

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, January 8, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:30 p.m. Board members in attendance were Treasurer Carol Thorpe, Vice President Art Chapman, Secretary Robert Lipari, Treasurer Carol Thorpe and Director Tim York. Also present were nine (9) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

A. Homeowner

Homeowner asked about the Xeriscape proposals around the tennis courts. The Board responded that the plan is to attempt to find a way to reduce the watering in that are because the irrigation is damaging the tennis courts.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve December 11, 2012 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the December 11, 2012 minutes as written. The motion was seconded by Robert Lipari and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for November 2012.

Ms. Thorpe gave a brief treasurer's report. She noted no out of line conditions.

Motion: Tim York made a motion to accept the financial report for November 2012 as presented. The motion was seconded by Art Chapman and unanimously approved.

5. PRESIDENT'S REPORT

Mr. Saylor was not present and Ms. Thorpe did not have a President's report prepared for this meeting.

6. MAINTENANCE REPORT

Mr. Whipple gave a brief maintenance report. He explained that they have been working on the sewer backup issues within the community the problem is that the sewer mains belong to Parkwood. The camera's can not reach the area to determine what is causing the backup which is causing us to have to tear up the pavement to get to the problem. He has scheduled the repair for Friday. Mr. Whipple stated that he is working with Dan Loose to come up with a scope of work for the pool modifications needed, but he has not heard back from him yet. Mr. Whipple is asking permission to have a roofing contractor take a look at the roof and if there is a possibly of mold in the unit, then he believes that an abatement contractor should be contacted as well. Mr. Whipple also stated that there will have to be some reimbursements for the water.

7. COMMITTEE REPORTS

A. Infrastructure Committee

There was no report given by the Infrastructure Committee.

B. Social/Newsletter Committee

Mrs. Lipari stated that the Christmas Party was a lot of fun and we had a huge turnout. She went over the January events. She also reminded the Board that a banner could be made to notify people about the Parkwood website. Mr. Whipple suggested a portable sign that can be placed at the curb to notify Homeowner's of events.

C. Building and Grounds Committee

Mr. Lipari stated that there is a parking problem on Lorraine. He does not know what can be done he just wanted to make everyone aware of it. Ms. Thorpe stated that there has always been a parking problem on Lorraine and so far there has never been any resolution. Mr. York stated that he took a look at the area and he believes that there is room on the other side to add one space if the Board decided at some point to do that.

D. Advisory Committee

There was not report given by the advisory committee.

8. PROPERTY REPORTS: Architectural Requests; Work Orders; EBMC

Arthur Chapman submitted an architectural request for an extension to his rain gutter. This request was approved.

9. OLD BUSINESS

A. Discuss/Approve/Disapprove Tennis Court Xeriscape Proposal

There were no proposals available for review at this meeting.

B. Discuss/Approve/Disapprove swimming pool repairs

The advisory committee held a workshop on January 5, 2013. The progress was discussed as well as options. Additional proposals have been requested for review by the Board. The immediate order of business is to get a scope of work so that the project can go out to bid as soon as possible.

10. NEW BUSINESS

A. Discuss/Approve/Disapprove Ratify the Clubhouse roof repair

The Board had previously reviewed the proposals and determined to have the roof repairs completed prior to any inclement weather.

Motion: Tim York made a motion to ratify the Board decision to repair the clubhouse roof. The motion was seconded by Robert Lipari and unanimously approved.

11. CORRESPONDENCE

None.

12. 2ND MEMBER'S FORUM

A. James Jen

Homeowner explained about his water leak and the pending repairs. His suggestion was that it might be important to have a map of the water/sewer/gas lines for future emergency repairs. Mr. Jen stated that he would like to have a new water line ran instead of fixing the old pipe, but he does understand that the replacement would be very expensive.

B. Homeowner

Homeowner stated that he thinks it would be helpful if the Parkwoodreno.org website could be printed on everything.

13. NEXT BOARD MEETING

February 12, 2013

14. ADJOURNMENT

Robert Lipari made a motion to adjourn the meeting. It was seconded by Tim York and unanimously approved. The meeting adjourned at 6:25 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, February 12, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Jim Saylor called the meeting to order at 5:30 p.m. Board members in attendance were President Jim Saylor, Vice President Art Chapman, Secretary Robert Lipari, Treasurer Carol Thorpe and Director Tim York. Also present were eleven (11) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

None.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve January 8, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the January 8, 2013 minutes as written. The motion was seconded by Robert Lipari and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for December 2012.

Ms. Thorpe gave a brief financial report stating no out-of-line conditions.

Motion: Tim York made a motion to accept the financial report for December 2012 as presented. The motion was seconded by Art Chapman and unanimously approved.

5. PRESIDENT'S REPORT

None.

6. MAINTENANCE REPORT

Mr. York presented a brief maintenance report that was prepared by Bill Whipple. Mr. York added that they are trying to work on a retro-fit project in the shower/sauna areas. Mr. Whipple has requested an asbestos inspection which will cost approximately \$500.00 prior to commencing any work in these areas. Mr. Whipple is also asking for a storage area to be created somewhere near the pool area for pool equipment and chemical storage. Mr. Lipari explained that the costs to add the door it should be of minimal expense. This issue will be addressed at the next Board Meeting.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Nothing specific to report at this meeting.

B. Social/Newsletter Committee

Nothing specific to report at this meeting.

C. Building and Grounds/Architectural Committee

Nothing specific to report at this meeting.

D. Advisory Committee

The advisory committee has been looking at several options regarding the pool. Several options have been reviewed and Dan Loose Pools has been contacted to present a proposal. Thus far there has not been an actual consensus of opinion as to what needs to be done with the pool upgrades as well as the options available. He was suggesting that another workshop could be held on March 9, 2013 in conjunction with the March "Cup of Joe" meeting at the clubhouse.

