

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, January 12, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Carol Thorpe, Tim York, Hans Scheurer, Jim Saylor and Dan Matsui
Board Members Absent:	None.
EBMC:	Kevin Berg, Community Manager, Rebeka Wiggins, Recording Secretary
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:18 p.m.

2. MEMBER'S FORUM – Agenda Items Only

A. Homeowner

Homeowner asked about the estate sale. Carol Thorpe explained that the rules and regulations state that any estate sale must be approved by the Board. Homeowner also asked about the rain gutters.

B. Jim Howerton

Homeowner stated that he just paid \$200 for something that he could have done himself.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve November 10, 2015 Board Meeting Minutes

Under item 12. Adjournment, the draft minutes should be corrected to state the motion was seconded by Dan Matsui.

Motion: Tim York made a motion to approve the November 10, 2015 minutes as corrected. The motion was seconded by Jim Saylor and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for October & November 2015.

Carol Thorpe gave a brief financial report for October 2015. She noted no out of line conditions.

Carol Thorpe gave a brief financial report for November 2015. She noted no out of line conditions.

Motion: Tim York made a motion to accept the financial report for October 2015 as presented. The motion was seconded by Jim Saylor and unanimously approved.

Motion: Tim York made a motion to accept the financial report for November 2015 as presented. The motion was seconded by Dan Matsui and unanimously approved.

5. PRESIDENT'S REPORT

Carol reported that the Christmas party was a success; she hoped that everyone who attended had a good time. We have had a few water leaks because someone planted a tree right over a water line. There have been many plumbing bills already. We are getting some snow and expecting some more this week.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Carol mentioned the few work orders that had been received.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Nothing new to report.

B. Social/Newsletter Committee

The Christmas party was a success.

C. Building/Grounds/Architectural Committee

Nothing reported.

D. Advisory Committee

Nothing reported.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove gutter cleaning proposals.

The proposals obtained were actually for roof cleaning, not gutter cleaning. There were only two proposals presented at this meeting.

Motion: Tim York made a motion to approve the proposal as presented by Sierra Property Maintenance Inc. on the amount of \$3,500 to clean the roofs on all of the buildings once the conditions will allow. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove RFP for streets – slurry seal

Tim York gave a brief presentation regarding the slurry seal and paving work that will be completed this Spring/Summer. Carp; Thorpe stated that she wanted the RFP sent to SNC, Advanced and Vega at least. Tim York agreed to resubmit the RFP to the Board and EBMC to be submitted to the Asphalt contractors. Jim Saylor asked about adding speed bumps.

Motion: Hans Scheurer made a motion to approve the RFP as presented for submission to Asphalt Contractors. The motion was seconded by Jim Saylor and unanimously approved.

C. Discuss/Approve/Disapprove bids for structural on Clyde Ct.

Carol explained that there is a structural issue at one of the Homes on Clyde Court.

Motion: Tim York made a motion to approve the proposal as presented by KFC Builders in the amount of \$8,820 for the structural repair at 4311 Clyde Court. The motion was seconded by Jim Saylor and unanimously approved.

D. Review all services and associated costs.

Carol Thorpe stated that there is a 12-month income statement that shows each line item of the budget and what has been spent per month. Hans Scheurer asked for contracts for each of the service providers. Management was instructed to send copies of the Landscape and Management contract to Hans and Dan.

E. Discuss/Approve/Disapprove estate sale 4017 Bluegrass.

Carol Thorpe stated that she polled the Board via email and asked for authorization to approve the estate sale. Dan Matsui was concerned about parking. Carol stated that she did raise parking concerns with the Administrator and informed her that all non-residents must park on Baker Lane.

Motion: Tim York made a motion to approve the estate sale at 4017 Bluegrass Ct. The motion was seconded by Hans Scheurer and unanimously approved.

9. CORRESPONDENCE

None.

10. 2ND MEMBER'S FORUM

A. Cindy Fox

How do we address streetlights that are out? Tim York stated that he would take a look and provide a list to Robert.

B. Erika

There are several lights out on Lorraine that are just never turned on.

C. Homeowner

Homeowner asked if there were any concerns about the recent earthquakes. Homeowners can purchase a rider to assist with loss coverages for earthquake insurance. Carol Thorpe stated that there is no earthquake insurance coverage for the Association. Dan Matsui suggested that we provide the Homeowners actual numbers for the coverages.

NEXT BOARD MEETING

March 8, 2016

11. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Jim Saylor and unanimously approved. The meeting adjourned at 6:18 pm.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, February 9, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Carol Thorpe, Tim York, Jim Saylor and Dan Matsui
Board Members Absent:	Hans Scheurer
EBMC:	Kevin Berg, Community Manager
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:15 p.m.

2. MEMBER'S FORUM – Agenda Items Only

A. Cindy Fox

Homeowner asked about the progress regarding the light at the end of Clyde. Carol stated that yes the Board is looking into many different options for the lighting on Clyde and at the RV lot. Cindy also wanted to let everyone know that one of their neighbors Maxine has passed away.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve January 12, 2016 Board Meeting Minutes

The meeting minutes were reviewed by the Board. Tim York stated that there is a correction to the date of the next Board meeting needed. The date should be corrected to say February 9, 2016. Dan Matsui stated that he wanted the minutes to reflect that he voted against the estate sale at 4017 Bluegrass Ct.

