

# *Panther Creek Homeowners Association*

Managed by RealManage, LLC

## BOARD OF DIRECTORS MEETING MINUTES

September 17, 2008 7:05 p.m.

### **Board Members Present:**

Bill Woodard, President  
Brian Reinhardt, Treasurer  
Jeanne Rubin, Secretary  
Jennifer Hampton, Asst. Secretary  
Leroy Myrben, Chairman  
Eric Ciminski, Asst. Treasurer

### **Members Absent:**

Chris Showman, Vice President

### **RealManage:**

Meredith Tunnell, Director  
Cindy Polando, Community Association Manager

### **Guest:**

David DeVolt CPA

The meeting was **called to order** by Bill at 6:50 PM.

Jeanne MOTIONED to approve the **consent agenda**; Brian seconded, motion carried.

### **MANAGEMENT REPORT:**

Board reviewed management report, requesting management to provide board with comparison amounts of monthly delinquencies per meeting. Management requested board provide copy of Jeanne Rubin's approved ACC request form to download into RealManage.

### **OLD BUSINESS:**

**Financial discussion:** Board reviewed Current Asset accounts. Bill MOTIONED, Brian seconded to transfer funds exceeding \$100,000.00 from RBC to individual money markets, each not to exceed \$99,999.00, motion carried with no opposed. Management will instruct accounting as such. Brian MOTIONED, Bill seconded to open petty cash account with RBC supplying Brian and Bill with a credit card and checks, motion carried with no opposed. Management to instruct accounting as such. Lee **MOTIONED**, Eric seconded, to contract David DeVolt to audit Declarant assessment billing for up to 40 hours, starting with 2008, motion carried. Management will contact attorney to discuss statute of limitations prior to contracting David DeVolt, for audit.

**Formation of Executive Committee:** Brian **MOTIONED**, Jeanne seconded, to form Executive Committee of 2 Directors as stated in ByLaws to deal with issues that arise between regularly scheduled meetings and require expidient attention, Motion carried. Management to contact attorney to draft Resolution. Bill and Eric appointed.

### **NEW BUSINESS:**

**Transfer fees:** Management will get Aaron Samples to speak with Bill about lowering transfer fees.

**Annual Meeting:** Brian **MOTIONED**, Jeanne seconded to have \$500.00 transferred to petty cash account to purchase, pizza, water, and door prizes at the annual meeting. Management to review, edit and submit to board all templates for annual meeting presentation, noting that these must be completed and mailed by next week.

**Owens Electrical Bid:** Board reviewed Owens Electric proposal to replace lighting canisters to match at all entries, and contract to provide monthly checks of lights, as presented by management, and approved. Management will get 3 bids to have outlets added to Granbury, Whitesboro and Dalhart, Honey Grove entrances for Christmas lights.

**ALS Invoice:** Lee **MOTIONED**, Eric seconded, to pay ALS' invoice # 9330, 5 carried, 1 opposed.

**DRV's:** Management reviewed final notices, and fine fees with board. Management noted one lawn on Mansfield to add to "Bad Yard Program", management will also contact owner.

**Collections:** Board signed and approved to proceed with collection steps on 11 properties.

### **COMMITTEE REPORTS:**

ACC

Met Monday September 15, 2008, nothing to approve. Bill assigned task of defining "seen" for next months review.

COVENANTS

No Meeting

COMMUNICATION  
BEATIFICATION

Jeanne will have a volunteer of the association to update at the web-site  
Board approved Haven to replace controller G, also approved 3 bids to replace sod on Hillcrest and Eldorado and drainage repair. Management to contact Haven about raising mowers when mowing hills.

NOMINATING

2008- 3 homeowners have submitted candidacy applications

Bill **MOTIONED**, Jen seconded, appointing Jeanne Rubin as 2009 Nominating Chair.

POOL

Board elected to not renew security guard for October Board will review again at next meeting.

Bill **MOTIONED**, Jeanne seconded, Pool Safety Resolution, motion carried with 1 opposed.

SOCIAL

Brian has arranged to have Fire truck slide, snow cone machine and other activities for the homeowners along with hot dogs and snow cone for National Night Out.

Manager Cindy will attend setting-up a table for proxies and bylaw changes to be attained by residents. Management to send Jeanne list of vendors.

SAFETY

Jen will conduct a safety meeting at Sem Elementary September 18, 2008

UPCOMING DATES

Next Meeting will be Panther Creek HOA Annual on October 15, 2008

With no further business to discuss, the Board adjourned the regular meeting at 9:15p.m.