

PANTHER CREEK 2008 Annual Meeting



Agenda

- *Welcome & Introductions - Chair*
- *Roll call, proof of notice - President*
- Approval of 2007 Annual Meeting Minutes
- Board of Director's Report
- Vote on By-Laws, Articles of Incorporation- President
- Election of Directors – Chair, Nominating Committee
- Committee Breakout
- Questions & Answers – President and Board
- Door Prize
- Adjourn

BOARD INTRODUCTIONS

President	William	Woodard
Vice President	Christopher	Showman
Treasurer	Brian	Reinhardt
Treasurer	Eric	Ciminski
Secretary	Jeanne	Rubin
Secretary	Jennifer	Hampton
Chair	LeRoy	Myrben

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Meeting Minutes

PANTHER CREEK ASSOCIATION OF HOMEOWNERS, INC.
ANNUAL MEETING MINUTES
December 19, 2007
Sem Elementary School
12721 Honey Grove Drive, Frisco, Texas 75035

ATTENDEES:

SBB –

Betty Crudden, Community Manager
Adam Sabourin, Administrative Assistant
Jane Evans, Administrative Assistant

Welcome and Call to Order

The Annual Meeting of the Panther Creek Homeowners Association, Inc. was opened by Chairman Lee Myrben and turned over to President Bill Woodard to conduct the meeting. The meeting was called to order at 7:05 p.m., and a quorum was established.

Lee Myrben thanked everyone for coming and gave a brief overview of the pizza, child care and restrooms at the facility. He introduced the other members of the Board of Directors and members of the SBB Management Company team. Nicole Derrick was introduced. Nicole is with Chase Bank, who sponsored the pizza and water for the meeting. Several current and former City of Frisco officials were present, and they were introduced: Mayor Mike Simpson; Councilman Dr. Jim Joyner and Tony Felker; Voter Registrar, Isabel Sem; former Mayor of City of Frisco and candidate for US House of Representatives, Kathy Seei; former Councilman of City of Frisco and candidate for Mayor of Frisco Maher Maso and candidate for County Commissioner Victor Manuel. The Committee Chairpersons were recognized: Robert Guthrie (Architectural Control), Bill Milford (Covenants), Scott Greer (Safety), Adam Williams (Communications), Evelyn Harvey (Pool), Ariel Ortegón (Beautification) and Amber Wilson (Social).

Proof of Notice and Approval of 2006 Minutes

Bill Woodard acknowledged the proof of notice for the meeting. He then asked for any questions regarding the Minutes from the 2006 Annual Meeting. There were no questions. A motion was made, seconded and unanimously approved to accept the 2006 Annual Meeting Minutes with no revisions.

Updates and Old Business

The Committee Chairpersons then gave reports of the activities of their committees for the past year and expectations for 2008.

Board members discussed other aspects of the Association's operation. Eric Ciminski reported on the financial audit. Jeanne Rubin reported on the Reserve Study. Bill Woodard briefly

Meeting Minutes

(continued)

discussed the difference between PID assessments from the City (reimbursement of PID improvement installations) and from the HOA (maintenance of the PID improvements). Jennifer Hampton explained about the upcoming breakout into committees and urged everyone to talk with a committee, whether or not they felt they could volunteer.

Mayor Mike Simpson spoke and was complimentary to the Panther Creek Estates HOA for the good attendance at the meeting. He briefly discussed upcoming nearby road projects including Preston Road (this is a state road project, although the City will be doing the fifth and sixth lanes) and Eldorado Parkway from the Tollway to Preston. The Mayor stated that the city was happy to attend community meetings and would even host a meeting on a specific city topic if desired.

The meeting broke out into individual committee discussions for approximately 10 minutes. When members had regained their seats, Treasurer Brian Reinhardt gave a brief report. He explained that the Association is in good financial shape. Brian mentioned that the Board would be bidding out major contracts in 2008, including management, landscape/irrigation maintenance and pool maintenance. Brian briefly stated that the Board is investigating possible additional improvements to the pool area including the addition of a card key reader system, expanding the current pool and/or the addition of a spray park area.

