

Pawnee Hills Community Association  
Board of Directors Meeting  
May 8, 2008

Board Members Present: Tina O'Bryan, Pam Schultz and April Osborn were present. Greg Brendlinger was not present. Sandy Perry was present as Treasurer.

Meeting was called to order at 7:10 p.m.  
Motion was made and passed to approve the agenda.

MINUTES:

Facility Coordinator Report - Cynthia

Cynthia is not here today but she did give me a report to read. The current rebuild project is almost wrapped up. Acoma Locksmith is being used again this year to key the facility because of their extensive knowledge of the facility and procedure involved in the process. The only portion left on the table is the selection by the Board of Directors of the pass code entry system for the game room that is being made available for reservation use.

Pam: The Acoma rekeying is how much?

Tina: She told me last night. She is going to shoot me because she repeated it three times. \$560.00? \$550.00? \$548.00? Something like that.

Pam: Because we didn't vote on that.

Tina: I thought we made a motion and a second to do that last month.

April: No, I don't recall it.

Tina: But we said we needed to rekey.

April: The subject came up.

Pam: We discussed it but we didn't vote on it.

Tina: Oh.

Pam: We've got to be very careful about that.

Tina: Absolutely.

April: We also brought up the keypads for the new door downstairs.

Tina: Right. They are looking at trying to find a keypad reasonable.

April: Is that the 500 something?

Tina: No. That would be extra.

April: Extra.

Tina: So what they are doing is rekeying everything. I've got two Board keys out there that I have not gotten back and I am probably not going to get them back.

April: You never got the old board keys back?

Tina: No. We also would have the keys mailed to every homeowner which would then coincide with the numbers stamped on the keys so if you find a key number seven, you know who it goes to "x" homeowner.

Pam: We also need locks for the arena.

Tina: That is part of it. The two locks with the chains is part of that price so it's the keys for the homeowners, new Board keys and the locks needed for the barn and arena.

April: Could we issue them at the July homeowner's meeting? That's too late?

Tina: One, it's too late and two we will have 25 people at best at the July meeting and I can't—if I mail it directly—if I know that key number XYZ went to that address because it is too time consuming—

April: Is this the first time they will have been mailed?

Tina: Yes.

April: Okay.

Tina: Cynthia would come to the clubhouse and sit here and people were supposed to come and get it or someone would call and say, "I'll meet you at 5 o'clock; I can meet you over there and get my key. I need to get my key." Okay, she would be here from 5 to 6 to 7; nobody. So it was so time consuming for her to sit around waiting.

April: I actually spent some time issuing keys several years ago with Judy Trawinski, I believe.

Tina: Just so hard. Unless someone has got a better idea.

Sandy: How are you planning on verifying that people received their keys?

Tina: I can't. How do I verify that—some guy comes in and says I live over here on Pawnee Parkway at this address and she hands them a key, how do we verify that? We don't. We just have him sign for a key. I won't sit here. We can pay Cynthia, what, 14 bucks an hour to stand here and hand out keys, a Board member can volunteer to do it.

Pam: But then they are signing for the key.

Tina: They are signing for the key and that's fine too but then, try to hook up with 167 homeowners—

Pam: Oh, I know it's a pain, yeah.

Tina: They say, "I didn't get my key. I need to get my key. Can you meet me here at 7 o'clock at night?" I'm not going to do it. Pam, I know you are not going to do it.

Pam: No. Cynthia does it.

Tina: But then I have Cynthia at \$14.00 an hour to have her sit here doing keys.

April: What would it cost to have thicker envelopes and more postage?

Pam: But that's back to her question - how do we prove they got their key if they come—

April: Certified mail?

Tina: But Joe Smith says, "I didn't get my key."

Pam: We could do delivery confirmation.

Tina: That is an extra cost.

Pam: Isn't that just like a quarter or 50 cents delivery confirmation? That's cheap. That's not registered or—

Tina: Say Sandy Perry comes and says, "I didn't get my key."

Pam: Why don't we check into delivery confirmation?

Tina: But I am just saying though, if Sandy says she didn't get the key, I know that I had mailed key #27 to Sandy, okay? Now, key number 27 Sandy says she doesn't have. I reissued her another key, key 30. Number 27 shows up; I know that is the missing key. I can take it.

