

Parkway Village Homeowners Association

Board of Directors Meeting

Date: Dec 11th, 2013, Wed, 6:30 PM CDT

Attendance: Doug Galbraith, Kristin Smith, Dick Lytle, Yingjie(Liz) Wang, Linda Schilz from Linsch Management

1. Reviewed Nov. 2013 HOA financial statement.
2. Fabric project is in progress. Reupholstering the furniture in the clubhouse was discussed at 11/13 boarding meeting. Linsch Management has a bid for \$10,000 labor and material to reupholster all the furniture in the clubhouse. Fabric samples were reviewed for approval. The board would like to complete this project before the annual meeting.
3. Dick Lytle is investigating the possibility of registering the HOA as a tax exempt entity in order to avoid paying sales tax. This is a follow up item from 11/13.
4. Safe security box -Linda will check out.
5. Planned next annual meeting in Feb 2014 or March 13th. Jan 2014 board meeting will decide annual meeting schedule. The proxy form needs to be sent out prior to next annual meeting.
6. It's proposed and accepted for Kristin Smith to take over as **Treasurer**. Yingjie(liz) Wang takes responsibility as secretary. The 2014 annual meeting will reelect the open positions for board members.
7. The HOA monthly dues stays the same for 2014 at \$28 per month. It's has been proposed to investigate ways to provide incentive to pay dues quarterly. The board will review this issue in future meetings.
8. It's has been approved by the board that the club house fee is increased from \$75 to \$100. The change takes effect from Dec 13, 2013. Dick will update the HOA website to reflect the change.

Planned Next Meeting:

- Jan 8th 2014, 6:30 PM

Meeting Minutes 11/13/13

In attendance: Doug Galbraith, Kristin Smith, Dick Lytle, Liz Wang, Linda Schilz from Linsch Management

Minutes were read by President Doug Galbraith.

The board plans to meet at 6:30 in lieu of 7:00 for the next few meetings.

The board welcomed Liz Wang to serve out the remainder of Cathy Kelly's term. Liz will become the new secretary.

Reupholstering the furniture in the clubhouse was discussed. Linsch Management has a bid for \$10,000 labor and material to reupholster all the furniture in the clubhouse. Fabric samples were reviewed for approval. The board would like to complete this project before the annual meeting.

Dick Lytle is investigating the possibility of registering the HOA as a tax exempt entity in order to avoid paying sales tax.

Financials are in good order.

Meeting Minutes 10/9/13

In attendance: Doug Galbraith, Kristin Smith, Dick Lytle, Linda Schilz from Linsch Management

Minutes were read by President Doug Galbraith.

Reupholstering the furniture in the clubhouse was discussed. Linsch Management has a bid for \$5,000 labor to reupholster all the furniture in the clubhouse. Fabric samples were reviewed for approval.

The Board will re-visit the need for National Night Out next year. Attendance has always been poor and the community does not seem to have much interest in attending. There currently is no social chairman or social committee to organize the event. Linsch Management ordered pizza and purchased soft drinks, but it is not the management company's responsibility to organize social events.

Letters have been sent out for non-compliance issues with homeowners. There has been only one homeowner respond.

A new board member is needed. Linsch Management will send out an email to the residents to see if there is any interest in serving on the board.

Dick Lytle requested that board meeting times be announced 72 hours in advance. The regularly scheduled meeting time is the second Wednesday of the month at 7 p.m.; however, that is subject to change if needed to accommodate the board members and the management company.

Dick Lytle asked if the association is required to pay sales tax. The accountant will verify if there is any special tax exemption regarding sales tax.

Remote controls for the television in the workout room have been stolen twice. They will not be replaced. The TV and converter box will have to be turned on manually.

Dick Lytle asked if anything can be done about the feral cats in the neighborhood. Residents will have to call 311 for animal control services as this not provided by the homeowners association.

Meeting minutes are planned to be posted on the website.

A resident asked about installing a grill at the pool. This would be a liability and maintenance issue, and will not be installed. Food items are not allowed in the pool area as food items have been thrown into the pool in the past. Residents are welcome to prepare food at home and bring it to the covered deck area on the east side of the clubhouse.

Doug Galbraith noted that travertine patch may be available to repair the floors in the clubhouse.

Financials are in good order.