

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 11th day of June, 2013, the Tutbury Public Improvement District (PID) Advisory Board held an Advisory Board meeting at 10:00 A.M. in Room 305 of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following people present:

MEMBERS PRESENT	TOTAL NO. MEETINGS HELD	TOTAL NO. MEETINGS ATTENDED
Larry Orman	9	6
Nelda Morton	2	2
Dick Weddington	1	1

CITY OF AMARILLO STAFF

Kathleen Collins, Comprehensive Planner

ITEM 1: Approval of Minutes from the June 19, 2012 meeting

Mr. Orman asked if there were any corrections to the June 19, 2012 meeting minutes. Hearing none, a motion to approve the minutes as presented was made by Ms. Morton, seconded by Mr. Weddington and carried unanimously.

ITEM 2: Discuss ongoing PID operations and maintenance contract

Mr. Orman invited Ms. Collins to speak on this item. Ms. Collins stated Northrup's Landscaping currently has a one-year contract to perform the maintenance of common areas in the Tutbury PID for Fiscal Year 2012/13. Mr. Weddington asked if the contract was automatically renewed. Ms. Collins stated it is not set up as an automatic renewal. Mr. Orman noted the contract specifies the type of plants that property owners want near the Tutbury Court entrance. Ms. Collins acknowledged that the contract identifies installation of annual color in flower beds in the spring and fall. She mentioned the cost of each installation is currently \$1,093. Mr. Orman spoke with Ms. Cathy Bailey, a Tutbury homeowner and Homeowner Association Board member, in preparation for this Advisory meeting. They discussed the condition of common area improvements. Ms. Morton stated the landscape committee has discussed and considered a variety of perennial plants to be placed at the Tutbury Court entrance.

Mr. Orman pointed out the irrigation system is eleven years old and is beginning to need repairs. He questioned if an irrigation repairs is an expense item within the budget. Ms. Collins stated \$9,190 budgeted as Maintenance of Improvements for Fiscal Year 2012/13 accounts for all of Northrup's Landscaping services and does include irrigation repairs.

Ms. Collins requested an executed copy of all contracts between the Tutbury Homeowners Association and private contractor(s) responsible for maintaining PID improvements.

ITEM 3: Consider for recommendation 2013/14 Budget and 5-Year Service Plan

Ms. Collins reviewed the 5-year service plan by line item, noting water rates would increase in FY 2013/14 by 2% and this added expense was built into the plan.

Ms. Collins mentioned that in order to build a positive three month operating reserve and add to the current fund balance, it was recommended that the Board consider leaving the assessment value at \$679 per lot. Ms. Morton and Mr. Orman agreed that the assessment rate should remain at \$679. Mr. Orman requested a motion to accept the 5-year service plan and the 2013/14 budget as presented. Mr. Weddington moved to accept the proposed service plan and budget with Ms. Morton seconding the motion. Motion was approved unanimously.

ITEM 4: Discuss future agenda items

None.

ITEM 5: Adjourn Meeting

Being no other business, the meeting was adjourned.