Right.

Tina: Because we will have a log so kids come—we can actually have the pool attendant, whoever is swimming around here say, "Do you have your key with you?" Because you are supposed to have it with you and it can be checked. I'm just trying to figure out the lesser of all evils. I can see, sure, delivery confirmation, make sure everybody gets their key mailed—

Pam: It's just a thought. It might be cost prohibitive.

April: Well, it certainly wouldn't be any \$14.00 an hour to mail, you know, the equivalent of, to pay Cynthia \$14.00 an hour or whatever you said to distribute the keys. It would be I'm sure, less costly to mail them.

Tina: Oh yeah.

April: No matter what.

Sandy: I mean, the delivery confirmation I think is a good idea.

Tina: You know we may get some back that people never pick up. Now, the other thing is, I don't think I have to send a key out to the people that are on this list for delinquency.

Pam: Yeah, but they might not be delinquent. What do you do?

Tina: Well, I don't think we are ever going to get any money out of "x" homeowner who owes us thousands of dollars and now lives in Texas, so I won't send it to that address.

Pam: What about the people that are a month behind?

Tina: A month behind I'm okay with but I'm not going to send it to anybody that is \$1,300, \$1,500, \$2,900, \$288...

Pam: So if they are a month behind are you sending it?

Tina: I'll send it if it is a month behind. But I'm not sending it to people that I know ain't gonna make it.

Pam: No, I understand what you are saying. I just want to make sure.

Tina: And if they do clear their account, then we will get a key to them.

Sandy: It would probably be easier just to, if you—I don't know when you are planning to mail out the keys but if it is some time this month, then if you are paid up as of the end of April which is that report there, if you are paid up or prepaid, you get your key. If you are delinquent, even by \$20.00, you don't rather than trying to do a dollar break. I think the tracking is going to be tough.

Pam: Consistency is important too.

Tina: I know which keys are going to come back because these people aren't even here.

April: Couldn't that key just be issued to that address and if someone moves into their home, the Beireis's home say in four or five months, then you have a key for them?

Pam: I mean, there is no point in sending it to a vacant address, I agree with that.

Tina: Right.

April: And if you like, I can go into Elizabeth. I have some chores to do, some errands to run. I can check into postage prices, prices of envelopes—

Tina: And cost of doing a delivery confirmation.

Pam: It is the cheapest way to go but I can't remember how much it is.

Sandy: Those prices are probably also online but you wouldn't know the weight.

April: Right. And I can take in a key, one of my keys—

Tina: It would be a key, kind of a card stock, an envelope, and one sheet of paper.

April: I can probably ask their advice on the most cost effective way to do that and see what they say so I can check that tomorrow and let you know.

Tina: Thank you. That will give us a better idea.

Tina: I'm going to make a motion to go ahead and have the rekeying, the Board keys, the locks to the barn and the arena, the homeowners' keys to be done by Acoma lock.

Pam: Not to exceed.

Tina: Not to exceed—it is not going to be over \$800.00.

Pam: Should we discuss the card reader for the other door?

Tina: The card reader I'm waiting for Cynthia to give me a price on to determine whether or not—

Pam: Why would it be a card reader instead of a—

Tina: Well, it is a punch thing.

Pam: Okay, it is like a code thing?

Tina: It's a code thing like this one we have on the front door.

Pam: Okay, just like that one.

Tina: So basically what would happen if someone wanted to have a little meeting, they wanted to have a little Tupperware party down there, all they would do is they would all come in through this gate, they punch in their code, they get in—

Pam: Right, a code reader.

Tina: So you could have the Boy Scouts meeting up here and you can have a Tupperware party downstairs.

Pam: And we don't have any idea how much that costs?

Tina: Right now she is looking at something similar to that and she said not to exceed \$600.00 just for that key thingy.

Pam: Holy smokes.

Tina: But, then you've now opened up two spaces for reservations.

Pam: Now we are up to \$1,400.00 dollars.

Tina: That lock downstairs can wait. We don't have to do that right away. What I am concerned with and all I care about right now is Board keys, the barn and the arena, and the new homeowners' keys.