New Business

Covenants Committee Chair Bill Milford spoke on the proposed changes to the Panther Creek Association of Homeowners, Inc. Bylaws. The proposed changes are mostly minor to correct spelling or subdivision name. One change allows the Board to set the Annual Meeting date up to ninety (90) days prior to fiscal year end rather than the thirty (30) days currently allowed.

President Bill Woodard asked for questions regarding the proposed changes to the Bylaws. When no questions were presented, he asked for a motion to approve the changes. The motion was made, seconded and unanimously approved.

Contest and Drawing

Chairperson of the Beautification Committee, Ariel Ortegon, announced the winners of the holiday decorating Yard of the Month contest for December. The winners are the Duffy home at 11441 Kingsville and the Thomas home at 11755 Snyder. The Coleman home at 11698 Mansfield was named runner up.

Drawings were held for door prizes. The winners were: Chris Wood, Dionne Tippawang, Josie Medina and Michelle Duffy. Vijay Cancharla was the winner of the prize donated by William Burns of Liberty Mutual.

Adjournment

The meeting was duly adjourned at 8:25 p.m.

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Board of Director's report

2007/08 Accomplishments:

- The Board of Directors of Panther Creek Estates Homeowners Association wishes to thank all the Committee Members for their hard work as well as our partners at Real Manage and all the contractors, vendors and individuals who have helped make 2008 another successful and productive year at PCE!
- Accomplishments
- Attended City town hall meetings and Mayor/HOA President meetings
- 3 Homeowners part of City of Frisco Assistance Code Team (FACT) program
- Authorized our second financial Audit and continued funding our Reserve Account
- Approved and attended HOA social events
- Worked with builders and developer regarding trash and maintenance of vacant lots and with City of Frisco regarding Buescher bankruptcy
- Walked the community with the management company and the landscape maintenance firm to understand the common property history and issues
- Received bids and hired an electrician to repair and maintain community lighting
- **Researched, studied, interviewed companies, reviewed bids and hired new Management Company- Real Manage**
- **Researched, studied, interviewed companies, reviewed bids and worked with Beautification Committee to hire new Landscape Company- Haven Landscaping**
- Approved , reviewed bids and contracted to have missing sidewalks installed on Round Mountain and Whitesboro
- Reviewed and approved bids for several common area improvements including adding color to entrances
- Purchased and installed 3 temporary shade structures for pool
- Reviewed bids and hired Security Guard for Pool
- Expanded Security Guard duties to include driving patrols of neighborhood
- Purchased bench for under gazebo at Hillsboro Entrance
- Conducted and analyzed community amenity survey of 268 residents
- Moved website to new hosting company and improvements to site
- Met with Accountant to discuss finances and become educated on rules governing not for profit organizations
- Work in progress
- Analyzing HOA finances, updating budget
- Researching feasibility, working with PID Board and soliciting designs for adding a Spray Park or second Pool to the community
- Researching permanent signage to display website and radio station information
- Soliciting design for improvements to Hillcrest area
- Ongoing Board Activities
- Discuss, respond and take action as appropriate regarding homeowner requests
- Maintain an HOA website, radio station and produce bi-monthly newsletters
- Act as liaison and provide guidance to the HOA committees
- Review committee minutes and take action regarding recommendations
- Attend monthly Board and committee meetings
- Review and approve HOA monthly financial statements
- Review expenditures and investigate ways to ensure the HOA is receiving the best value in all areas
- Review and update Board priority list monthly
- Review guidelines and work with management company to see that issues are addressed
- Drive or walk the community frequently, noting areas or issues that require action
- Generate and/or respond to a dozen or more HOA-related emails each week



2008 Financial Summary

Financial Summary [↻](#)