Motion: Tim York made a motion to approve the January 12, 2016 minutes as corrected. The motion was seconded by Jim Saylor and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for December 2015.

Carol Thorpe gave a brief financial reported. She noted no out of line conditions.

Motion: Tim York made a motion to accept the financial report for December 2015 as presented. The motion was seconded by Jim Saylor and unanimously approved.

5. PRESIDENT'S REPORT

Carol Thorpe reported that the Christmas party was a success. They are looking into the light at Clyde Court and they had a meeting with several contractors regarding the streets. She added that we have had a lot of snow so she is expecting the snow removal bills to be quite high.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Robert Lipari stated that he has pulled the cover back on the pool to check the water and the water is clean, but the cover is tearing. He is going to check into the costs for repairing or replacing the pool cover. Kevin Berg stated that he believes that the pool cover replacement is listed in the Reserve Study sometime in the near future. Robert added that he is working on prices for installing closures for the pool gates, the current closures do not last very long and he is looking at installing closures similar to the ones they installed on the pedestrian gates. There was additional conversation regarding the repair/installation of the shower stalls in the clubhouse.

Tim York explained that they had received a work order to extend the back fence at 433 Angela Place. He is recommending approval with the following conditions: 1) The fence can be extended no further than 14' from exterior. 2) Homeowner must use an appropriately licensed contractor. 3) No doggie window and one gate. 4) North fence to be in a straight line with no box or cutout. 5) Homeowner to pay tree and rock removal costs as well as all landscaping costs.

7. COMMITTEE REPORTS

A. Infrastructure Committee

None.

B. Social/Newsletter Committee

Bunco February 25 everyone is welcome. Working on a poker night.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove review Request for Proposal for paving

Carol announced the RFP has already been sent out for the paving work. She added that they had already met with SNC and walked the property. Jim Saylor again asked if they wanted to try to take care of more of the project with oil prices so low. Again he would not be opposed to asking obtaining financing to complete the project.

B. Discuss/Approve/Disapprove street light issues.

This has been discussed and they are looking at solar lighting. Tim York did not believe that converting the RV lot to solar is necessary because there is sufficient wiring available to run the current lights and the lighting is relatively new. They are going to continue to look into this issue. Tim York added that there are some areas where solar lighting is not possible.

C. Discuss/Approve/Disapprove RV lighting.

Jim Saylor believes that a variable light might not be a practical idea for the RV area. The lighting currently there is adequate. Dan Matsui asked what the actual cost comparisons would be. The consensus was that costs would be a lot because they do not really know exactly where the short is at Clyde Ct., therefore new wiring would likely need to be run. Dan Matsui also asked about failures, due to insufficient sunlight to charge the system. Tim York stated that each of the lights would be equipped with a backup battery.

D. Review earthquake quote.

Carol Thorpe explained that the Board has again looked into proposals for Earthquake Insurance for Parkwood. As previously learned, the premium would be excessive and would likely cause a \$38.00 increase in monthly assessment. The coverage is limited though and the deductibles are high.

E. Discuss vendor expenses.

Carol stated that she sent the Board members a 12-month Income/Expense register for discussion. She will be working on the budget for the next Fiscal year and would entertain any feedback from the Board as to where expenses could or should be reduced. Jim Saylor stated that the sewer bill will increase by approximately 11%.

F. Discuss Estate Sale outcome.

Carol stated that she believes that the sale went very smooth. The executor stood out in the street and directed traffic. Jim Saylor believed that the signs were amateurish. Carol thinks that with an aging community, she hopes that the Board would at least consider it.

9. CORRESPONDENCE

None.

10. 2ND MEMBER'S FORUM

A. Erika Berry

Homeowner asked about the gutters. Carol stated that they have found a contractor to clean the roofs, and they will contact the Homeowners independently to work out gutter cleaning.

B. Cheryl Lipari

Homeowner wanted to remind the Board that the rental fee for the RV lot was supposed to be spent on improvements to the lot. She was hoping that in the next budget the Board might consider a fence.

C. Dan Matsui

Homeowner stated that he was surprised about the earthquake quote. He thought that it would be a lot higher. He wants to take a poll of the audience as to whom would be in favor of purchasing the coverage.

NEXT BOARD MEETING

March 8, 2016 at 5:15 p.m.

11. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Dan Matsui. The motion was unanimously approved. The meeting adjourned at 5:57 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, March 8, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Carol Thorpe, Tim York, Hans Scheurer and Dan Matsui
Board Members Absent:	Jim Saylor.
EBMC:	Kevin Berg, Community Manager, Rebeka Wiggins, Recording Secretary
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:15 p.m.

2. MEMBER'S FORUM – Agenda Items Only

No Homeowner's spoke, no action was taken.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve February 9, 2016 Board Meeting Minutes

Tim York noted a correction under item 8.B. regarding solar lighting whereas he did state that he did not believe that converting the RV lights to solar was necessary, he just didn't state it in the verbiage used.

Motion: Tim York made a motion to approve the February 9, 2016 minutes as corrected. The motion was seconded by Dan Matsui and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for January 2016.