Pam: Not to exceed \$800. That is just to Acoma. That doesn't count the postage.

April: When is the last time keys were reissued for all of the homeowners?

Pam: Three years ago.

Tina: Three years ago at least. Having the police here at one o'clock in the morning with kids that had Board keys and having them in this building and not knowing how they got the board key and not knowing if they went out and made copies of those keys and gave them to their friends. I am a little bit more nervous and my second problem is that I've got RC and Brian that have Board keys that they have not given back. I would feel more comfortable having everything re-keyed.

Tina: So that's my thing is, you know, whatever you guys want to do is fine. I just need an answer so we can get this done.

Pam: I feel your frustration. You are making me nervous.

Tina: Like I said, I'm upset because I'm the one over here at one o'clock in the morning trying to figure out how the hell these kids got these keys—

Pam: You are still going to be here at one o'clock in the morning.

Tina: Anybody can hop that fence and get into that pool. I mean, yes, it makes me nervous because they could drown and then all of a sudden we've got a whole legal issue going on.

Pam: Are we resetting the code to the front door then, I assume?

Tina: That has already been done.

Pam: Since the two Board members left?

Tina: They didn't even know what the code was.

Pam: Well, we need to know what it is.

Tina: Try XXXXX. So anyway, I guess I've got a motion on the floor and I didn't even get a second so we are discussing before we even get it.

Pam: I'll second.

Tina: Okay. Discussion?

Pam: Rewind the tape.

Tina: I mean do I want to spend this money? No.

April: Some things have to be done.

Sandy: Yeah.

Tina: And maybe I will sleep better at night knowing that I can start accounting for keys, know that Cynthia can grab a kid's key or have one sitting out there and know that Joe Smith's key was here or so-and-so's key, you know, like I said—

Pam: It is good to have them accounted for. I agree with you on that.

April: I'm not sure I understand why I have two keys, both with numbers and you are saying that there were keys that didn't have numbers?

Pam: No, they all had numbers. They just all weren't recorded.

April: Oh.

Tina: Right.

April: Weren't recorded.

Tina: And if you have a Board key, it's got a different number on it.

April: Sure.

Tina: And I wrote down who had the Board keys, what numbers they were.

April: I can come up with a little more information, you know, but I think with some type of a cap here, if we could maybe do it in a couple of different phases like you said, we should probably go ahead and try to do the important keys; the ones you felt were important.

Tina: Well, it is going to be more if I have to have him come out and do the barn and the arena and then I have him come out and do the Board keys and then I have him come out and do the—

April: So there is a trip charge with each?

Tina: Um-hmm.

Pam: But you are saying \$600.00 covered the barn, the Board keys, and the community keys?

Tina: I could have sworn that's what it was.

Pam: Because that sounds kind of low to put four things on the barn.

Sandy: It may not be—there were originally only three locks down there. The back of the barn had some lock that no one had keys to and I believe the whole locking hinge and everything is off of that.

Pam: I mean, my plumber charged me \$185.00 for 20 minutes.

Tina: Okay. So I could have sworn it was everything.

Pam: Do you have a way to call her?

Tina: Yeah, I was just going to say, she is at a volleyball thing.

Pam: I mean—

Tina: She had it last night and she goes, "Well, here is the piece of paper."

Sandy: Well, if you just maybe bump it up a little bit. The two locks on the barn itself don't need chains. They are just the regular key locks.

Tina: If we put a cap on it—well, how about if we do this; if I can't get a hold of Cynthia—and Cynthia said that if were still here tonight which I don't want to be here tonight when she is done with her thing—so if we put a cap on it not to exceed, then I can call you guys and let you know everything and I can even send you—

April: How much is a trip charge-ish, \$20.00?

Pam: Not for a plumber.

Tina: Well, he keeps it low because he has done our stuff for so long. I mean, he has been pretty good to us. But not to exceed \$800.00?

Pam: I think we said \$600.00.

Tina: Not to exceed \$600.00?

Pam: We could move it to the bottom. Maybe she would come by? What time does she come by?

Tina: I don't know. I don't know when her game is over with. Well, how about we just do not to exceed, what, \$600.00? And if it is more than that I will call you guys?

