

Meeting Minutes 01/07/15

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

Minutes were read by President Doug Galbraith.

The "no dumping" sign for South Capistrano is on order.

Linsch Management will investigate tables that are on sale.

Linsch Management presented a proposed budget for 2015. Revisions will be made to the budget and will be discussed at the next meeting.

Repairs to the pool deck will be included in the budget.

The annual meeting was scheduled for March 18th.

Financials are in good order.

Meeting Minutes 02/10/2015

In attendance:

- Board Members: Doug Galbraith, Deana Shew, Kristin Smith, Dick Lytle, Kaaydah Schatten.
- HOA Operations Manager: Linda Schilz - Linsch Management.

Meeting Minutes

- Budget is still being revised.
- New decking estimates are to be obtained by Linsch Management and included in the budget for 2015.
- Replacing sinks and countertops in the bathrooms were discussed as potential enhancements in the future.
- Annual meeting will be held on March 18, 2015.
- Financials are in good order.
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Deana Shew, Secretary (02/10/15)

Meeting Minutes 04/14/2015

In attendance: Doug Galbraith, Deana Shew, Kristin Smith, Dick Lytle, Kaaydah Schatten, Linda Schilz from Linsch Management

- President Doug Galbraith read minutes.
- The sign for Yard of the Month is bent; Linda Schilz will check with Geraldo to see if he can fix it or Linsch Management will look into replacing the sign
- The pool repair work will be completed after summer
- The board will look into replacing bathroom counter-tops, sinks, tile, and lockers this year
- Sprinkler head is sticking and up an needs to be checked
- There are water stains on the entrance signs off Voss to Parkway Village; a solution for removal is going to be looked into

Meeting Minutes 05/12/2015

In attendance:

- Board Members: Doug Galbraith, Deana Shew, Kristin Smith, Dick Lytle, Kaaydah Schatten.
- HOA Operations Manager: Linda Schilz - Linsch Management.
- HOA Members: Stella Reichle and Dawn Dinger

Meeting Minutes

- Secretary Deana Shew read the minutes from 04-14-15 meeting.
- Stella Reichle, Chairperson for Parkway Village Homeowners Assoc. briefed the board on the progress for a neighborhood watch program for the HOA.
 - Organization used is from information gathered researching National Neighborhood Watch Program, and neighboring HOAs crime watch programs.
 - Neighborhood organized into blocks and block captains will be appointed from HOA volunteers.
 - Linda Schilz will send out an email to HOA members who have given their email address announcing the new program.
 - A meeting will be held at the Clubhouse for HOA members interested and Mark Lutz will be invited to attend and speak to the group.
 - Dawn Dinger is assisting and participating in the VIP training program provided by the Dallas Policy Dept. The program provides training to neighborhood VIPs on what to look for when patrolling the neighborhood.
- Linda Schilz briefed the board on issues resolved from the last meeting and new developments:
 - Geraldo fixed the sign for Yard of the Month.
 - There have been no bids requested for the pool decking, as it's not going to be scheduled for repair until this fall when the pool is not in full use.
 - A used Elliptical Machine for the Gym was purchased for \$500 from a HOA member.
 - HOA Attorney Lubin retired and his partners in the Woodard Glen firm, experienced in HOA law, will be taking over.
 - The sprinkler head is still sticking up by the new Parkway Village Sign at the entrance and will need to be fixed to prevent staining.
 - Linda requested GV Painting & Remodling, contractor she's knows for a bid for bathrooms update.
- Dick Lytle asked if the board had a policy for obtaining bids for work done over an amount agreed to by the board. The HOA Master Covenant did not include a policy. It was decided that a policy for operating procedures dealing with material financial transactions should be drafted (Dick volunteered) and approved. This would provide the transparency for the

Board's fiduciary responsibility to the HOA. This is an operating procedure for the Board to use in conducting financial transactions.

Deana Shew, Secretary (05/13/15)

Meeting Minutes 06/09/2015

In attendance:

- Board Members: Doug Galbraith, Deana Shew, Kristin Smith, Dick Lytle, Kaaydah Schatten.
- HOA Operations Manager: Linda Schilz - Linsch Management.
- HOA Member: Joe Raap