Rebeka with EBMC apologized but the January 2016 are not available for this meeting. Carol Thorpe gave a brief recap on the December 2015 Financials.

5. PRESIDENT'S REPORT

Carol stated that they are meeting with the Reserve Study specialist on Thursday and they have been working on the budget. She added that the Board went to a seminar regarding streets and it was very informative.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Robert Lipari stated that the pool gate latches have been installed. Tim York went over the remainder of the maintenance reports.

A. Ray and Ellen Mann (4311 Clyde Ct)

Homeowner submitted work order for driveway repair. Tim York responded that he will put it on the concrete list for this year.

B. Carol Elder (4010 Bluegrass Ct)

Homeowner submitted worker order for water leaking into her garage and a fence post. Robert Lipari commented that he looked at it and the water is coming from a roof leak.

7. COMMITTEE REPORTS

A. Infrastructure Committee

No report from this committee.

B. Social/Newsletter Committee

Carol stated that there was a Bunco night, they didn't play, but they had a nice time visiting.

C. Building/Grounds/Architectural Committee

No report from this committee.

D. Advisory Committee

No report from this committee.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove review street work proposals.

The Board reviewed several proposals that were presented at this meeting.

Motion: Tim York made a motion to accept the proposal as presented by SNC Construction in the amount of \$118,300 for paving and concrete work based on the RFP that was approved at the February meeting. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove solar lighting.

Tim York gave a brief presentation regarding solar lighting. He believes that the older model of the 20 Watt solar street light will be sufficient to replace the light

Motion: Tim York made a motion to purchase the older model of the 20 Watt solar street light for \$495 to replace the existing light on Clyde Court. If the older model is not available, the Board authorizes Robert to purchase the newer model 20 Watt solar street light. The motion was seconded by Hans Scheurer and unanimously approved.

9. CORRESPONDENCE

None.

10. 2ND MEMBER'S FORUM

A. Charlie

Homeowner stated that they are still having a problem getting Homeowner's to stop walking their dogs in their yard. The yard is now destroyed. Carol Thorpe gave a brief description of common area vs. limited common area. Robert was instructed to have Josua take a look at it. The Homeowner feels like it is an annoyance. Her other issue was that she sits watching out her window and no one adheres to the 15 mile an hour speed zone. Tim York stated that they are planning to add a speed bump and the current speed bump will be refurbished when we do the paving.

B. Mary Ann Osborn

Homeowner stated that she has noticed there are a lot of trucks around Parkwood. She wants to know if there are any rules stating that people need to remove the trash from their trucks.

C. David Crampton (2016 Ruth Ct.)

New Homeowner introduced himself.

D. Marc Fox

Homeowner talked about his *website: justforseniors*. He explained that he and his wife Cindy are very involved with trying to help seniors. He just wants to encourage everyone to visit his website and would welcome any suggestions for improvement. The ultimate goal is to solicit companies to the website who can offer services to seniors at a discounted price. He would like to talk to the Board about adding a link to the HOA website.

NEXT BOARD MEETING

April 12, 2016

11. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Daniel Matsui and unanimously approved. The meeting adjourned at 5:53 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, April 12, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Carol Thorpe, Tim York, Hans Scheurer and Dan Matsui
Board Members Absent:	Jim Saylor
EBMC:	Kevin Berg, Community Manager, Rebeka Wiggins, Recording Secretary
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:16 p.m.

2. MEMBER'S FORUM – Agenda Items Only

A. Larry

Homeowner said that he believes that Parkwood is not in a major earthquake area. The cost seems outlandish in his opinion. If Parkwood was in a high risk area, then the mortgage companies would insist on the coverage.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve March 8, 2016 Board Meeting Minutes

The meeting minutes were reviewed by the Board. Hans Scheurer commented regarding a Homeowner's comment during the 2nd Members forum. The Homeowner's comment was stricken from the record.

Motion: Tim York made a motion to approve the March 8, 2016 minutes as written. The motion was seconded by Carol Thorpe and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for January and February 2016.

Carol Thorpe gave a brief financial report.

Motion: Tim York made a motion to accept the financial report for January and February 2016 as presented / clarified. The motion was seconded by Hans Scheurer and unanimously approved.

5. PRESIDENT'S REPORT

Carol stated that the solar light seems fine. She likes it. Maybe if we can replace more of the lights, then we can save some money. We are working with SNC to do the paving project for this year. We do not have a specific schedule this time, but SNC will notify all Homeowner's before starting the work. Carol explained the process for paving. They are working on getting the pool opened up. Robert Lipari explained that some of the tiles are coming loose and Carol has left a message with the vendor who installed the pool to come and fix them. Carol also explained that they are working with Leslie's Pool supply to either repair or replace the pool cover. Carol also stated that they may need to replace one of the water heaters downstairs. The pool is scheduled to be opened around the middle of May but an exact date will be posted on the website.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Robert stated that he is working with CAD Pest Control and he believes a proposal was submitted to Management. There are also several trees without the Community that need to be removed. He added that Jet Plumbing is coming on Tuesday to run the pipe under the street. Robert also stated that the roof cleaning company will hopefully be coming next week. There was some discussion regarding nailing down a price for gutter cleaning so that the Homeowner's can pay them for that.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Tim York stated that Claire Burton donated a very nice HP computer to the Parkwood Clubhouse so we now can run Windows 10.