Pam: Or we can table it and see if she comes by.

Tina: Okay, we will table it until she comes by. Alright, moving on. The pool came up without a problem and is ready for her to do her portion of the startup. The chemicals have not been purchased for the season, ka-ching, but she doesn't foresee any problems with having the pool open by the 24th. It will probably open

before then. The ongoing discussion—you guys will love this—the coping stones and the railing, because remember we keep talking about the railing—

Pam: The railing is what made me nervous.

Tina: The coping stones, the railing, obviously will need to be tabled until the pool is all resurfaced. The tiles are starting to pop each year in addition to the—

Pam: I thought we were going to do the railing this spring before they filled the pool.

Tina: Yeah, that didn't happen.

April: Priorities.

Pam: It is a priority.

Tina: Well, I know it is but what happened is—

Pam: When you walk down into the pool there is no railing and there are steps.

April: I have never really noticed.

Tina: The person that was going to do that, I think—

Pam: I always felt like that was a big safety issue and we could be sued horribly for not having easy access to the pool.

Tina: So, we are looking at 2009 budget going to have the pool coping stones, the tile repair, and the resurfacing. She is going to get me a bid from the pool guy this year so we can try to figure out what we are going to do in 2009. It has got to be done or we are going to end up losing that pool because then what happens is the tile falls off, the water gets between it, then I'm going to have a mess on my hand.

Pam: They promised a ladder. I'm confused.

Tina: Well, we had the mold come up. The person I thought was going to put it in there, remember they had ordered it? They special ordered it and then I never heard anything after that we we've got to talk to her and find out what happened with that because it had to be special ordered because of the size of it.

Pam: I mean that's long for three years or more. The older I get, the riskier my stepping is and so I became very aware there was nothing to hold on to if you walk down—

April: I just grab a hold of the side of the pool.

Tina: So, she is giving me an estimate because we have to budget it in 2009. I'm looking at about—and we probably won't have it but we have to figure out a way to get it. It is going to be about \$10,000.00 so either we do it before the pool opens in 2009 or after the pool closes in 2009. Will it make it all that way? I don't know.

Pam: We need to take care of the pool. The coping stones and the tile we can see.

Tina: That we can see. But we have been talking about the coping stones and the tile longer than we have been talking about that rail.

Pam: I don't remember the tile. I remember the coping stones.

April: So both of those we have been waiting on.

Tina: If we would have fixed the problem when the problem arose, we would have been better off. But what we have done is we wait until we have mold and we wait until something falls completely apart so we end up spending five times more than if we would just fix the problem when it arises.

Pam: I'll be anxious to see how bad it looks.

Tina: We definitely, the tiles and the coping stones, they are falling off.

April: So that should be a priority for the next budget; the rail and the—

Tina: The rail and the coping stones and the resurface, that has got to get fixed.

Pam: Pools are crazy, man. I don't know how anybody can afford one on their own.

Tina: Well, I showed you the pictures of what the concrete looked like and how we almost lost the pool. I don't want to do that.

April: It is one of the best exercises for you.

Pam: Yeah, I know it. It definitely is.

Tina (reading Cynthia's notes): Okay, the hot water heater replacement is complete and the invoice has been submitted. The steam unit is not functioning at all and is no longer under warranty so the electrician has done some troubleshooting and she is researching the parts and feels we should replace as a starting point. She is working with him on that. The phone jack replacement both on the main level and in the office to get the answering machine permanently functional. Someone has continued to unplug it losing Cynthia's messages that she may have gotten during the rebuild. There is a need for additional outlets in the office with the elimination of the kitchen, a need for office equipment that will be billed to the association upon completion as part of the rebuild but will be an additional charge of the additional plumbing expenses. So basically what is happening is, she is working on that steam thing because we think what the problem was is that when we had all of the plumbing problems happening and when the pipes broke and everything, we think something hit that. She is trying on that. April left a message wanting to know if Cynthia wanted the furniture cleaned prior to putting it back in the clubhouse and that is a question for the Board since it involves a dollar amount.