8. PROPERTY REPORTS

A. Architecture Requests

Dorothy Liuierato (425 Angela Place)

Homeowner has requested that the roof leak and interior damage be repaired and painted. She has also requested an inspection for the presence of mold. Mr. Lipari reported that the roof leak has been repaired by an outside contractor so there is just interior work needed. The Board instructed management to arrange for the inspection and repairs.

Katherine Liurato (324 Lorraine Court)

Homeowner has requested deck replacement. The Board agreed stated that this work should be completed in spring.

B. Work Orders

None.

C. EBMC

Nothing was reported at this meeting.

9. OLD BUSINESS

A. Discuss/Approve/Disapprove Tennis Courts Xeriscape Proposals

Two proposals were presented for review at this meeting. Mr. York believes that an RFP should be constructed based on the idea that has been proposed by JP & Sons Landscaping. He would also like to see some drawings on the project prior to approval. The Board instructed Management too obtain a proposal to just correct the drainage issue from JP & Sons. Mr. Lipari explained that there is a compound problem with the Tennis Court. First there is a lack of pressure in the irrigation system which causes excess watering to keep the lawns green and then there is an issue with the drainage. This issue will be discussed further at the March meeting.

Motion: Tim York made a motion to ask JP & Sons to split the proposal between the drainage issue and the landscaping issue and present it to the Board. The motion was seconded by Carol Thorpe and unanimously approved.

B. Discuss/Approve/Disapprove Swimming Pool Repairs

This issue will be discussed further at the March meeting. Mr. Lipari stated that he has received an estimate for pool upgrades which he will forward to the Advisory Committee to be discussed at their March meeting.

C. Discuss/Approve/Disapprove Paving Project

This project is on hold. This project will begin again in early Spring. Mr. York stated that he believes that the work could commence on Lorraine Court as soon as possible. Ms. Thorpe stated that there is approximately \$30,000 left in the budget for these repairs.

Motion: Tim York made a motion to obtain updated proposals for the work needed on Lorraine Court. The motion was seconded by Robert Lipari and unanimously approved.

10. NEW BUSINESS

A. Discuss Approve/Disapprove Lorraine Parking

Mr. York stated that he has been working on a proposal to add a parking space at the end of Lorraine Court on the South side in front of 301 Lorraine. The cost associated with the addition of this space is next to nothing.

Motion: Carol Thorpe made a motion to approve the addition of the parking space on Lorraine Court in front of 301 Lorraine Court. The motion was seconded by Art Chapman and unanimously approved.

B. Ratify Insurance renewal

The Board needed to make a decision on the Insurance Policy renewal since the last Board Meeting.

Motion: Tim York made a motion to ratify the Board decision to renew the insurance policy. The motion was seconded by Art Chapman and unanimously approved.

11. CORRESPONDENCE

None.

12. 2ND MEMBER'S FORUM

A. Nancy MacDonald (4303 Hyde Court)

Homeowner stated that she is reporting that a pit-bull from Willowbrook has been attacking residents of Parkwood. Homeowner was wondering if Parkwood could contact Willowbrook to notify them that there is an issue. Another suggestion was to notify the Parkwood Residents not to walk their dogs along Baker Lane. Her issue is that there is someone who comes into the Community from Baker Lane to have his dog use the bathroom and he never cleans up after them.

B. James Jen

Homeowner believes that having the shower repaired in the clubhouse is a wonderful idea. Homeowner also stated that he witnessed someone climbing over the gate and he believes if there were some procedures that the Board wants Homeowners to follow in these situations. The Board stated that the police should be contacted and a report filed immediately.

13. NEXT BOARD MEETING

March 12, 2013

14. ADJOURNMENT

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Tim York and unanimously approved. The meeting adjourned at 6:43 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, March 12, 2013 Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Art Chapman called the meeting to order at 5:30 p.m. Board members in attendance were Vice President Art Chapman, Secretary Robert Lipari, Treasurer Carol Thorpe and Director Tim York. Absent was Jim Saylor. Also present were seven (7) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

Mr. Chapman explained that Mr. Saylor has resigned from the Board. A new president will have to be nominated.

Motion: Tim York made a motion to nominate Carol Thorpe as President. The motion was seconded by Robert Lipari and unanimously approved.

2. MEMBER'S FORUM – Agenda Items Only

No Homeowners spoke, no action was taken.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve February 12, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the February 12, 2013 minutes as written. The motion was seconded by Art Chapman and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for January 2013.

Ms. Thorpe explained that Tim York has volunteered to fill the position she just left as Treasurer. She will still remain involved with the financials but Tim York will be Treasurer. Ms. Thorpe gave a brief financial report.

Motion: Tim York made a motion to accept the financial report for January 2013 as presented. The motion was seconded by Art Chapman and unanimously approved.

5. PRESIDENT'S REPORT

None.

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

A. Suzi Stempeck (3900 Greenbriar Ct.)

Homeowner has requested a skylight repair.

B. James Jen (438 Angela Place)

Homeowner has requested repair to his siding.

7. COMMITTEE REPORTS

A. Infrastructure Committee

There were no infrastructure issues discussed at this meeting.

B. Social/Newsletter Committee

Mr. Lipari stated that his wife, Cheryl Lipari has been ill but wants to know if anyone is still interested in having her work on a newsletter. Mr. Whipple stated that possibly a few lines of information could be put on the back of the calendar to give Homeowners important information.

C. Building, Grounds, Architectural Committee

There were no new architectural requests to review at this meeting.

D. Advisory Committee

The Advisory Committee recently met to review three proposals which they have been looking at for the pool repairs. The Committee believes that the cover could be removed a little early this year so that the contractors could take a look at exactly what is present so that the proposals could be revised if necessary. We do have some time because we have received an extension from Washoe County. Mr. Whipple said that the cover could be removed in early April so that the contractors could get a look. Mr. Lipari did not believe that it would be necessary to open the pool early because it will still need to be cleaned so they could actually look at the bottom. Mr. Whipple was instructed to contact the contractors to see exactly what they will require.

8. OLD BUSINESS

A. Discuss/Approve/Disapprove Tennis Court Xeriscape Proposal

JP & Sons was asked after the past Board Meeting to present a more detailed proposal for the Xeriscape proposal so that the project could possibly be done in stages.