Action: The Board agreed to purchase a \$25 gift card to thank her for her donation.

B. Social/Newsletter Committee

The next Bunko is scheduled for April 21 @ 6:30 p.m.

C. Building/Grounds/Architectural Committee
None.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove 2016-2017 Proposed Budget

Carol stated that they have been working very hard on the proposed budget and there will be no increase or special Assessment for the next fiscal year.

Motion: Hans Scheurer made a motion to accept the 2016-2017 Budget as proposed. The motion was seconded by Tim York and unanimously approved.

B. Request bid(s) for pest control

Carol Thorpe explained that she believes that CAD Pest Control is the only company in town that sprays foundations. Kevin explained that if the Board is happy with a specific company then multiple bids are not required.

Motion: Tim York made a motion to approve the proposal as submitted by CAD Pest Control Services excluding the \$765 for the systemic treatment on 15 Birch Trees for a total amount of \$3,605.00. The motion was seconded by Hans Scheurer and unanimously approved.

C. Discuss/Approve/Disapprove Honeywell lights

Carol explained that they have decided to replace the Honeywell lights with LED lighting.

D. Discuss Roof Cleaning

The roof cleaning has already been scheduled.

E. Discuss Earthquake Insurance

Carol explained that the cost is prohibitive and really if Parkwood was in an earthquake zone, then mortgage companies would require the coverage. Dan Matsui believes that the membership should be given the option of purchasing a policy for earthquake insurance and the cost could be spread amongst all of the Homeowners equally. The deductible could then be spread equally amongst the Homeowner's as well in case of an event. Carol asked Dan to provide the particulars of his plan to the Board. He argues that the cost is not prohibitive if the cost is spread amongst the Homeowners. Hans Scheurer suggested that the Board schedule a workshop and invite the Homeowners that are interested and Mike from the Insurance Company and get all of our questions answered. The workshop was tentatively scheduled for May 24, 2016 at 5:00 p.m.

9. CORRESPONDENCE

None.

10. 2ND MEMBER'S FORUM

A. Cynthia Fox

Homeowner was concerned about the dandelions and there has been no pre-emergent and there has been no aeration. She was also concerned about the dirt all over the streets. She also asked when the bushes were going to be trimmed. Lastly, she does not think it would be a bad idea to remind residents to keep their outside lights on.

B. Cheryl Lipari

Homeowner suggested the possibility of replacing the water heater with a tank less water heater. Additionally, she noticed that when people exit the Community the spin out because of all of the sand left from the snow removal.

NEXT BOARD MEETING

May 10, 2016

11. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Dan Matsui and unanimously approved. The meeting adjourned at 5:59 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, May 10, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Carol Thorpe, Tim York, Hans Scheurer, Dan Matsui
Board Members Absent:	Jim Saylor.
EBMC:	Kevin Berg, Community Manager, Rebeka Wiggins, Recording Secretary
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:15 p.m.

2. MEMBER'S FORUM – Agenda Items Only

No members spoke, no action was taken.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve April 12, 2016 Board Meeting Minutes

The meeting minutes were reviewed by the Board. Hans Scheurer asked that the April 12, 2016 minutes be amended to state that he seconded the motion to approve the March 8, 2016 minutes and not Carol Thorpe.

Motion: Tim York made a motion to approve the April 12, 2016 minutes as changed. The motion was seconded by Hans Scheurer and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for February 2016.

Carol stated that February financials were approved at the April meeting.

5. PRESIDENT'S REPORT

Carol stated that the pool should be open around May 20th. The shower is being worked on and the paving has been started.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Tim York stated that there are a few work order requests that were discussed by the Board.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Nothing at this time.

B. Social/Newsletter Committee

Bunco is scheduled for May 24, 2016.

C. Building/Grounds/Architectural Committee

Nothing at this time.

D. Advisory Committee

Nothing at this time.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove Reserve Study dated 07-01-2016

The Reserve Study was reviewed by the Board.

Motion: Tim York made a motion to adopt the Reserve Study dated July 1, 2016 as presented. The motion was seconded by Hans Scheurer and unanimously approved.

B. Pool Party

The pool party was scheduled for June 19, 2016 at 5:30 p.m.

9. CORRESPONDENCE

None.

10. 2ND MEMBER'S FORUM

A. Homeowner

Homeowner stated that he had a broken valve repaired by Michael's Plumbing and they did an excellent job. He also asked if there was a plan for the tennis courts.

NEXT BOARD MEETING

June 14, 2016

11. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Dan Matsui and unanimously approved. The meeting adjourned at 5:27 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, June 14, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Carol Thorpe, Tim York, Hans Scheurer and Dan Matsui
Board Members Absent:	None.
EBMC:	Kevin Berg, Community Manager, Rebeka Wiggins, Recording Secretary
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:15 p.m.

2. MEMBER'S FORUM – Agenda Items Only

A. Homeowner

Homeowner has no argument about what is done at the tennis court. All he says is don't remove the lights.

B. Homeowner

Agreed that lights should remain at the tennis court.

C. Jim

Homeowner believes that the tennis courts add value to Parkwood. He also wanted to discuss the repairs that he has requested on his deck.