April: The cushions are in my basement. The furniture frames are in her garage so I thought they are in my basement, I didn't know whether we wanted to try to get a—rent a steam cleaner. I even thought about trying to take the covers off and washing them in cold water with, you know, mild detergent, and the stuffing is actually sticking to the fabric, the cushions.

Pam: It's just disintegrated. I mean, it has been 30 years.

Tina: I would be afraid to have them cleaned.

Pam: Yeah, I don't know.

April: I would be afraid to try to take them apart and wash them so—

Pam: I wouldn't be afraid to have somebody like Service Master come in and clean them.

Tina: Yeah but how much are we talking?

Pam: I don't know but if you are going to have them cleaned, that's the way I would do it, you know.

April: I can kind of check into the prices on that also.

Tina: Why don't you do that and see what it would cost—

April: Would it be suitable to just rent a steam cleaner from Safeway or those places and just do it in my basement?

Pam: Do they do upholstery?

April: Most carpet places do upholstery.

April: Some of the cushions are quite dirty. The mold remediation people stood on them.

Pam: Oh.

April: You know, to do whatever they were doing. Some of that I think I could just even clean off. Some of the cushions could just be vacuumed. They are a little faded from the sun but nothing is going to change that.

Pam: Well, to be perfectly honest, it is time for replacement but—

April: That will be down the road.

Pam: After 30 years of use, they deserve a rest.

April: Well, I wasn't sure if maybe Cynthia had people that came in and did the carpet that she would prefer to have do the cushions and I can just bring them back over here so I had left a message asking her what she wanted to do about it and hadn't heard back yet—

Tina: And that is what she was just saying, it is a dollar amount so if the Board says yes, it needs to be done and we will spend \$100.00 to do it, fine. If the Board says we don't want to spend money doing it, no. So is basically throwing it back at the Board.

Pam: Oh, well, it depends on how dirty they are. You've seen them.

April: I've got a good vacuum and spot clean some of them. There are 20 cushions total.

Pam: Wow.

Tina: Let's see what it would cost. So anyway, you get a dollar on that and then we will talk about it and see what we need to do. I mean, I don't mind them being cleaned.

Pam: We can do a not-to-exceed and then not have to—

Tina: Well, that would be fine. I just don't even know. I don't know what it would cost to do.

Pam: Do you have any idea?

None.

Tina: I don't even know what it costs to rent a thing and have you do it, you know?

Sandy: That would be less than 50 I think.

Tina: Okay.

April: But I don't know if that is an okay thing to do to these cushions.

Pam: As old as they are, I mean, I'm thinking handle with care. They might disintegrate. Seriously.

April: I will look more carefully at them after I have vacuumed then and then spot cleaned them.

Tina: Do you want us to do a not-to-exceed and then if it gets more than that then—

April: Well, sure.

Tina: How about we do that?

Um-hmm.

Tina: Okay, I make a motion that April has the cushions cleaned and not to exceed—give me a number, guys.

Pam: \$200.00.

Tina: \$200.00.

Pam: That's if you have to pay somebody.

April: You think it would only be \$200.00?

Pam: What do you think?

Tina: I don't know.

April: Okay, well.

Pam: Probably not. Like I said, a service charge alone was \$185.00 for one hour to get my plumber.

April: You probably have a choice between what Safeway would charge, \$50.00 versus—

Tina: What if I get like a coupon thing where you have the carpet cleaner come out and they just do the upholstery side and you have a coupon for—if they can do a room for 90 bucks, why couldn't they do cushions for—

April: Yeah, okay. Again, I'll look into that.

Tina: What did you say the number? \$200.00?

Pam: I just threw that out there. I have no knowledge.

Tina: I don't either but let's do \$200.00.

April: That sounds fine and then we can adjust—

Pam: We can start there.

April: And reality sets in.

Tina: Do I have a second on the motion?

Pam: Second.

Tina: Discussion? I think we just had it.

Tina: All in favor?

Aye, aye, aye.

Tina: Okay, there you go. One more thing. The men's toilet had to be replaced and was done with rebuild.

Sandy: What do you mean it was done with rebuild?

Tina: Replacement was done with the rebuild.

Sandy: Is that included in the Decks by Dora bid then? Is that what she is meaning? Or that the funds will be coming from the rebuild funds?