[More.](#)

		September 2008 - YTD				Performance Indicator
		Budget (\$)	Actual (\$)	Var. (\$)	Var. (%)	
Operating Fund Revenue and Expense Summary	Revenue	257,084	292,920	35,836	14%	↑
	Direct Expenses	135,510	173,599	38,089	28%	↓
	G&A Expenses	92,212	79,702	(12,510)	(14%)	↑
	Other Expenses	29,363	42,076	12,713	43%	↓
	Total Operating Expenses	257,084	295,377	38,293	15%	↓
	Net Surplus/(Deficit)	00	(2,457)	(2,457)	0%	→
		Previous Year End (\$)	Current Month End (\$)	Change (\$)	Change (%)	Performance Indicator
Consolidated Fund Balance Sheet Summary	Assets	643,347	739,600	96,253	15%	
	Liabilities	75,724	140,722	64,998	86%	
	Operating Fund	238,484	272,168	33,684	14%	↑
	Replacement Fund	323,050	306,822	(16,228)	(5%)	↓
	Common Property Fund	00	00	00	0%	→
	Total Fund Balances	567,623	598,877	31,254	6%	↑
	Liabilities & Fund Balances	643,347	739,600	96,253	15%	

Open AP [↻](#)

[More.](#)

Current cash balance in operating account

\$17,780.21

STAFF INTRODUCTIONS

Cindy Polando
Community Association Manager

Meredith Tunnell
Director

Aaron Samples
VP

INTRODUCTION TO RM

Our unique capabilities include a bundle of services that are all fully integrated into our best people, best practices and best technology approach to managing your community.



*best people,
best practices,
and best technology*

We understand your needs:

- ▶ Manage the association within budget
- ▶ Keep the residents satisfied and informed
- ▶ Effectively govern the community

RESIDENT ASSISTANCE

- **1-866-4RealService (866-473-2573)**
 - Extended customer service hours (7:30 am – 7:00 pm)
 - Multi-lingual customer service (English, Spanish and other languages)
 - Instant email fulfillment of most information requests
- **Resident Portal (www.RealManage.com)**
 - Owner statements and payment history
 - Assessment rules information
 - Online payments
 - Online service requests
 - Deed restriction summary
 - Deed restriction violation reporting
 - Directory
 - Document archive

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Amendments

Summary of Proposed Amendment #2
to the Bylaws of the Panther Creek Association of Home Owners, Inc.:

Section 1.01 of Article I – Correct the legal address of the Association and allow the board to change the address in the future.

Section 2.02 in Article II - Class B membership no longer exists as per Article II, Section 8 in the Declaration and the use of this term is obsolete.

Sections 3.05, 3.06 and 3.07 of Article III – Align quorum and meeting notices requirements to those defined in the Declaration.

Sections 4.03, 4.04, 4.05 and 4.07 of Article III – Change the terms of all Directors to 2 years in order to stagger terms. Require a minimum of five (5) and a maximum of nine (9) Directors. Add requirements that Directors will be removed if they become more than sixty (60) days past due to the association. Add requirement that in order for a candidate to be eligible to run for Director, the candidate must be current with their obligations to the association. Remove mention of Electoral Districts as they are not defined in the Declaration.

Section 4.19 of Article IV – Allow actions to be taken outside of meetings by a majority vote of Directors and allow electronic mail to be regarded as a signature for the purposes of taking action without a meeting.

Section 4.20 of Article IV and section 13.03 of Article XIII – Eliminate all mention of salary or compensation for Directors except expenses.

Sections 13.01 and 13.02 of Article XIII – No more than two (2) offices of the Association may be held by the same person, except that the offices of President and Secretary may not be held by the same person.

Articles of Incorporation 7A and 7B - Allow actions to be taken outside of meetings by a majority vote of Directors and allow electronic mail to be regarded as a signature for the purposes of taking action without a meeting. (same as By-Laws changes Section 4.19 of Article IV)

See our website for a complete copy of the Amendment #2 to the By-Laws and Articles of Incorporation .

