

**Panther Creek Homeowners Association
Managed by RealManage
Board of Directors Meeting Minutes
September 21, 2016**

Board Members Present:

Chintan (Joe) Parikh, Treasurer	Ed Mahoney, Chair
Nichole Griffiths, President (via phone)	Annette Zimmer, Secretary
Kellie Kauten, Vice President	Bill Milford, Director

Board Members Not Present:

Sheena Laplante, Treasurer	
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Homeowners Present:

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ROLL CALL

- The general meeting was called to order at 6:33 PM.

HOMEOWNER INPUT ON TOPICS NOT ON AGENDA

- None

CONSENT AGENDA

Approval of August Board Meeting Minutes and August Financials- The Board reviewed. Kellie motioned, Annette 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.

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-* Kellie re-reviewed the approved Board/Committee assignments from last month. Annette motioned, Joe seconded, all approved for Bill to be added as secondary on the Covenants Committee and primary on Communications. His board position will be Director.

- *Discuss and Act, Annual budget-* The revised budget was reviewed. Bill motioned, Ed seconded, all approved to table officially approving the budget until the next meeting when the final draft is ready to be signed.
- *Discuss and Act, Amenity Access Policy-* The Board reviewed the amenity policy draft proposed by Nichole. Bill motioned, Kellie seconded, all approved the following:
 - Board advised that they also want first time buyers from the builder to be charged for their first pool key.
 - Board agree to continue charging \$30.00 for each card.
 - Board decided that they would like for all keycards to be deactivated when they move out and make the new owners fill out a new waiver and pay a fee to have a new activated card.
 - Board made modifications to the amenity waiver form. RealManage to make the modifications accordingly and have it ready to present it to the Board at the next meeting.
- *Discuss Board Vacancy policy-* Board reviewed Nichole's proposed policy and made changes accordingly. Nichole to make the changes accordingly and have the revised copy ready for the board to review at the next meeting.
- *Covenants Control Committee-* Bill discussed the tree guidelines in the governing documents. Board confirmed that they will continue to quote what is stated in their governing docs (minimum of 2 trees in the front yard with a minimum of 3 in. caliper).
- *Communication –*
 - *Discuss, Welcome Kits-* Kellie discussed updates on the status of the welcome kits to the Board.
 - *Discuss, Retention Policy-* Nichole and Bill discussed the retention policy draft with the rest of the Board as well as the proposed procedure.
 - *Discuss, Website project & social media-* Tabled until next meeting.
 - *Discuss, Fall Survey-* Tabled until the next meeting.
 - *Discuss, Printing PCE event signs-* Annette discussed the quotes she received for the new signs for the community. Annette to contact volunteers to try and help with task and obtain revised quotes based on their discussion.
 - *Discuss, Free Little Library-* Tabled until next meeting.
 - *Discuss and Act, Printed Newsletter-* Nichole discussed eliminating the costs associated with printed newsletters for the neighborhood. Annette motioned, Bill seconded, all approved to continue with the newsletters.
- *Beautification –*
 - *Discuss, Exterior Landscape-* Kellie presented updates on Sheena's behalf regarding Haven Landscaping's estimates for the exterior landscaping upgrade project.
 - *Discuss and Act, Flags at entrances for holidays-* Ed provided updates to the Board. Tabled until the next meeting.
 - *Discuss and Act, Ants at Orchard-* Nichole advised that Genesis Electric reported that there is a major ant problem with the lights in the orchard. Nichole motioned, Kellie seconded, all approved to proceed with obtaining an estimate from the landscaper to address the ants. Board approves the estimate if it is less than \$500. Nichole will contact Rocky.

- *Discussion and Act, Misc. beautification committee items-*
 1. Board reviewed estimate #000058 to repair the light fixtures at the shade structure at the Eldorado entrance. Bill motioned, Annette seconded, all approved the estimate.
 2. Bill advised that the irrigation is being ran in the neighborhood on Tuesdays when they should only be running on Fridays.
 3. Bill discussed standing water/mosquito issues in the neighborhood and would like to have chemicals put in the pond to treat them if the city isn't spraying.
 4. Board reviewed estimate from Classic Holiday Lighting for holiday lights this year. Board advised they have no reason not to continue using their company, however their governing documents do not allow for them to sign any contracts over 1 year. RealManage to contact the vendor and ask if they can have a discount anyways considering how long they have used their services.
- *Pool-*
 - *Discuss and Act, Misc. Pool Committee Items-* Board discussed temporary procedure for handling activation of pool cards until the end of pool season due to the current phone line issue. Ed will work with the Amenities Department on procedure. RealManage to ask the Amenities Department if there are any activated keys available for homeowners.
 - *Discuss and Act, Police Knowledge of Cameras-* Nichole discussed updates on status of topic and program offered by the city. Nichole motioned, Kellie seconded, all approved to register their security cameras to be part of their program.
- *Social –*
 - *Update, Movies - Inside Out (Nov?)-* Ed provided updates on the status of the movie night date. Board agreed to tentatively set it for Nov. 12th.
 - *Update, Fall Festival-* Kellie discussed updates on the status of the upcoming Fall Festival this year. Will be held on 10/29.
- *Safety –*
 - *Discuss, Babysitter list update-* Tabled until next meeting.
- *Nominating –*
 - *Discuss, Online voting software, Election buddy, etc.-* No updates at this time.
 - *Discuss Annual Meeting Timeline-* Board agreed to add “exterior landscape renovation” and “project may require a future special assessment” to the annual meeting notices. Board plans to do a presentation at meeting.
- *Important Dates-* Kellie discussed potential social event dates for 2017. The dates are tentatively set as follows:
 - Pool opening- 4/29/17
 - Pool closing- 10/2/17
 - Garage sale- 4/21/17 & 4/22/17
 - Frisco CAN- ???
 - Spring Fling- 5/20/17
 - Movie Nights- 6/10/17 & 11/11/17 (tentative)
 - Fall Festival- 10/28/17

- *Other discussions-*
 - *Discuss, Renters-* Board discussed whether or not to pursue trying to implement leasing restrictions in the neighborhood.
- *Future Meeting Topics-* Drainage Issue
- *Adjournment of General Meeting-* With no further business to discuss, the general meeting was adjourned at 9:29 PM.

EXECUTIVE SESSION


- Executive session called to order 9:29 PM.
- *Discussion and Action on Delinquent Accounts* – Board denied 60 day hold on finance charges and late fees on one (1) account.
- *Discussion and Action on Payment Plan Requests-* None
- *Discussion and Action on misc. other Homeowner issues/requests-* None
- *Discussion and Action on Vendor Contracts-* None
- *Discussion and Action on Legal Advice-* None

NEXT MEETING DATE

October 19, 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 9:41 PM.



Board Member Signature

10/19/16

Date