Tina: You are going to have to ask her on that one.

Communications from Community Members:

Tina: A letter from Brian Cook dated April 7<sup>th</sup>, 2008. "Pawnee Hills Homeowner's Association: The purpose of this letter is to convey my resignation from Pawnee Hills Homeowner's Association Board of Directors. While I have appreciated having the opportunity to serve on the Board for some time, I find that personal and family commitments have forced me to withdraw from further activity. As you know, serving on the Board of Directors involves a great deal of time and effort and finding time to be a resource, I need to devote to other issues just now. It is certainly not my wish to put the Board in an awkward position with respect to holding a quorum at meetings or moving forward with any issues before the Homeowner's Association. Therefore, to facilitate the transaction, I will be happy to make myself available to assist the Board through the rest of April 2008. Finally, I would like to thank the members of the Board for their time and interest and wish you all well as you continue to manage the business of Pawnee Hills Homeowner's Association. Sincerely, Brian Cook."

Treasurer's Report: (Sandy)

Listing of checks written and discussed. Motion to approve bills as read passed.

The bank balances at the end of April 2008: Checking Account \$252.52, Savings Account \$14,272.81, Reserve Account \$13,117.35. State Farm CD \$0.00. Total funds \$27,892.68. The beginning balance for the month of April was \$55,613.55.

Sandy: Cynthia called, left a message, said she was going to call me back regarding the certificate of liability insurance for Decks by Dora. He issued us one that actually did not cover the date that he did the work so he was supposed to send us an updated one. She asked whether we had received it. I have not received that one.

Tina: Right. And I told her about that.

Sandy: But I received a certificate of liability insurance for Colby Plumbing and Heating. Anybody know who they are?

Tina: Yeah. They are the ones that were working with the broken pipes and stuff.

Sandy: I have received three invoices from Cynthia for plumbing-type stuff and it is Total Performance Construction Services limited liability. I don't have any paperwork on these folks. I've got paperwork on Colby Plumbing and Heating.

Tina: Call her and find out what that one is.

Sandy: I mean, this Colby maybe that they did work for us in years past and so now we are on their standard yearly list. Anyway, so I do need some kind of documentation including a W9 for Total Performance because I did submit that invoice for payment.

Tina: Okay.

Sandy: And I believe that's it.

Tina: Have we received the last invoice from Susan Johnson of ABC for doing that 1099s and the 1096s?

Sandy: No. I called her early April. She said she was busy with regular taxes. Then I e-mailed her later on and she said that after the 15<sup>th</sup> of April she would try to get to it. I had received a phone call yesterday or today saying, "Do you want to come pick this stuff up or do you want me to mail it along with the invoice?" So I am having her mail it.

Tina: Okay.

Sandy: So we should receive it some time next week because CMA also needs that documentation for their files.

Tina: Well, I'm leaving it on our list of things to do until we get that done because I want that done. It is the last. Anything else, Sandy, that you've got?

Sandy: Nope.

Architecture Control Committee (ACC) – Pete Smilanic. No report.

Activities Committee - Karlene Herbrand.

Tina: The garage sale coming up. Hopefully this garage sale thing will go well. People will come here first and then they will get the maps to the rest of the places. So we will see how that goes.

Buildings and Grounds: Greg. No report

Covenant Committee – Bill Curley. No report.

Directory – Sandy Perry.

Tina: You have already gotten that to me. I haven't even had a chance to open it and look at it so we'll do the best we can.

Equestrian - RC Cuellar. No report.

Sandy: There is supposed to be a trail ride this Saturday.

Newsletter – Susan. No report.

Tina: Obviously I have the open Board position. Anybody else have anything else in the newsletter that they want mentioned?

Nominating and Welcoming – Pam Schultz. No report.

Website – Sandy Perry. No report.

Board Business:

Tina: The open Board business that I've got is the ACC. We already covered the Board position but the ACC Rules and Regs, got to get on that.

Open Forum:

Nothing.

Motion made to adjourn the meeting. Motion passed.

Meeting adjourned at 8:31 p.m.

Respectfully submitted.

Tina O'Bryan