Motion: Tim York made a motion to accept the proposal as presented by JP & Sons for Tennis Court Xeriscape Proposal in the amount of \$9,000.00. The motion was seconded by Art Chapman and unanimously approved.

B. Discuss/Approve/Disapprove Swimming Pool Repairs

This matter will be discussed at the April Meeting.

9. NEW BUSINESS

A. Discuss/Approve/Disapprove Clubhouse Painting Proposals

Mr. Lipari explained that they wanted to just repaint the area of the ceiling where there is some staining.

B. Discuss/Approve/Disapprove Lorraine Ct. Asphalt Proposals

Several proposals were presented at this meeting for review by the Board. Management was instructed to confirm to schedule the asphalt work in May.

Motion: Tim York made a motion to accept the proposal as presented by SNC to for the Lorraine Court paving project in the amount of \$33,600.00. If the tennis court project is mandatory for the price quoted, then the Board has agreed to accept the proposal as presented by Atlas Contractors for the Lorraine Court paving project in the amount of \$35,050.00. The motion was seconded by Robert Lipari and unanimously approved.

C. Ratify Asbestos Inspection

The Board made a decision previously because the maintenance crew was in the process of upgrading the shower and sauna rooms and they needed to know if asbestos was present.

Motion: Tim York made a motion to ratify the Asbestos Inspection as it needed to be completed before our personnel began the remodel projects. The motion was seconded by Robert Lipari and unanimously approved.

D. Discuss/Approve/Disapprove Preferred Vendor List

The Board reviewed the Preferred Vendor List as presented.

Motion: Art Chapman made a motion to accept the "Preferred Vendor List" as presented adding Paul's Plumbing as an alternate plumber. The motion was seconded by Tim York and unanimously approved.

E. Discuss/Approve/Disapprove Cutting Door for Pool Supplies

Mr. Lipari stated that the cost to install the door is approximately \$900.00. The door is necessary for the storage of pool supplies. This matter was postponed until the April meeting.

10. CORRESPONDENCE

None.

11. 2nd MEMBER'S FORUM

A. Larry

Homeowner notified the Board about a Saturn that has not been moved in 2 months.

B. Carol Engals

Homeowner wants to know if there is a possibility to have a fundraiser so that we could buy new pool furniture. Ms. Thorpe thought that the idea was a good one but some amount can be placed in the budget for next year.

12. NEXT BOARD MEETING

April 9, 2013

13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Art Chapman and unanimously approved. The meeting adjourned at 6:53 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, April 9, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:35 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Art Chapman and Director Tim York. Absent was Robert Lipari. Also present were seven (7) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

No Homeowners spoke, no action was taken.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve March 12, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the March 12, 2013 minutes as written. The motion was seconded by Art Chapman and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for February 2013.

The financial report was reviewed by the Board. Ms. Thorpe gave a brief financial report. She believes that we are on track to stay within our budget for the 2012-2013 Fiscal year.

Motion: Art Chapman made a motion to accept the financial report for February 2013 as presented. The motion was seconded by Tim York and unanimously approved.

5. PRESIDENT'S REPORT

Ms. Thorpe gave a brief presidents report.

6. MAINTENANCE REPORT/PROPERTY REPORTS:

A. Architecture Requests

Nothing at this time.

B. Work Orders

Mr. Whipple stated that he has been working on a project whereas three trees need to be removed. He asked if it would be possible to ask JP and Son for their assistance being that they have had equipment on location recently. Management was instructed to request a proposal from JP and Son for the removal of three trees.

C. EBMC

Nothing at this time.

7. COMMITTEE REPORTS

A. Infrastructure Committee

There were no new issues addressed by the infrastructure committee. Mr. York stated that there have been no crimes reported in the Community. However, with vacation season approaching it would be beneficial if Residents would take steps to make there homes look occupied when they are gone.

B. Social/Newsletter

Ms. Thorpe announced that there is a pot-luck scheduled in April.

C. Building, Grounds, Architectural Committees

Nothing at this time.

D. Advisory Committee

There were no new issues addressed by the advisory committee.

8. OLD BUSINESS

A. Discuss/Approve/Disapprove Swimming Pool Repairs.

Ms. Thorpe explained that she believes that the committee now has a game plan where the pool is concerned. The cover will be removed on April 15, 2013 so that the contractors can have a look at the pool prior to its being filled. Mr. York has agreed to prepare and RFP to be presented to the contractors so that proposals can be obtained. Bill Whipple will coordinate contractor access to the pool.

B. Discuss/Approve/Disapprove Clubhouse Painting Proposals – Tabled from Last Meeting

Several proposals were presented at this meeting for review by the Board. Mr. Chapman stated that he did not feel that the RFP that was provided was adequate to obtain proposals that would conform to the needs of the Association. He suggested that a new RFP should be created and resubmitted to the contractors so that proposals can be obtained that would correctly reflect the work that needs to be done. Mr. York agreed to create the RFP and resubmit them to the contractors. This item will be re-visited at the May meeting.

C. Discuss/Approve/disapprove proposed 2013-2014 Budget

The proposed budget was reviewed by the Board. Several adjustments were made to the Budget. Ms. Thorpe explained that once the proposed 2013-2014 Budget is approved by the Board it will then be provided to the Membership for review. On May 14, 2013 the Budget will be ratified unless 51% of the Membership is at the meeting to oppose it.

Motion: Tim York made a motion to approve the 2013-2014 Budget as amended. The motion was seconded by Art Chapman and unanimously approved.

9. NEW BUSINESS

A. Discuss/Approve/Disapprove switching Collection Agencies from Hampton & Hampton to Fuller Jenkins Clarkson

This issue was postponed until the June meeting.

B. Discuss/Approve/Disapprove new Reserve Study

The Board reviewed the Parkwood HOA Update 2013-2014 Fiscal Year that was presented by Better Reserve Consultants.