D. Cheryl Lipari

Homeowner agreed that the lights in the tennis court should be left in place and just turned off.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve May 10, 2016 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the May 10, 2016 minutes as written. The motion was seconded by Hans Scheurer and was unanimously approved.

4. FINANCIAL REPORTS

A. Review and Accept Financial Report for March & April 2016.

Carol Thorpe gave a brief financial report for March and April 2016. She noted no out of line conditions.

Motion: Tim York made a motion to accept the financial report for March & April 2016 as presented. The motion was seconded by Dan Matsui and unanimously approved.

5. PRESIDENT'S REPORT

Carol Thorpe stated that the pool is open and it is being used. Sunday is the pool party. Please join us and bring a side. On another note, we have upcoming elections and we do have a vacancy. Please help and volunteer your time for the Parkwood Board. We need stability in our Board. The paving is complete. The earthquake workshop went well and we had about 14 people present. The coverage is outlandishly expensive.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Tim York explained that they have received one architectural request for the installation of a new pellet stove and new windows. The Homeowner was present at this meeting and the project was discussed and verbally approved.

They also discussed the deck repairs that had been previously requested and stated that they are working on it.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Nothing reported.

B. Social/Newsletter Committee

Pool party potluck is scheduled for this coming Sunday.
Bunko next Wednesday on June 25, 2016.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove Evaluate 4165 Marigene Balcony repairs

The Board reviewed two proposals that were presented to repair the balcony at 4165 Marigene.

Motion: Tim York made a motion to accept the proposal as presented by Advanced Property Services in the amount of \$2,100.00 to repair the deck at 4165 Marigene. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove Water heater replacement

The Board reviewed two proposals that were presented by Advanced Property Services one for a 50 gallon water heater and a tankless water heater. Carol Thorpe suggested that the should research the energy savings for the next Board meeting to determine if the extra cost is realistic.

C. Discuss/Approve/Disapprove Pool Cover

Robert stated that the old pool cover is not worth repairing and the cost to replace it will be \$1,900 for the deluxe model and \$1,600 for the less expensive cover.

Motion: Hans Scheurer made a motion to replace the pool cover for \$1,900. The motion was seconded by Tim York and unanimously approved.

D. Discuss/Approve/Disapprove Water Pool Party

Carol stated that she believes there will be a cost for the pool party of approximately \$250.00.

Motion: Time York made a motion to approve the expense of \$250.00 for the pool party. The motion was seconded by Hans Scheurer and unanimously approved.

E. Discuss Earthquake Workshop

Dan Matsui explained that they are still working on this issue. He has been working on getting accurate numbers for the coverage as well as specifics regarding deductibles, and cost. He just wanted to make sure that everyone knows this issue is still very much open for discussion. Additional comments were made by Homeowner's present regarding the affordability of earthquake insurance as compared with other types of insurance and the potential for total loss of investment.

F. Discuss Roof Cleaning

Carol believes that they did an excellent job cleaning the roofs. She asked for any comments, there were none.

G. Discuss Questionnaire in election packet pertaining to earthquake insurance, tennis court from dawn to dusk and remove lights

Carol explained that they want to add a questionnaire to the election packet pertaining to earthquake insurance and the tennis courts. There was also some discussion regarding making some upgrades to the tennis courts that would allow for it to be more of a multi-use court.

H. Street paving

The street paving was completed on Millbrook, Anne Marie and Ruth Court. They will be scheduling Lorraine in the near future.

9. CORRESPONDENCE

None.

10. 2ND MEMBER'S FORUM

A. Kim

Can we fix the tennis courts? Once we do, can we please put them on a maintenance plan.

B. Homeowner

Homeowner asked if the Board might be interested in updating the garage lights. Carol stated that we have been aware of the need, but they have just unfortunately been a priority. She added that the Homeowner's are welcome to purchase them for themselves if they like they just need to make sure they are as uniform as possible.

C. Cheryl Lipari

She asked if what they were asking was for complete "cookie cutter" uniformity or would the Board consider variations as long as they architectural forms are submitted.

D. Cindy

Homeowner asked how to report sprinkler overages. Carol instructed her to just let Robert know, he can make those adjustments. She would also like to schedule an evening walkthrough so we can do a light check.

NEXT BOARD MEETING

July 12, 2016

11. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Hans Scheurer and unanimously approved by General Consent. The meeting adjourned at 6:02 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Thursday, July 21, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Carol Thorpe, Tim York, Hans Scheurer and Dan Matsui
Board Members Absent:	None.
EBMC:	Kevin Berg, Community Manager, Rebeka Wiggins, Recording Secretary
Other:	None.
Homeowners Present:	List on File with Management

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:15 p.m.

2. MEMBER'S FORUM – Agenda Items Only

A. Cindy Fox

Homeowner asked about the agenda item dealing with outside lights.

B. Peter

Homeowner asked about the agenda item dealing with earthquake insurance.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve June 14, 2016 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the June 14, 2016 minutes as written. The motion was seconded by Dan Matsui and was unanimously approved.

