

# Parkwood Hill Estates HOA Meetings

## Notes of Closed Door Executive Meeting and Community Meeting of June 12, 2008

The scheduled meeting of Parkwood Hill Estates Homeowners Association (HOA) was held on Thursday, June 12, 2008 at the HOA Clubhouse.

### Closed Door Executive Meeting:

#### Call to Order:

The Closed-Door Executive meeting was called to order at 6:10 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:

- None

Items that needed to be addressed were:

- Violations
- Discussion of Delinquent accounts
- Electronic Card Keys
- Newsletter Options
- Monument Lights
- Parking Lot Signs
- Playground Equipment Bids
- Porter Service Bids

### Community Meeting:

#### Call to Order:

The Open-door Community Meeting was called to order at 7:16 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   
Social: Open   
Web Site: Reta Reed   
Amenities: Lisa Burdick

#### Other Attendees:

- Officer Tammy Townes

- Myron Pullum
- Tatyanna Swales
- Debbie Harrison
- Kent Penny
- Pat Helmich
- Kelly Wilde
- Diana Furman
- Hattab Alshudifat
- Gracie Martinez
- Lori Davidson
- Yolanda Lopez
- Lance McGowan

### **Approval of Minutes from Prior Meeting:**

All previous minutes can be found on our website.

### **Financial Report:**

Operating Fund:	\$97,126
Replacement Fund:	\$42,252
Common Property Fund:	\$2,123
Petty Cash Account:	\$2,500

### **New Business:**

- Electronic Card Keys
  - It has been five years since all of the electronic card keys have been replaced and the data we have was based off of the information provided to us by Principal Management Group (PMG). There are currently more keys in the system than should be due to lost or misplaced cards and bad data provided by PMG. At the current rate of replacing cards, the system will run out of space in approximately 8 months. Bryon recommended that we purchase 1,000 new cards and next year, when we pass out the pool passes, that we eliminate all cards from the system and pass out new cards to every homeowner, equal to the number they currently have. The Board agreed.
- Newsletter Options
  - The newsletter provider has once again become unresponsive. She failed to get a correction in the last newsletter even though she was notified of the error twice. She has also failed to respond to emails sent by Bryon Chesser inquiring about the error and why it was not corrected and his request to receive a soft copy of the newsletter. Bryon has recommended that we terminate the contract based on the termination clause and go to an online only version that the Board will maintain. The Board decided to look into the services that RealManage provides for printing a newsletter. Christy will get the cost for.
- Monument Lights
  - Each month we are paying around \$80 a month for the meters sitting at monuments where the lights do not work. We know for certain that the electricity to some of the monuments has been severed, but we don't know where. The cost to repair these lights is very high. Bryon has recommended that we cancel all monument lights except for the monument at the entrance to the association off of Basswood and at the clubhouse. Bryon will get Christy a list of all intersections where meters aren't working and contact the electricity provider to see about getting them fixed.
- Parking Lot Signs

- The signs have been made to post in the parking lot of the clubhouse stating that parking in the lot between the hours of 11:00 pm to 6:00 am will not be tolerated and cars will be towed at the vehicle owners expense. Bryon recommended that we use the same vendor that power-washed and re-stripped the parking lot to install the signs on metal posts. The Board agreed.
- Homeowner Concerns
  - Myron Pullum – Reimbursement of fees
    - Mr. Pullum did not attend the meeting. In his absence, the board discussed the issue and determined to not reimburse the fees charged to his account.
  - Tatyana Swales- Pool Disturbances
    - On May 30, a disturbance took place at the pool between Ms. Swales and the Pool Monitor. Due to the severity of the disturbance, Ms. Swales pool privileges have been suspended for the summer.
  - Debbie Harrison- Pool Disturbance and guest passes
    - Ms. Harrison did not receive her guest passes when she requested them online. When she showed up with guests, the guests were not allowed to swim. A minor disturbance took place between Ms. Harrison and the Pool Monitor which resulted in her pool privileges being revoked for a week. The Board acknowledges that the initial error of not providing the guest passes solely falls on the Board and offered our apologies to Ms. Harrison for the situation. Guest passes were provided to Ms. Harrison and all privileges reinstated.
  - Kent Penny – general concerns
    - Mr. Penny had some general concerns related to the Pool Monitor and expressed those concerns to Bryon Chesser both on the phone and in person prior to the meeting as well as at the meeting. In the closed session of the Board meeting, the Board documented all known concerns with the Pool Monitor and outlined the issues to address with the Pool Monitor.

**Old Business:**

- Playground Equipment Bids
  - Christy, our Property Manager, met with several vendors to get bids on repairing and/or replacing the playground equipment. We have received one bid to replace the equipment at a cost of \$45,000. At this time, that action is not feasible. We are still waiting on the other bids to come in.
- Porter Service Bids
  - We have had a few issues with the bathrooms not getting cleaned and have asked our Christy to get new bids on the Porter service.

**Committee Reports:**

**Social Committee – Open**

- No Report

**Budget Advisory Committee – David Kinkema**

- Committee Chair not present. No report given.

**ACC – Kyle McAdams**

- Committee Chair not present. No report given.

**Web Site – Reta Reed**

- Reta inquired with those present if there were any changes needed to the website to add content or clarify existing content. No suggestions were provided from the floor.

#### **Amenities – Lisa Burdick**

- Lisa has been working with the HOA for 7 years and last summer was the worst in terms of the pool. She was called up to the pool practically every day. She stated that having the Pool Monitor was a great decision by the Board.

#### **Director Report:**

- None

#### **Manager Reports:**

- None

#### **Open Discussion:**

- Hattab Alshudifat has a concern about the Bluewater Lake, Lawnsberry, Parkwood Plaza intersection and people not stopping at the intersection during the morning hour of 6:00 am and evening hours of 5:00 – 8:00 pm. Pat Helmich concurs with the issue. They would like to entertain the process of installing speed bumps. Officer Townes addressed the issue and stated she would try to get more patrol presence at that intersection during the stated hours.
- Lance McGowan asked about mineral rights. The closing documents state that the developer retained all mineral rights.

#### **Adjournment:**

The meeting was adjourned at 9:30 pm by Bryon Chesser.

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