Motion: Art Chapman made a motion to accept the Parkwood HOA Update 2013-2014 Fiscal Year Study as presented by Better Reserve Consultants. The motion was seconded by Tim York and unanimously approved.

C. Discuss/Approve/Disapprove Proposed 2013-2014 Budget

The Board reviewed the Proposed 2013/14 Budget and made several adjustments.

Motion: Tim York made a motion to approve the 2013/14 Budget as amended. The motion was seconded by Art Chapman and unanimously approved.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. **Jackie:** Homeowner has a problem with the new gardener.

B. **Homeowner:** Homeowner added to the complaint regarding the current landscapers. He also had some concern about a tree near his home that was damaged several years ago.

C. **Bill Whipple:** Homeowner stated that there is an issue with both the maintenance and irrigation responsibilities of JP & Son.

12. **NEXT BOARD MEETING:** May 14, 2013

13. **ADJOURNMENT:** Art Chapman made a motion to adjourn the meeting. It was seconded by Tim York and unanimously approved. The meeting adjourned at 6:29 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, May 14, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:19 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Art Chapman via telephone, Secretary Robert Lipari and Director Tim York. Also present were five (5) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

No Homeowners spoke, no action was taken.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve April 9, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the April 9, 2013 minutes as written. The motion was seconded by Robert Lipari and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for March 2013.

Ms. Thorpe gave a brief treasurer's report. There were no out of line conditions noted. There was an \$1800 plumbing bill. It appears to her that we will make budget for the 2012/13 fiscal year.

Motion: Tim York made a motion to accept the financial report for March 2013 as presented. The motion was seconded by Art Chapman and unanimously approved.

5. PRESIDENT'S REPORT

Ms. Thorpe said that the sauna is ready to go this week. Other than that they are looking at proposals for the pool refurbishing. Lorraine Court has been completed. The work has been completed at the tennis court.

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

A. Robert Lipari

Maintenance requests were discussed. Management was instructed to obtain a proposal for deck repairs at 435 Octavia. Management was instructed to have Scott Roofing look at the skylight at 3910 Green Briar.

B. Bill Whipple

Mr. Whipple announced that the pool will be open tomorrow. The inspection was passed. The Board discussed the issue of painting the poles near the tennis court. Mr. Lipari agreed to get the paint which should match the lighting. The sauna should be operational next week and you use your clubhouse key to access the sauna area. Mr. Whipple also stated that John with JP & Sons will be here tomorrow to go over the irrigation issues.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Mr. York stated that the Community is reasonably secure. He also stated that the website is up to date and he was even able to update date when he was on vacation.

B. Social Committee

There is no pot luck in May. Ms. Thorpe thought it would be good to have a pot-luck in June for pool opening.

C. Building & Grounds Committee

Nothing at this time.

D. Advisory

Apparently the committee has been assisting with the pool upgrades. There was some discussion regarding the costs of reducing the pool depth to 6' deep.

8. OLD BUSINESS

- A. **Discuss/Approve/Disapprove Swimming Pool Repairs**
There were no proposals available at this meeting.
- B. **Discuss/Approve/Disapprove Clubhouse Painting Proposals**
There were no proposals available at this meeting.
- C. **Discuss/Approve/Disapprove Cutting Door for Pool Supplies - Tabled**
It was determined that with the pool now open, it would be logical to delay this until after the pool closes.

9. NEW BUSINESS

- A. **Discuss/Approve/Disapprove switching Collection Agencies from Hampton & Hampton to Fuller Jenkins Clarkson – Tabled until June**
This item was postponed until further notice.
- B. **Discuss/Approve/Disapprove Hot Water Heater Proposals**
There were proposals that were previously presented, but the cost seemed extremely high. Management was instructed to obtain additional proposals to replace the hot water heaters. Mr. Lipari stated that there is no reason that this issue can not be dealt with in the next fiscal year.

10. CORRESPONDENCE

- A. **Patricia Lording (336 Lorraine Court)**
Homeowner sent request for landscaping improvements.

11. 2ND MEMBER'S FORUM

- A. **Homeowner**
Homeowner wanted to say that the landscaping around the tennis courts looks good.
- B. **Homeowner**
Homeowner asked if anything will be done with the tennis courts.
- C. **Erika**
Homeowner asked about the parking stickers. There was a lot of discussion about the parking passes for residents.

12. NEXT BOARD MEETING

June 11, 2013.

13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Robert Lipari and unanimously approved. The meeting adjourned at 5:56 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, June 11, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:30 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Secretary Robert Lipari and Director Tim York. Absent was Art Chapman. Also present were seven (7) homeowners with Kevin Berg from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

Some Homeowners reserved the right to discuss issues at the point in the meeting when the items are being discussed.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve May 14, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the May 14, 2013 minutes as written. The motion was seconded by Robert Lipari and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for May 2013.

Ms. Thorpe gave a brief financial report. She reported not out of line conditions and believes that we will make our budget as projected for YE June 2013.

Motion: Tim York made a motion to accept the financial report for May 2013 as presented. The motion was seconded by Robert Lipari and unanimously approved.

5. PRESIDENT'S REPORT

Ms. Thorpe stated that they are still working on the pool upgrades project.

6. MAINTENANCE REPORT/PROPERTY REPORTS

The Board reviewed the Architectural Request Requests as presented. Mr. Frank Glasgow presented an architectural request to remove several junipers. There were some questions but ultimately, the project was approved and Mr. Glasgow agreed to split the cost. Mr. Lipari and Bill Whipple discussed work order requests. The concrete proposal was discussed. There were four properties included in the proposal and 3910 Green Briar needs to be included. The cost for all of the proposed concrete repairs will be approximately \$3,500.00. Mr. Whipple stated that he has been working with Norris Pest Control for insect control. The cost will be approximately \$1,600.00 for two treatments. Ms. Thorpe agreed to contract Norris Pest Control for details.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Mr. York stated that everything seems to be holding together.

B. Social/Newsletter Committee

The barbeque is scheduled for June 23 at 5:00 p.m.