4. FINANCIAL REPORTS

A. Review and Accept Financial Report for May 2016

Carol Thorpe gave a brief financial report for May 2016. The Operating cash balance was \$44,072.45 and the Reserve cash balance is \$413,219.00. The Current accounts receivable was \$2,246.80. She stated that at this point we are going to be over budget at year-end. There were some high expenditures in structural, electric, plumbing and termite abatement that we could not have planned for.

Motion: Tim York made a motion to accept the financial report for May 2016 as presented. The motion was seconded by Dan Matsui and unanimously approved.

5. PRESIDENT'S REPORT

Carol Thorpe announced that a California company has purchased the apartments next door so we should be looking at an improvement for the property at some point.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Pending maintenance issues were discussed as well as any outstanding work orders.

7. COMMITTEE REPORTS

A. Social/Newsletter Committee

Carol stated that they played Bunko last night and they had a great time.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove Water Heater replacement

The Board discussed the Tim York asked about the APS Proposal for \$1,295.00 for the standard and \$2,500.00 for the tank-less option. Tim York stated that he believes that the tank-less option would not be necessary because it would take a lifetime to recover the additional costs with the amount of usage in this particular case. Dan Matsui was concerned about the amount of warranty for each option. Carol Thorpe explained that she forgot to bring the proposals so we will have to postpone this discussion until the next Board meeting.

B. Discuss/Approve/Disapprove Outside lights 16" Carriage

Carol Thorpe explained that the Board has discussed the replacement options for the exterior carriage lights. Some of the Homeowners want to choose their own lights. The process would be to submit an architectural form to the Board for approval and they Homeowner could receive approval to replace the lights at their own cost. Carol explained that the Association would not be willing to go through and replace all of the outdated lights as long as they are functional. The Board will need to come up with some specific guidelines that will be acceptable for the replacement of these lights. The idea is to keep them as similar as possible to maintain an aesthetic appeal.

Motion: Tim York made a motion to allow the Homeowners the option to replace their exterior garage lights as long as they submit an architectural form for approval and as long as the proposed replacement does not exceed 16 inches in length. The motion was seconded by Hans Scheurer and unanimously approved.

C. Discuss Questionnaire in election packet pertaining to earthquake insurance, tennis courts.

Carol stated that Dan and Tim have done a great job putting this package together for the election packet that is being mailed to the Homeowners for the vote. Carol wanted to make sure that the Homeowners understand that ultimately this will be a Board decision depending on the level of interest noted in the questionnaire. In addition, there was some discussion regarding maintaining the lighting in the tennis courts. Carol added that during her recent touring she actually saw a pickle-ball court and it is just lines painted on a tennis court so they will talk about this at some point in the future.

9. CORRESPONDENCE

None.

10. 2ND MEMBER'S FORUM

A. Frank Glasgow

Frank stated that he wanted to let the Board know how much his wife was enjoying the pool this year.

B. Cindy Fox

Homeowner asked about having a timer installed to turn off the lights in the clubhouse because she often sees them left on. Robert Lipari was asked to look into this. She also asked about water waste.

C. Erika

Homeowner asked about trimming. She really needs them to come to trim her bushes, additionally, she has not seen anyone pulling weeds.

D. Dan Matsui

Homeowner asked about general cleanup in common areas.

NEXT BOARD MEETING

August 9, 2016

11. ADJOURNMENT

Carol Thorpe adjourned the meeting by General Consent at 5:46 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, August 9, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Carol Thorpe, Tim York, Hans Scheurer and Dan Matsui
Board Members Absent:	None.
EBMC:	Kevin Berg, Community Manager, Rebeka Wiggins, Recording Secretary
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:15 p.m.

2. MEMBER'S FORUM – Agenda Items Only

There were Homeowner comments during this portion of the meeting.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve July 21, 2016 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the July 21, 2016 minutes as written. The motion was seconded by Hans Scheurer and was unanimously approved.

4. FINANCIAL REPORT

A. Review and Accept Financial Report for June 2016

Carol Thorpe gave a brief financial report for June 2016 or the end of our Fiscal Year. She explained that we did go over budget by \$28,000 due to multiple unforeseen maintenance items. We will be working on the tennis courts next year.

Motion: Hans Scheurer made a motion to accept the financial report for June 2016 as presented. The motion was seconded by Tim York and unanimously approved.

5. PRESIDENT'S REPORT

Carol Thorpe wanted to extend thanks to Tim York for all of his hard work on his RFP for the landscaping contract.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

The Board discussed the pending maintenance issues as well as any outstanding work orders. Robert asked about the pool closure dates. Depending on the weather, the Board believed that the pool closure should be mid-October. Additionally, The Board agreed that the funds should be available on the maintenance debit card to cover the cost of the pool cover. Robert reported that there have been people using the tennis courts recently, so obviously the repair has worked for now. He also stated that he has been replacing all of the lights with LED's as they burn out.

7. COMMITTEE REPORTS

A. Social/Newsletter Committee

Cheryl Lipari stated that there is a Bunko scheduled for September then the next party will be Christmas.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove - Water heater replacement

Carol apologized that she did not return the bids to Kevin as she thought. There had been previous discussion regarding the option of purchasing a tankless water heater or a traditional water heater. Several proposals have been previously reviewed by the Board.

