

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 29th day of June, 2015, the Tutbury Public Improvement District (PID) Advisory Board held an Advisory Board meeting at 1:00 P.M. in Room 203 of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following people present:

<b>MEMBERS PRESENT</b>	<b>TOTAL NO. MEETINGS HELD</b>	<b>TOTAL NO. MEETINGS ATTENDED</b>
Larry Orman	11	8
Nelda Morton	4	4
Dick Weddington	3	1

**CITY OF AMARILLO STAFF**

Kelley Shaw, Planning Director  
Rebecca Beckham, Comprehensive Planner II

ITEM 1: Approval of Minutes from the June 10, 2014 meeting

Mr. Shaw asked if there were any corrections to the June 10, 2014 meeting minutes. Hearing none, a motion to approve the minutes as presented was made by Ms. Morton, seconded by Mr. Orman and carried unanimously.

ITEM 2: Discuss ongoing PID operations and maintenance contract

Mr. Orman stated Custom Gardens was contracted to maintain the turf and trees in the Tutbury common areas. Mr. Orman spoke about Custom Garden's services, including mowing, tree trimming and plant replacement. Mr. Orman and Ms. Morton stated that they were satisfied with Custom Garden's services.

Mr. Orman asked who would be responsible for fixing the existing brick wall, should something happen to it. Mr. Shaw stated that the PID would be responsible for any maintenance or repairs to PID improvements. Ms. Morton asked if it would be possible to have an insurance policy to cover the brick walls and other improvements within the Tutbury PID. Mr. Shaw said that he would need to follow up with the City's Legal Department on liability and insurance policies for the PIDs.

Mr. Shaw then explained how PIDs had been operated historically and that after discussions with the City's Legal Department that the City would need to contract with the PID's associated Home Owner's Association (HOA). Mr. Shaw explained that in order for the maintenance to occur and be managed by the HOA, the City would need to assign permission to the HOA via a contract. Mr. Shaw stated that at this time a contract with the City was not in place, and that the City, the PID Advisory Board and the Tutbury HOA would need to work together to get a contract in place.

ITEM 3: Consider for recommendation 2015/16 Budget and 5-Year Service Plan

Mr. Shaw reviewed the 5-year service plan by line item. Project total maintenance and operations equal \$14,481 and revenue will total \$16,296. He mentioned property owner assessments were set at \$679 per platted lot. Mr. Shaw stated that the Tutbury PID was building up a healthy surplus and if they wanted to reduce their individual assessment per lot that it was a possibility. Mr. Orman stated that he preferred to be conservative and would rather leave the rate as it was. Ms. Morton agreed that the rate should remain at \$679. Mr. Shaw requested a motion to accept the 5-year service plan and the 2015/16 budget as presented. Mr. Orman moved to accept the proposed service plan and budget with Ms. Morton seconding and the motion was approved unanimously.

ITEM 4: Discuss Board member terms

The Advisory Board currently consists of three members, each serving three year terms. Per the terms of the Tutbury PID petition, the three board member positions are to be filled by owners of real property within the Colonies Unit #9 Plat, commonly known as the Tutbury PID. Mr. Shaw explained that all three of the current Board Member's terms would expire September 30, 2015. He then requested nominations of three members prior to September 1, 2015. Mr. Shaw explained that it was City policy for all City boards to restrict board members from serving more than two consecutive terms. Mr. Orman stated that he would like to serve again but that he would contact the Tutbury HOA for additional Advisory Board member recommendations.

ITEM 5: Discuss future agenda items

None

ITEM 6: Adjourn Meeting

Being no other business, the meeting was adjourned.