C. Building/Grounds/Architectural Committee

There was no report presented by this committee.

D. Advisory Committee

Mike Classen stated that they have met with two pool companies regarding the pool upgrades. One issue that is important is whether or not we are maintaining the current depth. The depth adjustment will be to reduce the levels to a maximum depth of 6'. The purpose for decreasing the depth is to preserve the life of the pumps. There are also some issues with the current plumbing issues with the pool as well which will have to be addressed at the time of the pool upgrades. Additionally, the current pumps are not doing an efficient job cleaning the deepest depths of the pool. Mr. Whipple stated that the Association will have to have engineering done for each option for the pool. He also stated that he is removing himself from the process. Ms. Thorpe

stated that until we get the proposal from the contractors it is probably not worth continuing the conversation regarding the pool upgrades. It was determined that a workshop could be scheduled so that the options can be discussed.

7. OLD BUSINESS

- A. **Discuss/Approve/Disapprove Swimming Pool Repairs**
This item was covered during the Advisory Committee report.
- B. **Discuss/Approve/Disapprove Clubhouse Painting Proposals**
This issue was tabled until the July meeting.
- C. **Discuss/Approve/Disapprove Cutting Door for Pool Supplies**
This item was tabled until the pool retrofit can be resolved.

8. NEW BUSINESS

- A. **Discuss/Approve/Disapprove switching Collection Agencies from Hampton & Hampton to Fuller Jenkins Clarkson**
Management was instructed to invite Adam Clarkson to the August meeting.
- B. **Discuss/Approve/Disapprove Cancel contract with AT&T**
This item will be revisited in July. It was determined that the Board would take a look at Charter for faster internet service.
- C. **Discuss/Approve/Disapprove Negotiate new Bundle Package with AT&T**
This item will be revisited in July.
- D. **Sign Audit Engagement Letter**
The draft audit was reviewed by the Board.

10. CORRESPONDENCE

None at this time.

9. 2ND MEMBER'S FORUM

- A. **Larry**
Homeowner was concerned about a vehicle that has not moved in over a month.
- B. **Erika**
Homeowner asked if sign can be placed letting people know not to park in front of the gate. Management was instructed to send letter regarding visitor parking.

11. NEXT BOARD MEETING

July 9, 2013

12. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Robert Lipari and unanimously approved. The meeting adjourned at 6:40 p.m.

_____ adjourned the meeting by General Consent at _____ am /pm

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, July 9, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:30 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Art Chapman, Secretary Robert Lipari and Director Tim York. Also present were fourteen (14) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

A. Jim Howerton (455 Shady Lane)

Homeowner was concerned about the amount that his lawn is being watered daily. Management asked the Homeowner to notify him immediately when he sees these things so that the Landscaper can be notified. Homeowner also had an issue with his hedges being trimmed. He added that he is happy to pay his \$325 monthly but he would like to get equal services.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve June 11, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Art Chapman made a motion to approve the June 11, 2013 minutes as written. The motion was seconded by Robert Lipari and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for May 2013.

Ms. Thorpe gave a brief financial report. It was discussed that some of the operating cash could be transferred to Reserves but it was determined that the issue should be revisited after the year-end financials are reviewed.

Motion: Tim York made a motion to accept the financial report for May 2013 as presented. The motion was seconded by Robert Lipari and unanimously approved.

5. PRESIDENT'S REPORT

Ms. Thorpe gave a brief President's report. She noted the work done at the tennis courts.

6. MAINTENANCE REPORT/PROPERTY REPORTS

Bill Whipple stated that there have been some issues with the irrigation clocks but JP has been working on it.

Lawrence Shinn – Requested vertical boards be replaced. This work has been completed.

Rich Peck has requested repair or removal of the pedestrian gate at Angela Place.

7. COMMITTEE REPORTS

A. Infrastructure Committee

This was covered in the property reports.

B. Social/Newsletter Committee

Cheryl Lipari stated that a lot of people came out for the cup of joe. The poker game has to be rescheduled. There is a pot-luck scheduled for July 28 @ 6:00 p.m.

C. B.G.A. Committee

Tim York stated that we are now in election season for the Board of Directors. Ms. Thorpe encouraged everyone to apply or if you want to nominate someone else let us know and we will get in touch with them.

D. Advisory Committee

There was no report given by the Advisory Committee.

8. OLD BUSINESS

A. Discuss/Approve/Disapprove Swimming Pool Repairs and RFP's

The Board reviewed the RFP for the pool refurbishment. The approximate cost for the pool retrofit will be \$60,000. The Board approved the RFP with a few corrections to be presented to the Pool Contractors.

B. Discuss/Approve/Disapprove Clubhouse Painting Proposals

There were no proposals available for review at this meeting.

C. Discuss/Approve/Disapprove Cutting Door for Pool Supplies

This item will be postponed until the September meeting.

9. NEW BUSINESS

A. Discuss/Approve/Disapprove switching Collection Agencies from Hampton & Hampton to Fuller Jenkins Clarkson – tabled to October meeting.

B. Discuss/Approve/Disapprove Cancel contract with AT&T

AT&T has contacted Parkwood Association to notify us that the current contract will be cancelled in the near future.

C. Discuss/Approve/Disapprove Negotiate new Bundle Package with AT&T or Charter

The Board has taken steps to re-negotiate a Bundle Package with AT&T and/or Charter Communications.

D. Discuss/Approve/Disapprove Tennis Court Patchwork

Mr. Whipple was instructed to obtain proposals for the tennis court patchwork.

E. Discuss/Approve/Disapprove Electric Cart Replacement

Robert Lipari stated that the current cart is in pretty bad condition. The costs to maintain it would be excessive. He believes that a replacement cart can be obtained for approximately \$1,500. Bill Whipple was instructed to obtain information regarding the electric cart replacement.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Cheryl Lipari (4155 Maryjane Court)

Homeowner stated that she has seen an improvement in the landscaping maintenance this season. She also asked about the water audit that was previously discussed. Homeowner also stated that she believes that there should be some written guidelines explaining the circumstance in which the Homeowner will be or will not be responsible for plant replacement. Cheryl offered to write an SOP to establish some guidelines which will be reviewed by the Board at the August board meeting.