Motion: Tim York made a motion to accept the proposal as presented by Advanced Property Services in the amount of \$1,295.00 to replace the water heater. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove Maintenance Supervisors Medical Insurance Compensation

Carol Thorpe explained that effective June 1, 2016 Robert's medical insurance premium has increased by \$76.00 per month. The question is whether or not to increase his salary to cover this cost.

Motion: Tim York made a motion to increase Robert Lipari's salary by \$38.07 per pay period to compensate him for the increase in the Medical Insurance premiums. Said increase to be retroactive to June 1, 2016.

C. Discuss/Approve/Disapprove Landscape Contractors Request for Proposal

Tim York explained that he has prepared an RFP for landscaping contract. Hans Scheurer requested some adjustment in verbiage and the Board discussed a due date for the proposals.

Motion: Hans Scheurer made a motion to accept RFP #7 be approved and submitted for proposal. The motion was seconded by Tim York and unanimously approved.

9. CORRESPONDENCE

None.

10. 2ND MEMBER'S FORUM

A. Cheryl Lipari

Homeowner was concerned that the RFP for landscaping does not say monthly for weed abatement.

NEXT BOARD MEETING

July 12, 2016 – Annual. We need candidates, the deadline is August the 12th.

11. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Carol Thorpe. The motion was unanimously approved / by General Consent. The meeting adjourned at 5:46 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, October 11, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe and Peter Hunt
Board Members Absent:	None.
EBMC:	Kevin Berg, Community Manager, Jessika Avalos, Recording Secretary
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER/ROLL CALL

Tim York called the meeting to order at 5:15 p.m.

II. MEMBER'S FORUM – Agenda Items Only

A. Sherry Lipari

Homeowner contacted others about the tennis courts and what is need to change it to a sports court. She contacted Jerry Clayton from Advanced Asphalt to get information. She would like to add a half-court basketball court. She also explains that it would cost the same amount for a double Tennis court as it would for a sports court.

B. Kathy Livierato (324 Lorraine Ct.)

Homeowner made a note that the board never got back to her about her bill and wanted to know if she was required to present the documents at today's meeting. She would like to know how they would reimburses her.

C. William Whipple (465 Anne Marie)

Asked if it is protocol now to request in writing a refund for the water issue. Home owner also wants to know if the board has looked at other bids. He also asked if anyone has taken note about the untrimmed trees. Then added that it looks as if one of the mowers hit a power pole and need to be taken care of.

III. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve August 9, 2016 Board Meeting Minutes

The board members reviewed the previous minutes.

Motion: Carol Thorpe made a motion to approve the July 9, 2016 minutes as written. The motion was seconded by Hans Scheuer. The motion was unanimously approved.

IV. FINANCIAL REPORTS

A. Review and Approve Financial Report for July & August 2016.

Carol Thorpe briefly discussed the financial report for July and August.

Motion: Hans Scheurer made a motion to accept the financial report for July & August 2016 as presented. The motion was seconded by Peter Hunt. The motion was unanimously approved.

V. PRESIDENT'S REPORT

Tim hopes that everything works out in this upcoming season. He explains that they are receiving bids from different landscape contractors.

VI. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Robert Lipari says that the pool is closing tomorrow 10/12/2016. He also reported that the light and the tiles will be repaired.

VII. COMMITTEE REPORTS – Social Committee/Infrastructure etc.

A. Social/Newsletter Committee

Noted that they have moved the Bunco date to November 9, 2016. The Christmas party was also brought up in hopes to discuss the budget.

VIII. ACTION ITEMS

A. Discuss/Approve/Disapprove Landscape contract review.

The board discussed their proposed bids.

Motion: Hans Scheurer made a motion to put the proposed bids in a spreadsheet to compare prices to be brought back to the board for consideration. The motion was seconded by Carol Thorpe. The motion was unanimously approved.

Han Scheurer excused himself from the meeting.

D. Discuss/Approve/Disapprove Christmas Party dates and budget.

Carol Thorpe said the party will take place on December 4th at 6:00pm. The board then discussed the Budget.

B. Discuss/Approve/Disapprove reimbursement request for 324 Lorraine water leak.

The Homeowner from 324 Lorraine Ct had previously submitted a request for reimbursement of her water bill due to a large water leak under her home. The Board reviewed her request.

Motion: Carol Thorpe made a motion to approve the reimbursement request for Lorraine's water leak. The motion was seconded by Dan Matsui. The motion was unanimously approved.

C. Discuss/Approve/Disapprove 2016-2017 Snow removal contract; possible add-on to landscape aware, or separate solicitation with winner to be selected at the November meeting.

Tim suggested to renew their contract with JP for this upcoming season.

Motion: Carol Thorpe made a motion to Approve the contract with JP for the winter season 2016-2017
The motion was seconded by Dan Matsui. The motion was unanimously approved.

D. Discuss/Approve/Disapprove Christmas Party dates and budget.

Carol Thorpe said the party will take place on December 4th at 6:00pm. The board then discussed the Budget.

Motion: Carol Thorpe made a motion to approve \$300 to be spent for the 2016 Christmas Party. The motion was seconded by Dan Matsui. The motion was unanimously approved.

E. Discuss/Approve/Disapprove Tennis court refurbish planning and discussion.

Tim want to fix the leaning light and change them to LED lights.

Frank Glasgow explains that the Board should examine more options and come up with a long term fixed plan.

