

**Panther Creek Homeowners Association
 Managed by RealManage
 Board of Directors Meeting Minutes
 August 17, 2016**

Board Members Present:

| | |
|--|-----------------------------------|
| Chintan (Joe) Parikh, Treasurer | Sheena Laplante, Treasurer |
| Nichole Griffiths, President | Annette Zimmer, Secretary |
| Kellie Kauten, Vice President | |
| Ed Mahoney, Chair | |

Board Members Not Present:

| | |
|--|--|
| | |
|--|--|

Homeowners Present:

| | |
|--|---------------------------------------|
| Bruce & Linda Johnson- 11268 Luckenbach | Bill Milford- 11491 La Grange |
| Rachna Couksey- 12840 Gardendale | Swati Desoares- 11934 Giddings |
| Kerpatrick Lewis- 11246 Bakersfield | |

ROLL CALL

- The general meeting was called to order at 6:31 PM.

HOMEOWNER INPUT ON TOPICS NOT ON AGENDA

- None

INTERVIEW CANDIDATES FOR BOARD POSITION

- Rachna, Swati, and Kerpatrick were interviewed by the Board for the vacant position. Tommi Wilson submitted a candidacy form but was not available at the meeting. Bill was interviewed last month.

CONSENT AGENDA

Approval of July Board Meeting Minutes and July Financials- The Board reviewed. Kellie motioned, Sheena seconded, all approved the minutes and financials.

MANAGEMENT REPORT

- RealManage presented the financials and management report. The Board reviewed and discussed the statuses of the open work orders and board tasks. RealManage to contact Bill Woodard to assist with relocating the electrical box near the Dalhart entrance.

REGULAR BUSINESS

- *Review of HOA Insurance Policies*- Sheena has reached out to Insurance Services regarding agenda item but hasn't heard back from them yet. Item was tabled until the next meeting.
- *Discuss and Act, Board assignment to committees/projects*- The Board unanimously agreed to the following assignments:
 - Kellie- Social (primary), Pool (secondary)
 - Annette- Covenants Control (primary)
 - Sheena- Beautification (primary), Communications (secondary)
 - Ed- Communications (newsletters), Beautification (secondary), Communications (secondary)
 - Joe- Pool (secondary) ,Social (secondary)
 - Nichole- Pool (primary), Safety (secondary)
- *Discuss and Act, Annual budget*- RealManage advised that the budget is not yet available from the accounting department. RealManage to make sure accounting has the draft budget ready by their budget workshop meeting tentatively set for 8/24.
- *Discuss and Act, Amenity Access Policy*- Unanimously tabled until the next meeting.
- *Discuss Board Vacancy policy*- Unanimously tabled until the next meeting.
- *Covenants Control Committee*– Annette and Bill M. discussed updates on a recent violation dispute they received.
- *Communication* –
 - *Discuss, Welcome Kits*- Kellie and Linda discussed updates on current status of welcome kits and discussed options of what should go into them. Linda and Sheena are going to take over project. Board hopes to have the project completed within the next two months.
 - *Discuss and Act, Retention Policy various items*- Unanimously tabled until the next meeting.
 - *Discuss and Act, Website project and social media*- Bill provided updates on the current status of the website project. Board still needs to decide on the content for the website.
 - *Discussion and Act, Fall survey, results before annual meeting*- Sheena discussed revisions to the questions proposed for the fall survey. Board unanimously agreed on revisions. Sheena will get the survey ready to go out at the beginning of September. The results will be reviewed at the next meeting.
 - *Discuss and Act, printing PCE event signs*- Annette provided updates on the current status of the signs. She's still working on obtaining the revised quotes from vendor for review.
 - *Discuss and Act, Free Little Library*- Unanimously tabled until the next meeting.
- *Beautification* –
 - *Discuss Exterior Landscape*- Sheena provided updates on the current status of the exterior landscaping project. Discussed quote provided by Haven Landscaping. Sheena to get a revised quote from Haven based on their discussion and have Rocky present it in person to the Board at the next meeting.

- *Discuss, Flags at entrances for holidays-* Ed provided updates on the current status of getting flags at the entrances for the community. He plans to have an official quote ready by the next meeting.
- *Discussion and Act, Misc. beautification committee items-* Sheena expressed concerns regarding the exterior landscaping sections near her home. Advised there are privacy issues due to the current construction on the area.
- *Pool –*
 - *Update, Security system Q&A-* Nichole discussed current status update on the security system. Suggested adding additional fans to protect the system.
 - *Discuss and Act, Pool gate vendor-* Board unanimously agreed to remove the agenda item
 - *Discussion and Act, Misc. pool committee issues-* Board unanimously approved to pay Five Star invoices #11582, #11583, #11483.
 - *Discuss and Act, Police knowledge of cameras-* Unanimously tabled until the next meeting.
- *Social –*
 - *Update, Movies - Jumanji (July), and Inside Out (Aug)-* Kellie discussed upcoming movie night this weekend and that it's going to rain. Board agreed to postpone it until September. Ed to find out available dates with the vendor and discuss further at the next meeting.
 - Kellie discussed updates on identifying a new event planner for the association.
- *Safety –*
 - *Discuss, Babysitter list update-* Nichole discussed that she doesn't have time to work on updating the babysitter list. Annette advised that she will take over the task in September.
- *Nominating –*
 - *Discuss, Online voting software, Election buddy, etc.-* Sheena had a question regarding how to gather e-mail addresses for the online voting. Board advised that the e-mail list will come from RealManage after the cutoff period (25 days before the annual meeting).
 - *Discuss Annual Meeting Timeline-* No updates at this time.
- *Important Dates 2016-* Kellie discussed upcoming the Fall Festival and introduced bringing back the music by using Bruce. It was previously decided to not have music anymore due to the price.
- *Other discussions-*
 - *Discuss and Act, Board operating procedures-* Board unanimously agreed to remove the agenda item until further notice.
- *Future Meeting Topics-* None
- *Adjournment of General Meeting–* With no further business to discuss, the general meeting was adjourned at 9:12 PM.

EXECUTIVE SESSION

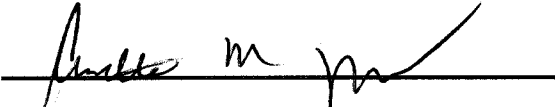
- Executive session called to order 9:13 PM.
- *Discussion and Action on Delinquent Accounts* – Board approved to proceed with the next course of action on four (4) accounts.
- *Discussion and Action on Payment Plan Requests*- Board approved one (1) payment plan request.
- *Discussion and Action on misc. other Homeowner issues/requests*- None
- *Discussion and Action on Board Applicants*- The applicants were discussed. Board elected Bill Milford to fill the vacant board position.
- *Discussion and Action on Vendor Contracts*- None
- *Discussion and Action on Legal Advice*- None

NEXT MEETING DATE

September 21, 2016 at 6:30 PM – 12894 Gardendale Dr.

ADJOURNMENT

- Adjournment – With no further business to discuss, the Board decided unanimously to adjourn the executive session at 10:08 PM.


Board Member Signature

9/21/16
Date