B. Mike Classen

Homeowner had a concern about the quality of workmanship being done by JP & Son.

C. Erika

Homeowner agreed that sometimes JP is less than tidy with the blower, but she did talk to them and they corrected it. Erika also stated that the phone number is not correct for Carol Thorpe on the website.

11. NEXT BOARD MEETING

A. August 6, 2013

12. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Art Chapman and unanimously approved. The meeting adjourned at 6:42 pm.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, August 6, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:29 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Art Chapman, Secretary Robert Lipari and Director Tim York. Also present were fifteen (15) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

A. Homeowner

Homeowner wanted to thank the Board and Management for their assistance with a problem neighbor. He also explained that there is help with the issue with the noise coming from the air return in some of the units. There is some help anyone wanting additional information should contact Erika.

B. Kathleen Miller (337 Lorraine)

Homeowner was impressed regarding how quickly she was able to get help for a water leak.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve July 9, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the July 9, 2013 minutes as written. The motion was seconded by Art Chapman and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for June 2013 (Preliminary).

Carol Thorpe gave a brief report regarding the Preliminary June Financial report. We did go over our budgeted for 2012/13 but do not worry, we are not anticipating an increase or a Special Assessment in the near future.

Motion: Tim York made a motion to accept the financial report for June 2013 (Preliminary) as presented. The motion was seconded by Robert Lipari and unanimously approved.

5. PRESIDENT'S REPORT

Carol Thorpe explained some upcoming expenses that will be completed during this Fiscal Year.

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

Several work orders were reviewed by the Board. There was some discussion regarding a tree in the limited common area which is damaging the fence. Bill Whipple stated that the cost to repair the fence will be approximately \$150. Carol Thorpe agreed to take a look at the area. Bill Whipple stated that he has completed the deck inspections.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Infrastructure issues were discussed.

B. Social/Newsletter Committee

Mrs. Lipari stated that we had a small pot luck last month but we will not be having one for August. September is scheduled for a pot luck and a Halloween themed party in October.

C. Building/Grounds/Architectural Committee

Building/Grounds/Architectural issues were discussed.

D. Advisory Committee

Mike Classen explained that they have been working with the Board to resolve the pool issue. He wants to caution the Board about making a decision regarding the pool retrofit prior to discussion all of the options with the Contractors that will be doing the work. Carol Thorpe explained that an agenda was sent out regarding the meeting that is scheduled for Monday, August 12 at

10:00 a.m. to open the proposals and discuss our options and hopefully make a decision. Otherwise, we may begin to get into some scheduling issues.

8. OLD BUSINESS

A. Discuss/Approve/Disapprove Cancel contract with AT&T

Carol Thorpe explained that this contract has been forwarded to the Association's Attorney for review.

B. Discuss/Approve/Disapprove Negotiate new Bundle Package with AT&T or Charter

This issue was postponed until the September meeting.

C. Discuss/Approve/Disapprove Cutting Door for Pool Supplies – Tabled from last meeting

This issue was postponed until the September meeting.

D. Discuss/Approve/Disapprove Electric Cart Replacement

Bill Whipple stated that he has found another cart that the Association can purchase for approximately \$1,800. He added that he knows someone who is interested in purchasing the old card for \$300-\$400. Carol Thorpe asked if the existing cart can make it through to the end of the season. Bill Whipple stated that he believed that it would.

Motion: Tim York made a motion to approve \$1,800 for the purchase of a replacement cart for the maintenance department. The motion was seconded by Robert Lipari and unanimously approved.

9. NEW BUSINESS

A. Discuss/Approve/Disapprove Adopt new policy on plant replacement

The Board reviewed the policy as presented. Art Chapman believed that clarification was necessary as to who would be responsible for paying for the new plants. The policy was intended to identify the process which a Homeowner might use to get a plant replaced in their yard and/or to upgrade said plant and arrange to pay for said upgrade. Some adjustments were discussed regarding the policy.

Tim York made a motion to adopt the new policy on plant replacement as amended. The motion was seconded by Art Chapman and unanimously approved.

B. Discuss/Approve/Disapprove proposal for 5 new backflow devices

Tim York asked if there was a possibility to reduce the number of backflow devices necessary. Carol Thorpe stated that the Board could walk some of the areas to determine if the backflow devices can be reduced in some way by reducing the necessary areas of water. Tim York agreed to get the Building and Grounds Committee started on this project. Any Homeowner's who are interested in working on this project should let Tim York know.

C. Discuss/Approve/Disapprove concrete work

The Board reviewed the proposal that was presented by Super Curb & Concrete and the report that was provided by Tim York. Bill Whipple stated that the concrete at 3932 Sarah Court has a 2" lift not a 1/2" lift so he believes it is a hazard. Carol Thorpe instructed Management to obtain a proposal for concrete grinding at 3932 Sarah Court.

Motion: Tim York made a motion to accept the proposal as presented by Super Curb & Concrete in conjunction with the Broken Concrete Breakdown and complete Item numbers 1, 2 and 3 in their entirety and Item 4.1 for a total cost of \$4,472.00. The motion was seconded by Art Chapman and unanimously approved.

10. CORRESPONDENCE

None at this time.

11. 2ND MEMBER'S FORUM

A. Cheryl Lipari

She believes that because there is a new Homeowner in the property the Association should repair the fence and let the Homeowner know that any further damage will be his responsibility. Her second comment is regarding the pool depth and she believes that the Board will have to make that decision. She announced that the Association now has a brand new refrigerator in the clubhouse.

B. Frank Glasgow

What is the status of the foreclosed and delinquent properties? Carol Thorpe stated that we are mostly collected and doing whatever possible to collect all amounts due.

C. Larry Shin

Homeowner had a suggestion regarding the high speed drivers. He believes an additional speed bump might be beneficial.