The Homeowners explain that they wish to have more sports to play rather than just Tennis.

F. Discuss/Approve/Disapprove Spring 2017 xeriscaping/water use reduction.

The board discussed multiple strategies to reduce the water usage.

G. Discuss/Approve/Disapprove remind homeowners to clean their gutters this fall. List of providers to be available on the website.

Tim reminds everyone that it is their responsibility to clean the gutters.

H. Discuss/Approve/Disapprove announcement of pool closing October 14, 2016

Board makes a note that the pool is actually closing 10/12/2016.

IX. CORRESPONDENCE:

None at this time.

X. 2ND MEMBER'S FORUM

A. Homeowner in 4016 Ruth

Would like to talk about irrigation. He claims that under him home is gallons of water. Also he would like to consider shutting off the sprinklers.

B. Sherry

She doesn't want to Renew with JP she approves of Reno Green.

NEXT MEETING:

November 8, 2016

XI. ADJOURNMENT

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Dan Matsui. The motion was unanimously approved / by General Consent. The meeting adjourned at 6:09 pm.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, November 8, 2016
Held at Clubhouse at Parkwood

Board Members Present:	Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe and Peter Hunt
Board Members Absent:	None.
EBMC:	Kevin Berg, Community Manager, Jessika Avalos, Recording Secretary
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER/ROLL CALL

Tim York called the meeting to order at 5:15p.m.

II MEMBER'S FORUM – Agenda Items Only

None.

III. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve October 11, 2016 Board Meeting Minutes

The board briefly reviewed the Meeting Minutes.

Motion: Carol Thorpe made a motion to approve the October 11, 2016 minutes as written / changed. The motion was seconded by Hans Scheurer. The motion was unanimously approved.

IV. FINANCIAL REPORTS

A. Review and Approve Financial Report for September 2016.

Carol Thorpe went over the financial report.

Motion: Hans Scheurer made a motion to accept the financial report for September 2016 as presented / clarified. The motion was seconded by *Peter* Hunt. The motion was unanimously approved.

V. PRESIDENT'S REPORT

Tim York explained how well the website *demonstrates transparency by the Board*. He also added a little about the *amount of* information available on the website.

VI. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Robert briefly discussed his maintenance report and explains that he would like to clear up some of the leaves *on building roofs* around the Association.

VII. COMMITTEE REPORTS – Social Committee/Infrastructure etc.

A. Social/Newsletter Committee

The committee was not present

VIII. ACTION ITEMS

A. Discuss/Approve/Disapprove Landscape Contract Award.

Tim York explained the *board's* research on the contracts presented at the previous meeting to the homeowners. Tim York also reminded the board that they renewed with J.P. until the end of the year.

Motion: Han Scheurer made a motion to retain Reno Green \$3,398.00 *per month* with irrigation *beginning* January 1, 2017. The motion was seconded by Carol Thorpe. The motion was unanimously approved.

B. Discuss/Approve/Disapprove of 2015-2016 Audit

Carol Thorpe explained how well the audit went in the years 2015-2016.

Motion: Carol Thorpe made a motion to approve the 2015-2016 audit. The motion was seconded by Hand Scheurer. The motion was unanimously approved.

- C. **Discuss/Approve/Disapprove Earthquake Insurance Opinion Poll; Discussion and/or approval to send to homeowners.**
Tim York explained the processes *to mail the outline and poll to homeowners in December, with a return date of February 1, 2017 for the poll.*
- Motion: Hans Scheurer made a motion to send out the Earthquake Insurance Opinion poll with the amendment to the return page. The motion was seconded by Dan Matsui. The motion was unanimously approved.
- D. **Discuss/Approve/Disapprove Tennis Court Refurbishment; Further Planning and Discussion**
Tim York briefly discussed the prices and issues *for* the Tennis Court refurbishment with the board, *including the various phases and features of the project. The possible removal of the lights will require further study and research.*
- E. **Discussion: Reminder of Sunday, December 4th Christmas party at 6:00pm**
The board discussed *various* items *for* the Christmas party.
- F. **Discussion: Reminder of pre-winter checklist.**
Tim York presented the winter checklist *for* homeowners *and* asked for any other ideas, *which will be posted on the website.*
- G. **Discussion: Reaffirmation of board's continuing resolve to fully comply with NRS 116, both in law and spirit.**
The board reviewed the NRS 116. *Each board member signed a Director's Fiduciary Responsibility Resolution.*

IX. CORRESPONDENCE:

None.

X. 2ND MEMBER'S FORUM

- A. **Cindy Fox**
Homeowner asked if multiple *bush and shrub trimmings were going to be performed during* this upcoming year. She also noted that there were none *at her home* in the current year.
- B. **Erika Barrett**
Noted that she specifically asked J.P. to trim her *shrubs* and they did a fantastic job.

NEXT MEETING: January 10, 2017

VI. ADJOURNMENT

Hans Scheurer made a motion to adjourn the meeting. It was seconded by Carol Thorpe. The motion was unanimously approved / by General Consent. The meeting adjourned at 6:00pm.

Tim York adjourned the meeting by General Consent at 6:00pm.

Respectfully Submitted,

Jessika R. Avalos

Recording Secretary

Board of Directors