

**Panther Creek Homeowners Association  
 Managed by RealManage  
 Board of Directors Meeting Minutes  
 February 15, 2017**

**Board Members Present:**

<b>Bill Milford</b>	<b>Ed Mahoney</b>
<b>Kellie Kauten</b>	<b>Annette Zimmer</b>
<b>Nichole Griffiths</b>	
<b>Sheena Laplante</b>	

**Board Members Not Present:**

<b>Joe Parikh</b>	
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**Homeowners Present:**

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**ROLL CALL**

The general meeting was called to order at 6:44 PM. Quorum was established by the Board.

**HOMEOWNER INPUT ON TOPICS NOT ON AGENDA**

- None

**CONSENT AGENDA**

*Approval of January Board Meeting Minutes and December Financials:* Bill moved to approve the January minutes and the December financials, Annette seconded, there was no additional discussion, all approved.

**MANAGEMENT REPORT**

- RealManage presented the financials and management report. The Board also reviewed and discussed the statuses of the open work orders and board tasks. RealManage to run a returned mail report to see how many homeowners aren't receiving mail.

**REGULAR BUSINESS**

- *Board Items-*
  - *Discuss, policies-* RealManage provided updates. RealManage will send out a postcard notice to homeowners regarding the new policies.
  - *Discuss and Act, Moving money to Replacement Fund-* Board discussed options and decided to unanimously decide to table the agenda item until later in the evening after other agenda items are discussed.
  - *Discuss and Act, Special Assessment wording on RM docs/electronically-* Timothy from RealManage discussed updates on status. Board advised they would like to roll out the new changes to the assessment statements prior to their July assessment. They would also like to view a draft of the statement prior to it going out to the homeowners.

- *Discuss and Act, RM contract renewal-* RealManage presented revised contract to the Board. Board advised that the revision needs to mimic the original contract with all its amendments and include a 90 day termination without penalty at anytime.
- *Discuss and Act, Storage-* Board discussed estimate from CubeSmart Storage. Board unanimously decided to postpone a decision on agenda item until further information is gathered.
- *Discuss and Act, Candidate Forum-* Ed discussed updates/options. Bill moved to approve proceeding with hosting candidate forum meeting(s) but spending no more than \$750.00 on expenses.
- *Discuss and Act, Misc. Board items-* The Board unanimously approved to pay the last invoice from Genesis Electric for vandalism repairs as the work has been completed.
- *Covenants Control Committee –*
  - *Discuss and Act, Fine letter wording and hearing notice wording-* Board/RealManage discussed the wording on the violation letters. Board would like to gather all the wording that goes into the letters and send them to the Covenants Committee for review and to make and suggested modifications. Bill will pull the information from the Board Portal and send it to them.
  - *Misc. CCC Items-* None.
- *Communication –*
  - *Discuss, Welcome Kits-* Board advised that the work is still in progress.
  - *Discuss, Website project, social media, moving Binder-* Bill provided status updates. Bill and AJ will continue working on the task.
  - *Discuss, Printing PCE event signs-* Sheena provided status updates. All the materials have been ordered and she will continue to work on the project.
  - *Discuss, Free Little Library-* Unanimously postponed until next month.
- *Beautification –*
  - *Discuss, Exterior Landscape-* Ed provided status updates. Joe is still working on the task.
  - *Discuss and Act, Flags-* Ed provided status updates. Cub Scouts are unable to maintain the flags. Ed moved to approve for Sunrise Notary to handle the flag maintenance for the association for up to \$1,000/yr, Nichole seconded, there was no additional discussion, all approved.
  - *Discuss, PC drainage from NE Park area-* Kellie provided status updates on the work Haven Landscaping did to address the drainage issue. She will continue to work with them to obtain options/updates on the next steps.
  - *Discuss and Act, Electrician-* Kellie presented estimate provided by Mister Volts Electrical Services for new electrician services for the community. She will also continue to gather more estimates. Bill moved to approve terminating their service contract with Genesis Electric after all the access codes are changed, Kellie seconded, there was no additional discussion, all approved. Ed moved to approve for Mister Volts to be hired as the electrician in the interim on a month to month basis until other estimates are obtained, Kellie seconded, there was no further discussion, all approved.
  - *Discuss, Garbage Can-* Board advised that this agenda item has been completed and can be removed from the agenda.
  - *Discuss and Act, Electricity at Dalhart-* Bill moved to approve to postpone agenda item until more information is obtained, Annette seconded, there was no further discussion, all approved. Kellie will obtain estimates for the work.
  - *Discuss and Act, Misc. beautification items-*
    - Ed advised that he recently drove by the entrance fountains and noticed lights out in the north fountain. RealManage to reach out to Lone Star Fountains to address.

- Board discussed estimate from Mister Volts regarding important safety issues in the community. Bill moved to approve the estimate to repair all safety issues for \$2,800.00, Annette seconded, there was no additional discussion, all approved.
  - Kellie discussion alternative option for holiday lighting this year that is significantly cheaper than their current budget. The Board unanimously approved.
- *Pool-*
  - *Discuss and Act, Pool Landscape-* Bill moved to approve the estimate from Haven Landscaping for improving the landscaping around the pool area, Kellie seconded, there was no additional discussion, all approved.
  - *Discuss, Pool gate vendor change-* Board decided unanimously postpone discussion until the next meeting.
  - *Discuss, Pool gate-* Board decided unanimously postpone discussion until the next meeting.
  - *Discuss, Drinking Fountains-* Board decided unanimously postpone discussion until the next meeting.
  - *Discuss, Misc. Pool Committee Items-* None.
- *Social-*
  - *Discuss any date/event changes 2017-* Sheena discussed changes. Easter Egg Hunt has been changed to 4/1/17.
- *Safety –*
  - *Discuss, Babysitter list update-* None.
- *Nominating –* None
- *Important Dates-* None.
- *Other Discussions-* Board would like to see how the expenses are being allocated between the Operating and PID funds. RealManage to send them the allocation chart for review.

**ADJOURNMENT OF GENERAL SESSION**

With no further business to discuss, the general session was adjourned by the Board at 9:41 PM.

**EXECUTIVE SESSION**

- The executive session was not called to order because there were no executive items to discuss.

**Next Meeting Date-** March 15, 2017 at 6:30 PM– 13286 Wimberley Dr

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**Board Member Signature**

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**Date**