12. NEXT BOARD MEETING

Annual and short Board Meeting September 10, 2013

13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Robert Lipari and unanimously approved. The meeting adjourned at 6:51 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, August 12, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 10:00AM Board members in attendance were President/Treasurer Carol Thorpe, Vice President Art Chapman, Secretary Robert Lipari and Director Tim York. Also present were fifteen (4) homeowners with Kevin Berg from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

No homeowners spoke at this time.

3. NEW BUSINESS

A. Discuss/Approve/Disapprove Pool Repairs Proposals

The Board reviewed the proposals from Adams Pool and Terra Firma Construction as presented. The proposal by Adams came in at a price of \$126,974. Terra Firma proposal came in at \$76,910. The board reviewed and discussed line by line of both proposals. Board decided to accept the proposal by Terra Firma as presented subject to clarification of any warranties.

Motion: Art Chapman made a motion to accept the proposal as presented by Terra Firma subject to the clarification of any warranties. The motion was seconded by Tim York and unanimously approved.

4. 2ND MEMBER'S FORUM

No members spoke at this time.

12. NEXT BOARD MEETING

Annual and short Board Meeting September 10, 2013

13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Robert Lipari and unanimously approved. The meeting adjourned at 10:40AM

Respectfully Submitted,

Kevin Berg

Recording Secretary – Kevin Berg

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, October 15, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:29 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Robert Lipari, Secretary Hans Sheurer, Director Art Chapman and Director Tim York. Also present were six (6) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

Adam Clarkson with Fuller Jenkins Clarkston was present at this meeting and gave a brief report regarding collection services.

2. MEMBER'S FORUM – Agenda Items Only

A. Jim Howerton (455 Shady Lane)

Homeowner asked about the new Waste Management recycling program. He said that he spoke with someone at the City of Reno who told him that he only needed to get one can and everything can go into that can. Tim York added that he has been doing some research regarding this matter as well and it has been quite frustrating because there is no information available. Hans Sheurer added that he has been trying to get a hold of someone to do a presentation for the Association he has yet to receive a phone call back.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve August 6 & August 12, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the August 6 & August 12, 2013 minutes as written. The motion was seconded by Art Chapman and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Accept Financial Report for July & August 2013.

Ms. Thorpe gave a brief financial report. She reported no out of line conditions.

Motion: Tim York made a motion to accept the financial report for July & August 2013 as presented. The motion was seconded by Hans Sheurer and unanimously approved.

5. PRESIDENT'S REPORT

Ms. Thorpe stated that the swimming pool work has begun.

6. MAINTENANCE REPORT (Arch. Requests; Work Orders; EBMC)

Suzi Stempeck – 3900 Greenbriar Ct. – Homeowner has requested some cement work. Tim York stated that he took a look at it and he does not believe that it is a tree root issue. He suggested that some modification could be done, but that an immediate modification is not necessary. Management was instructed to contact Homeowner to request additional information.

Kathleen Miller – 337 Lorraine Ct. – Homeowner had initially agreed to pay for ½ of the replacement tree, but she has since rescinded the offer. Ms. Thorpe suggested we revisit this issue once the bill for the tree removal is received.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Nothing at this time.

B. Social/Newsletter Committee

Ms. Thorpe stated that there were only three people present at the September pot luck. The next potluck is scheduled for October 27th and the Christmas pot luck is scheduled for December 15, 2013. The Board has discussed the idea of providing the entertainment and food, but it will be discussed further at the November Board meeting.

C. Building/Grounds/Architectural Committee

Nothing at this time.

- D. **Advisory Committee**
Nothing at this time.

8. OLD BUSINESS

- A. **Discuss/Approve/Disapprove switching Collection Services from Hampton & Hampton to Fuller Jenkins Clarkson**

This issue was postponed until the November meeting so the Board could have a chance to review the contract.

- B. **Discuss/Approve/Disapprove Cancel Contract with AT&T**

Ms. Thorpe explained that although the previous AT&T contract had already expired, it would be best to get a formal motion to cancel the contract before we enter into the new contract.

Motion: Tim York made a motion to cancel previous AT&T Contract. The motion was seconded by Robert Lipari and unanimously approved.

- C. **Discuss/Approve/Disapprove Negotiate new Bundle Package with AT&T or Charter**

Ms. Thorpe explained that several months ago AT&T came to the Board to discuss the options for entering into a new contract with Parkwood. Mr. Sheurer was extremely upset that he was not provided any supporting documentation regarding this contract in his Board Pack. Ms. Thorpe explained that this issue has been on the agenda for several months and that all of the documentation had been provided to the Board in previous Board Packs. She apologized for not realizing that he would need this documentation.

Motion: Tim York made a motion to approve the new contract with AT&T as presented. The motion was seconded by Robert Lipari and unanimously approved.

- D. **Discuss/Approve/Disapprove Cutting Door for Pool Supplies**

Ms. Thorpe explained that this issue has been on the agenda for several months and that the Board has postponed the project until the pool work was underway. Mr. Whipple explained that we already have a door, but it will cost approximately \$450.00 to have a hole cut for the door and an additional \$450.00 to install the door.

Motion: Art Chapman made a motion to approve that a hole be cut for the door and the installation of the door not to exceed \$900.00. The motion was seconded by Tim York and unanimously approved.

- E. **Discuss/Approve/Disapprove proposals for 3-5 new backflow devices**

Mr. Lipari stated that he believes that this issue should be postponed until the spring when the system is being re-started. Mr. Sheurer was interested in obtaining information about the backflow devices and also water conservation information. Mr. Lipari suggests that he contact John with JP and Sons to discuss both.

9. NEW BUSINESS

- A. **Discuss/Approve/Disapprove Tree Trimming Proposals**

Mike Classen suggested that the Board might want to consult with an arborist to review the property and assess all of the trees in the community. The Board instructed Management to put this issue on the agenda for February 2014. Bill Whipple was concerned that the list of trees was not a "scope of work" which makes it difficult for the contractors to bid the work. Art Chapman explained that the purpose of this particular issue was simply to remove branches from the trees that may or may not cause us problems THIS winter. The particular project was not for tree beautification. Bill Whipple asked why the Board made the decision to cut these three trees. Ms. Thorpe and Mr. York explained that the problem is that the roots are encroaching on foundations and the future costs to repair the foundations will be excessive.

