new to report.

Open Discussion:

- None

Adjournment:

The meeting was adjourned at 9:25 pm by Bryon Chesser.

Next Board meeting will be May 8, 2008.