Meeting Minutes

- Secretary Deana Shew read the minutes from 05-12-15 meeting.
- Management briefed the board on issues resolved from the last meeting and new developments:
 - Clubhouse repairs (cost: \$11,000) are not covered under insurance policy. Insurance company, Liberty Mutual deemed the damage as routine maintenance and not damage due to water from rain. Dick Lytle moved the board appeal the decision and the board voted unanimously in support of appeal.
 - Two homeowners donated their time on over spill from Spa with Quick Set. \$10 was provided to cover cost of materials.
 - Management has made arrangements with the contractors doing water damage around the clubhouse to repair two steps on the Southeast gate.
 - Management requested GV Painting & Remodling, contractor for a bid for bathrooms update. Bids have not been received but work is not scheduled until later in the year.
 - Kristin motioned for fees to be collected quarterly starting January 2016 and the Board vote carried the motion unanimously.
 - Homeowners are required to provide a reseller certificate when selling their homes. This fee is for the transfer of HOA payments, etc. into the new owner's name. The HOA has never collected this payment. Management stated that most HOAs collect the assessment. Doug motioned for the HOA to collect \$100 for Master HOA and \$100 for Casitas & Chalets HOA. The Board carried the motion.

New Business

- Kristin Smith suggested the HOA increase the reserve to deal with capital improvements, given the age of the community.
- Kaaydah Schatten stated the 9 chaise lounge chairs around the pool need re-straped. The board voted unanimously to re-strap the chairs.

A HOA member told Kaaydah that another HOA member let 10 kids, not residents, into the pool and also dogs were seen in the pool. It was suggested that Linsch Management resend Pool Rules to HOA members.

- Management stated that non-duplicate pool keys were last reissued in 2001. It would cost \$4,404 to replace. It was discussed reissuing keys could improve security over the pool area.
- Dick Lytle stated that he was still drafting a policy for regarding obtaining bids. Dick reached out to the HOA in Country Brook regarding their process. Country Brook's Operating Procedures require 3 separate bids for projects greater than \$10K, and is consistent with good business practices.

Deana Shew, Secretary (06/17/15)

Meeting Minutes 07/14/2015

In attendance:

- Board Members: Doug Galbraith, Deana Shew, Kristin Smith, Dick Lytle, Kaaydah Schatten.
- HOA Operations Manager: Linda Schilz - Linsch Management.

Meeting Minutes

- Secretary Deana Shew read the minutes from 06-09-15 meeting.

- Management briefed the board on issues resolved from the last meeting and new developments:
 - Clubhouse rain damage (\$11,000) the Liberty Mutual insurance agent is getting the policy section explaining why the rain damage on the clubhouse is not covered. Kaaydah has a friend in the business that's willing to review and advise on how to proceed in our appeal for reimbursement.
 - Doug stated the newly rebuilt stairs approaching the boardwalk to the Villas did not meet city code, due to unevenness and looseness in the stairs and would need to be redone.
 - Pool equipment located in the backwash room has a crack in the PVC piping connections and needs to be replaced. The part needed for the Jacuzzi fix was difficult to locate, due to the age of the equipment. This could cause issues in future repairs and should be addressed proactively.
 - Kaaydah talked to the homeowner who allowed 10 kids to enter the pool as guests and stated that this was against the rules and only 2 were allowed. This is due to fairness to the other homeowners who use the pool and increased liability risk to the HOA.
 - Discussion was held on the need to plan for future capital improvements as the clubhouse and pool area were built in 1984 and need updating to maintain the neighborhood's charm and valuation. The clubhouse bathrooms are planned for updating this fall but the pool decking, tile and surface updating need to be budgeted for, as well as clubhouse painting. The private roads have had work done recently but need to be reviewed for future repairs.
 - It was brought up that Craig's Ranch assesses a capital improvement charge on each homeowner moving in to the community and should that be a consideration going forward.
 - The Board discussed a potential capital assessment to be allocated over a 3-year period. Kristin was against this stating that that's why we have a budget.
 - A discussion was held regarding the budget verse reserve. Deana stated that, from an accounting prospective, a budget is for planned expenditures occurring annually, i.e. general maintenance, landscaping, utilities, management fees, etc. A reserve is required by

law in the case of a catastrophic event, in other words unforeseen and unplanned. A Capital budget is a plan covering 3- year period and updated annually. Thus funds are planned for and on hand for large capital expenditures, such as major enhancements to clubhouse and pool.

- The Board discussed the option to increase dues for the following year. This was tabled until the next meeting.
- Letters are going to be sent to homeowners who violate the architectural guidelines, i.e. hanging eaves from roofs that can be seen from the street, yards which have been torn up and not returned to an acceptable appearance for a long period of time, fences badly in need of repair, etc.
- Kaaydah moved a lien be placed on homeowner located on N. Capistrano who has been in arrears on dues for over a year. Dick seconds the motion and the board approved. Overall the board feels this is not fair to other homeowner's who budget and pay their dues timely.
- Jacque Lytle, has taken over selection of Yard of the Month from Kristen. And she selected 5 homes for the July 2015 Home of the Month, from which Linda chose one.

