

Pawnee Hills Community Association
Board of Directors Meeting
May 14, 2009

Board Members Present: Tina O'Bryan, Mary Hill, April Osborn. Pam Schultz and Liz Krupinski not present. Sandy Perry 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.

We have three candidates for seasonal help, and they have all been interviewed, and with the magnitude of maintenance projects that exist, I recommend all three be hired. She would like to hire at a rate of \$8.50 per hour with the options to raise it to \$9.50 an hour after the first month of the training period. So in other words, if they are not doing well we could terminate them, or if they are doing what they need to be doing, raise them to \$9.50 an hour. I have already contacted State Farm to get the information for adding them to the Workman's Compensation policy, and ask that Rachel Forrester who we had last year be removed from the policy. I e-mailed CMA to get the documentation for on-boarding new-hires, i.e., the I-9's, W-2's, and the automatic check deposit, etc. In addition, I explained to the candidates that if they are hired that we would need a copy of their driver's license. The hire date is May 22nd which at that time she will spend from the 22nd to the 27th of May training. I tend to agree on the three candidates. At one time, the reason being, if one drops out, she is going to have to try to find somebody else or if she still has got everything covered.

The employees will be staggering their hours. They will be, depending on the projects and what was going on, if we've got more vandalism happening during the summer, we have more hours. I love the way they are all open for schedules so that some can open, some can close. Cynthia can actually take some time off for vacation of her own, and still have everything covered. They will be doing a multitude of tasks. We've got a list of things that need to be done clear from weed eating, maybe some over at the barn, and arena to watering the lawn to taking care of the pool to cleaning the sauna to doing some staining, whatever the case may be.

Motion is on the table to hire the three candidates. Motion was seconded and passed.

Cynthia going to set up Workman's Comp. We will provide our employees with safety glasses, and gloves. The reason for that is obviously because they work with the chemicals out there at the pool. They have to have the safety glasses, and if we provide them and they don't wear them, that is a little issue thing so either take it out of petty cash, and provide them with those but that's all we provide them. Monday, May 18th, the plumber is scheduled to come back to check the plumbing to the ladies' shower and investigate the cause of the sewer smell in the lower level. So, we have had some complaints from homeowners who have used the facility that there is a sewer smell, and Cynthia noticed it, not as strong as they did but there is something there. Lance with Exterior Innovations is scheduled to do drywall repair Wednesday, May 20th, in hopes that the repairs are complete prior to pool opening. In addition to the drywall repair, Lance is going to tend to other maintenance items such as replacing the screen vents on the sauna door, securing the loose treads on the clubhouse deck, and installing proper towel holders, minor siding repairs on the pump house. The electrician is scheduled to repair the parking lot light, the

baseboard heater in the office that will not turn off, and the light at the front entrance at the clubhouse. Heads up: He still has not invoiced us for any of the work completed in 2008 which in the long run is money in the bank earning interest for us but please know that we will have a substantial bill when he does invoice us. He has not given the amount to date. I left messages to get the electrician, and plumber's updated insurance information, and W-9 today. The other thing is, since Sandy and Cynthia get to do most of the work upstairs in that sauna, just like 150,000 degrees up there in the summer, we were talking about possibly getting a small—either a small swamp cooler or a/c or something that would cool that place down. My concern too is the heat up there with that computer, and everything having a big old melt down.

I will have Cynthia check with him, and maybe just give us an idea of how much it will cost for like an air conditioner or, I don't know, a swamp cooler. Project list she has right now is ongoing. Some repairs include but not limited to replacing a new post to secure some of the pickets. When the pickets get loose because they were nailed, when they get loose, they just take them off and just start putting screws in so instead of trying to do all of them at one time, they just do the ones that are loose. Eventually it would be all done. Stain the back deck steps. Stain the mailbox shelter. Seal the anterior particle board in the mailbox shelter. Seed, fertilize, and do vegetation control. Install paper towel holders in the restrooms and kitchen. Pavers outside the door to the auxiliary room in the backyard. She figures we just get some cheap pavers there because we can't get anything to grow there, and it is just weeds there and it would just be a nice little area. Install gutter extensions where needed. Secure drainage systems at the mailbox median.

Other projects are to fix, replace, and/or dispose of lose timbers in the median. Sand the sauna walls and benches. Sand benches in the restrooms. Sand surface of the picnic table in the pavilion because of vandalism. Level and reset men's room toilet. Temporarily correct erosion issues under the sport court. Although we do need a permanent fix on that. This is just kind of a partial list. I mean, there is so much more to do, but this will give us an idea of things that need to be addressed. We also need to provide the US Department of Labor – verify business information about us. Okay, so we have to provide information. I guess I will fill that out and send that in. We've got Lance's W-9 from Exterior Innovations. She has got that in here.

Communications for the Community Members

No report.

Treasurer's Report: (Sandy Perry)

Bank balances as of the end of April: Petty cash ending balance is \$350.00, checking account is \$8,736.51, savings account is \$10,728.69 for a total operating cash of \$19,815.20. The reserve account is at \$19,912.22.

List of checks written was read and discussed. Motion was made and passed to approve bills as read.

We received in the mail our assessment on the two properties. We got our property notice evaluations. Then there was a question a while back, a couple of weeks ago, about our hourly rate for Cynthia.

The auditor, Weidner and Associates called me. They stated that they were almost done with our audit but we one item of confusion. We read in your minutes in September 11th of 2008 that you voted as a Board to raise Cynthia's pay from \$14.00 an hour to \$15.00 an hour beginning January 1 of 2009. And I see here that you haven't implemented that. After doing research I found that we did vote it in and thought that it was taken care of. So starting January 1 of 2009 we were supposed to be paying Cynthia \$15.00 an hour, we only paid her \$14.00, and so we need to from January 1 of 2009 forward to make that change and to compensate her for that difference. CMA and Paychex will get this corrected for us.

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

Activities Committee - Karlene Herbrand.

Tina: Karlene had just stated that she wants in the newsletter, “Watch mailbox building for monthly dates for book club and coffee, October 10th for the fall festival” and that she wants to remove the Halloween party. So they will do the fall festival instead of the Halloween party.

Directory – Tina O’Bryan. No report.

Equestrian – RC Cuellar. No report.

Tina: I have not heard anything from RC. Has anybody heard anything from RC? I will tell you that we need to figure out something else different with the trail markers. The person that she had set up to do it is not doing well health wise.

Newsletter – Liz Krupinski.

Cynthia was smart enough to say we should put something in the newsletter regarding the pool opening which is next weekend. It is open from Memorial to Labor Day.

Nominating and Welcoming – Pam Schultz. No report.

Website – Sandy Perry.

We didn’t have a March meeting so there will not be any minutes for March.

Open Forum:

No open forum issues.

Motion was made to adjourn the meeting. Motion was passed.

Meeting adjourned at 8:00 p.m.

Respectfully submitted.

Tina O’Bryan