

**Panther Creek Homeowners Association  
Managed by RealManage  
Board of Directors Meeting Minutes  
November 18, 2015**

**Board Members Present:**

<b>Bill Woodard</b>	<b>Gabrielle Gorrebeeck</b>
<b>Kellie Kauten</b>	
<b>Nichole Griffiths</b>	
<b>Sheena</b>	

**Board Members Not Present:**

<b>Ed Mahoney</b>	
<b>Annette Zimmer</b>	

**Homeowners Present:**

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- The general meeting was called to order at 6:38 PM.
- Election of Officers and Committee Assignments- Kellie motioned, Gabby seconded, all approved the following assignments:
  - Bill- Director
  - Kellie- Vice President
  - Gabby- Treasurer
  - Sheena- Assistant Treasurer
  - Nichole- President
  - Ed- Chair
  - Annette- Secretary
- The committee assignments were tabled until the next meeting.

<b>CONSENT</b>
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*Approval of October Board Meeting Minutes and Financials:* Kellie motioned to approve, Gabby seconded, all approved.

<b>MANAGEMENT REPORT</b>
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- Review of financial and management report by RealManage.

<b>COMMITTEE REPORTS</b>
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- *Covenants Control Committee* – Board/RealManage discussed issues with recent hearing. Bill to contact Covenants Committee to discuss matter further.
- *Communication* –
  - Board members to update their profile pictures and other information on community website.
  - Board discussed possible articles for upcoming newsletters (voting, sirens, etc.) and newsletter spotlights were discussed. Board also discussed issues/processes with articles, newsletters, and other communications relating to religion. RealManage to contact attorney for legal advice.

- *Beautification* – No updates at this time.
- *Pool* – No updates at this time.
- *Social* – No updates at this time.
- *Safety* – No updates at this time.
- *Nominating* – Bill to continue research online voting software for 2016; will be researching Election Buddy.
- *Other*- No other updates at this time.

## REGULAR BUSINESS

- *Consider and Act upon website refresh proposal*- Gabby discussed new updates on website refresh proposal to the Board. Gabby motioned, Bill seconded, all approved Becky Melton's estimate for services and additional functions.
- *Review of HOA Insurance Policies*- RealManage advised that Insurance Services/insurance company is still reviewing and hope to have the revised quote ready by the December board meeting.
- *Consider and Act on proposed changes to Pool Rules*- Item was tabled until the December board meeting.
- *Consideration of use of Constant Contact RSVP Module*- Item was tabled until the December board meeting.
- *Discussion regarding process for amending CC&Rs*- No updates at this time.
- *Discussion of Revised Committee Structures*- No updates at this time.
- *Discussion and Action on Pool Committee Items*- No updates at this time.
- *Discussion and Action on Beautification Committee Items*- No updates at this time.
- *Adjournment of General Meeting*– With no further business to discuss, the general meeting was adjourned at 7:49 PM.

## EXECUTIVE SESSION

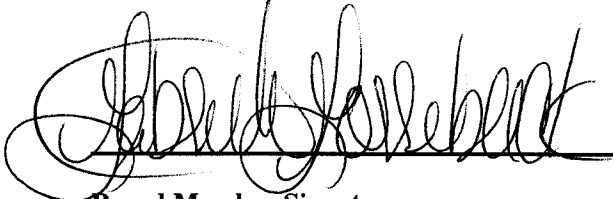
- Executive session called to order 7:50 PM.
- *Discussion and Action on Delinquent Accounts* – Board approved to take action on two (2) accounts.
- *Discussion and Action on Payment Plan Requests*- Board approved one (1) payment plan request. Soft costs will be waived on the account if remaining amount is paid in full.
- *Discussion and Action on misc. other Homeowner issues/requests*- Board discussed one (1) account and unanimously agreed that the homeowner should go through the normal violation dispute process.
- *Discussion and Action on Vendor Contracts*- No action to be taken at this time.
- *Discussion and Action on Legal Advice*- No action to be taken at this time.

## Next Meeting Date

- December 16, 2015 at 6:30 pm –12894 Gardendale Dr.

**Adjournment**

- Adjournment – With no further business to discuss, the Board unanimously decided to adjourn the executive session at 8:26 PM.

  
Board Member Signature

  
Date