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ELECTION OF DIRECTORS

NUMBER OF DIRECTORS:

Three board members will be elected tonight

NOMINEES:

Bill Milford

Jamie Lockwood

Chris Showman

Nominations from the floor

TERMS:

The term served for each elected member is 2 year.

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RECRUITING VOLUNTEERS FOR COMMITTEES



DO YOU WANT TO HELP MAKE THE COMMUNITY A GREAT PLACE TO LIVE?

DO YOU HAVE NEW IDEAS?

CAN YOU MOTIVATE OTHERS?

DO YOU HAVE A NACK TO INSPIRE OTHERS?

WE NEED YOU!

PLEASE SIGN UP AT THE SIGN- IN TABLE





ACC COMMITTEE



ACC Chair - Robert Guthrie

The Architectural Control Committee meets the 3rd Monday of each month.
**The ACC reviews all requests for homeowner changes to the structure
of your home or property.**

acc@panthercreekestates.org

**Please submit your requests (see form below) to Real Manage by the
10th of the month.**

[acc_request - panther_creek1](#)

BEAUTIFICATION COMMITTEE



Beautification

Ariel Ortegon - Chair

The Beautification Committee meets the 2nd Wednesday of the month. This committee is charged with keeping Panther Creek Estates beautiful! There are 3 sub-committees: Enforcement; Landscaping; and Yard of The Month.

This group of dedicated volunteers has already meet with our landscaper, performed an initial walk through of the neighborhood and begun researching ways to deal with Frisco's ongoing drought.

beautification@panthercreekestates.org



COMMUNICATION COMMITTEE



Adam Williams - Chair and Webmaster

The Communications Committee meets the first Tuesday of the month.

The primary function of the Communications Committee is to provide the means for and promote open communication among the Homeowners in Panther Creek Estates, and between the Homeowners and the HOA Board. We maintain this website and distribute a neighborhood newsletter.

[TUNE IN OUR COMMUNITY RADIO STATION, AM 1670](#)

Send us your ideas, suggestions, feedback
communications@panthercreekestates.org





Bill Milford – Chair

COVENANTS COMMITTEE



Covenants Committee meets the 3rd Tuesday of the month at 7:30pm.
This committee is currently working on a thorough review of our by-laws.
If you would like to be involved in this important project **email:**

covenants@panthercreekestates.org

POOL COMMITTEE

Pool
Lance Crabtree – Chair



The Pool Committee is responsible for overseeing the maintenance of the Pool and green space around the pool.

pool@panthercreekestates.org

To obtain a pool key, please email service@realmanage.com or call 1-866-4-RealService. Be sure to provide your email address and street address.

SAFETY COMMITTEE



Scott Greer – Chair

The Safety Committee members will work with Frisco Neighborhood Watch and develop relationships with Frisco Police/Fire to discuss ways to keep our neighborhood safe. The committee plans to establish a McGruff House which is a safe place where children in the neighborhood can go. If you are interested in being a block captain please contact us.

safety@panthercreekestates.org

SOCIAL COMMITTEE



Amber Wilson - Chair

The Social Committee meets on the 3rd Thursday of the Month.

The Social Committee is responsible for planning, executing and publicizing all Panther Creek Estates social events. The committee's primary focus is to promote a fun and positive environment for all members of the PCE Community.

social@panthercreekestates.org

On-Going PCE Social Events

If you would like to participate in the following monthly social events please RSVP to social@panthercreekestates.org. If you have a suggestion for an additional monthly event, e-mail us your suggestions.

1st Friday - Poker Night

2nd Tuesday - Bunko

3rd Friday - Guys Night Out

4th Friday - Ladies Night Out

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DOOR PRIZE



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ADJOURNMENT

THANK YOU FOR COMING TO THE 2008 ANNUAL MEETING