Deana Shew, Secretary (07/16/15)

PARKWAY VILLAGE HOA

Meeting Minutes 08/11/2015

In attendance:

- Board Members: Doug Galbraith, Kristin Smith, Dick Lytle, Kaaydah Schatten.
- HOA Operations Manager: Linda Schilz - Linsch Management.

Meeting Minutes

- President Doug Galbraith read the minutes from 07-14-15 meeting.
- Kaaydah Schatten moved to adopt the minutes and Kristin Smith seconded.
- Stella Reichly, from the PV Neighborhood Committee presented a request for a neighborhood garage sale using the clubhouse parking spaces as units. The board will review her written presentation at the next meeting for a vote after reviewing with legal counsel.
- Stella and Sharon presented an update on National Neighborhood Night Out for October 6, 2015. Kaaydah Schatten moved to allow request, Kristen Smith seconded. August 11, 2015 immediately following the meeting, management sent Stella and Sharon flyers to review to be sent to each homeowner. The flyers will be placed on the Parkway Village homepage.
- Management briefed the board on issues resolved from the last meeting and new developments:
 - Clubhouse rain damage (\$11,000) the Liberty Mutual Insurance has not yet provided requested information nor has the appeal been decided. We will be updated at next meeting.
 - Management is seeking 3 quotes on D & O insurance as our current carrier Liberty Mutual Insurance does NOT insure HOA's with armed guards. We will table till next meeting.
 - Fountain equipment in the pond will be replaced and 6 new skimmers will be added to create more filtration.
 - Board members have submitted ideas for discussion for future capital improvements as the clubhouse and pool area were built in 1984 and this was tabled till the next meeting.
 - The PVHOA fees were increased by \$ 15.00 per quarter to \$ 99.00. The coupons will be mailed before October 2015.
 - Executive Session started.

Kaaydah Schatten, Member At Large
For Deana Shew, Secretary (08/11/15)
Re sent to Dick Lytle 9-1-2015

Meeting Minutes 09/08/2015

In attendance:

- Board Members: Doug Galbraith, Deana Shew, Kristin Smith, Dick Lytle, Kaaydah Schatten.
- HOA Operations Manager: Linda Schilz - Linsch Management.
- HOA Members: Stella Reichle and Sharon Heimbuch

Meeting Minutes

- Secretary, Deana Shew read the minutes from 08-11-15 meeting
- Board moved to approve and adopt the meeting minutes
- Linsch Management updated the board regarding the Liberty Mutual \$11,000 claim
 - Liberty Mutual maintains the damage as routine maintenance and not damage due to water from rain.
 - The insurance agent provided the policy reference supporting their conclusion.
 - Dick and Kaaydah recommended sending a letter to Texas Dept. of Insurance and BBB regarding Liberty Mutual's handling the claim
 - Beginning in January 2016, homeowners will be required to pay dues for both Parkway Village HOHA and Casitas & Chalets HOA on a quarterly basis. This will cut down the administrative expense driven by managing dues collections and printing coupons for monthly collections.
- Stella Reichle, from the PV Neighborhood Committee provided a legal waiver; she thought would protect the HOA against potential lawsuits in the event of an accident during a community garage sale.
 - BOD agreed the HOA's attorney would need to evaluate the waiver.
 - In the event the attorney's review determined that the HOA would be liable for accidents, an alternative option could have Park Village Homeowners interested in a community garage sale invite homeowners from the Villas Condominiums to share garage space.
- Stella Richler, Chair for the event, and Sharon Helmbuch updated the board on Neighborhood Watch Night Out, scheduled for October 6th at 6:30 p.m.
 - Stella has a confirmation from Lindsey Allen, Senior Corporal of Police North Central Division Patrol Bureau Neighborhood Policy Officer to attend the event.
 - Linda stated the need to go ahead and email notifications of the event to the homeowners, as well as, post at the club house bulletin board.
 - The board is paying for pizza, beer, soda, and water. Homeowners are welcome to bring sides or deserts.
- Sharon requested the board purchase in recumbent bike for the gym. Linda is going to look into it.

- Also it was discussed restructuring requests for proposals on projects be designed to provide detailed information regarding materials, etc., for consistency and transparency.
- Doug is working on getting a bid to replace the rotten wood at the bridge to the pool.
- Linda stated that Homeowner in arrears on N. Capistrano paid \$950 against outstanding balance.
- Linda stated that the HOA has placed a lien on homeowner bankruptcy. Linda notified the board the Trustee has paid the HOA \$.43.
- Deana recommended getting other handyman rather than using Gerardo for everything, since landscaping was is main responsibility.

Deana Shew, Secretary (09/14/15)