

**Panther Creek Homeowners Association  
Managed by RealManage  
Board of Directors Meeting Minutes  
October 19, 2016**

**Board Members Present:**

<b>Chintan (Joe) Parikh, Treasurer</b>	<b>Ed Mahoney, Chair</b>
<b>Bill Milford, Director</b>	<b>Annette Zimmer, Secretary</b>
<b>Kellie Kauten, Vice President</b>	<b>Sheena Laplante, Treasurer</b>

**Board Members Not Present:**

<b>Nichole Griffiths, President</b>	
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**Homeowners Present:**

<b>AJ Anderson- 11346 Snyder Dr</b>	
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**ROLL CALL**

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

**HOMEOWNER INPUT ON TOPICS NOT ON AGENDA**

- AJ advised that he's been noticing lately that several homes that are out of compliance in the neighborhood. Board advised the procedures for reporting violations to RealManage/Board.
- Board/AJ discussed the possibility of the Covenants Control Committee meeting with the inspector annually to make sure they are on the same page with what the inspection focus is for the association. RealManage to coordinate with the inspector for a future meeting (possibly at the upcoming annual meeting).
- AJ asked questions to the Board regarding the upcoming social event as well as questions regarding common area grass.

**CONSENT AGENDA**

*Approval of September Board Meeting Minutes and September 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.

## REGULAR BUSINESS

- *Update, HOA Insurance Policies*- Sheena advised that she's spoken w/ Insurance Services and confirmed that all assets were accounted for. Board agreed to remove from the agenda.
- *Discuss and Act, Annual Budget*- The final budget was reviewed. Bill motioned, Kellie seconded, all approved the 2017 Annual Budget.
- *Discuss and Act, Amenity Access Policy*- The Board reviewed the revised copy drafted and edited by Nichole and the attorney. Bill motioned, Annette seconded, all approved changes as is. Nichole to send copy to the attorney to legally draft and have it ready by next month's meeting for signature.
- *Discuss Board Vacancy policy*- Board reviewed the revised policy by Nichole. Bill motioned, Sheena seconded, all approved the policy as is. RealManage to send a searchable .PDF copy of the policy to the Board to place on the website and to place a copy in the association's documents.
- *Temporary sidewalk at Henderson/Gonzales*- Board discussed the temporary sidewalk issue and possible ways to address it. Item was tabled until next month for further discussion.
- *Covenants Control Committee*– None
- *Communication* –
  - *Discuss, Welcome Kits*- Sheena provided updates on the status. Presented a draft kit to the Board. Board made suggestions on additions to the kit.
  - *Discuss, Retention Policy*- Retention Policy was reviewed. Board tabled item until next meeting because it wasn't a discuss and act on the agenda. RealManage to bring a copy of the policy to sign at the next meeting so it can be signed and filed.
  - *Discuss, Website project & social media*- Tabled until next meeting.
  - *Discuss, Fall Survey*- Sheena provided updates on the analysis of the survey so far. 98 responses received to date.
  - *Discuss, Printing PCE event signs*- Item tabled until the next meeting.
  - *Discuss, Free Little Library*- Item tabled until next meeting. Board plans to have this item completed by February.
- *Beautification* –
  - *Discuss, Exterior Landscape*- Sheena provided updates on the status. Still working with the landscaper on gathering information for the presentation to the homeowners at the annual meeting.
  - *Discuss and Act, Flags at entrances for holidays*- Item tabled until the December meeting.
  - *PC drainage from NE park area*- Kellie discussed updates on the drainage issues and possibilities on how to resolve the problem. The hope is to partner with the city to fix.
  - *Discussion and Act, Misc. beautification committee items*-
    1. AJ asked about bringing back yard of the month for the community and that he would volunteer to help start up the program again. Board advised that it's a good idea.
    2. Holiday Lights- RealManage discussed feedback from the vendor. They are not willing to honor the 3 yr. contract with a 20% discount due to the history of too much vandalism and repairs in the neighborhood. However, they will

still honor the 10% discount for this year. Bill motioned, Annette seconded, all approved the 2016 estimate for this year's services.

- *Pool-*
  - *Discuss and Act, Misc. Pool Committee Items-* RealManage presented the revised pool waiver form to the Board. Annette motioned, Kellie seconded, all approved the revised changes as is.
  - *Discuss and Act, Police Knowledge of Cameras-* Item tabled until next month.
- *Social –*
  - *Update, Movies - Inside Out (Nov?)-* Ed provided updates on the status of the upcoming movie night.
  - *Update, Fall Festival-* Sheena provided updates. Each committee liaison will present updates to the members at the upcoming annual meeting.
- *Safety –*
  - *Discuss, Babysitter list update-* None.
- *Nominating –*
  - *Discuss, Online voting software, Election buddy, etc.-* RealManage to research to see if we have received Kirpatrick's candidacy form. RealManage to also coordinate with Sheena on the setup of Election Buddy for the 2016 board election.
  - *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-* None
- *Other discussions-* None
- *Future Meeting Topics-* None
- *Adjournment of General Meeting–* With no further business to discuss, the general meeting was adjourned at 8:51 PM.

## **EXECUTIVE SESSION**

- Executive session called to order 8:52 PM.
- *Discussion and Action on Delinquent Accounts –* Board approved to proceed with the next course of collection action on four (4) accounts.
- *Discussion and Action on Payment Plan Requests-* Board denied one (1) payment plan.
- *Discussion and Action on misc. other Homeowner issues/requests-* Board denied waiving soft costs on one (1) account.
- *Discussion and Action on Vendor Contracts-* None
- *Discussion and Action on Legal Advice-* None

## **NEXT MEETING DATE**

November 16, 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 9:35 PM.

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**Board Member Signature**

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**Date**