Motion: Art Chapman made a motion to accept the proposal as presented by JP and Sons for tree trimming. The motion was seconded by Tim York and unanimously approved.

- B. **Discuss Snow Removal**

Ms. Thorpe explained that we do not have to go out to bid every year if we were satisfied with the contractor that was awarded the contract last year. JP and Son gives Parkwood first priority for snow removal. The Board consensus was that JP and Son will continue with snow removal this year.

- C. **Discuss Landscape Contractor's watering responsibilities**

Mr. Sheurer agreed to contact JP and Son regarding this issue. The idea is to schedule a workshop to discuss the water audit.

- D. **Discuss/Approve/Disapprove New Collection Policy per NRS**

Mr. Berg explained that this collection policy has been modified to include the changes that were made by NRS. The collection policy was reviewed by the Board.

Motion: Art Chapman made a motion to adopt the New Collection Policy as presented. The motion was seconded by Tim York and unanimously approved.

E. Discuss/Approve/disapprove New EBMC Management Contract

The EBMC Contract was reviewed by the Board. Mr. Berg explained that there were no changes from the existing contract other than the term which is now two years instead of one.

Motion: Tim York made a motion to accept the contract as presented by Eugene Burger Management Corp. The motion was seconded by Robert Lipari and approved with (TY,AC,RL,CT) in favor and (HS) against.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Bill Whipple

Homeowner believes that someone should be contacted regarding those trees. The Board instructed him to contact someone regarding the trees.

12. NEXT BOARD MEETING

November 19, 2013

13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Art Chapman and unanimously approved. The meeting adjourned at 7:11 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, November 19, 2013
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:30 pm. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Robert Lipari, Secretary Hans Sheurer, Director Art Chapman and Director Tim York. Also present were six (6) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

No Homeowners spoke, no action was taken.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve October 15, 2013 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the October 15, 2013 minutes as written. The motion was seconded by Hans Sheurer and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for September 2013.

Ms. Thorpe gave a brief financial report. She reported no out of line conditions. We are starting to make progress payments to Terra Firma for the pool.

Motion: Tim York made a motion to accept the financial report for September 2013 as presented. The motion was seconded by Hans Sheurer and unanimously approved.

5. PRESIDENT'S REPORT

Ms. Thorpe stated that the Board has decided to ask Terra Firma to attend a Board meeting to give an update on the status of the pool. There were issues with the electrical conduit which failed; the cost to replace the conduit was \$2,700.00. In addition there are some issues with the soil because it is clay and cannot be properly compacted. The cost to replace the soil is around \$9,000.00. Additionally, there was some discussion with Terra Firma regarding the geothermal well that could be accessed to heat the pool and clubhouse year round but the cost for this is pretty high and might be a luxury. She added that she had heard that geothermal as a heat source is sometimes not fool proof. Ms. Thorpe asked that the Board be provided with copies of the proposals so they can review them. Mr. Whipple stated that he has been working on the geothermal option and a sleeve can be placed in the ground so that access can be gained at a later date if desired. Mr. Whipple stated that the cost of this installation would be somewhat minimal. There were several other concerns that were brought up at this meeting. The Board agreed to review the information once it

Motion: Art Chapman made a motion to accept the proposals for the conduit and soil replacements as presented excluding the scope of work dealing with the geo well. The motion was seconded by Hans Sheurer and unanimously approved.

6. MAINTENANCE REPORT/PROPERTY REPORTS:

There was nothing discussed at this meeting.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Tim York stated that the City of Reno recently posted information regarding the recycling program on their website. He has placed a link on the website for those who are interested. A decision must be made by December 5, 2013 regarding the options for recycling services. Art Chapman added that there is a senior discount available.

B. Social/Newsletter Committee

The Christmas Party was has been scheduled for December 15, 2013 at 6:00 p.m.

C. Building and Grounds Committee

There was nothing discussed at this meeting.

D. Advisory Committee

Mike Classen stated that he has been having some experience with parking issues specifically in the Clyde Court area. He believes that the non-existence of parking creates a safety issue within the community. His suggestion is that the Board somehow communicates the issues of parking to the membership. He believes that a communication could be sent to the residents to hopefully resolve some of the issues with parking.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove switching Collection Services from H&H to Fuller Jenkins Clarkson

The contract was reviewed by the Board.

Motion: Tim York made a motion to approve the move from Hampton and Hampton to Fuller, Jenkins, Clarkson for collection services. The motion was seconded by Hans Sheurer and unanimously approved.

B. Discuss/Approve/Disapprove Christmas party expenses not to exceed \$300.00 for entertainment and food.

Ms. Thorpe, at the last meeting, suggested that Parkwood might donate the funds for the food and entertainment for the annual Christmas party not to exceed \$300.00. Participants will be encouraged to bring a side dish or desert for the evening and everyone is responsible for their own drinks.

Motion: Tim York made a motion to approve the \$300.00 expense to cover the food and entertainment for the annual Christmas Party. The motion was seconded by Robert Lipari and unanimously approved.

C. Discuss/Approve/Disapprove Parking Tag Document

The Board reviewed the Parking Tag Document as presented by Tim York. The issue is to come up with a plan to use parking tags to identify vehicles that belong at Parkwood. Tim York added that a courtesy notice should be given prior to having a vehicle towed. Ms. Thorpe explained that each unit will be assigned two tags which. Homeowners will be responsible for provided the parking tags to their tenants.

Motion: Hans Sheurer made a motion to approve the process of implementing the use of parking tags. The motion was seconded by Robert Lipari and unanimously approved.

9. DISCUSSION ITEMS

A. Discuss Tree Trimming

Mr. Sheurer stated that he and Mr. Whipple have been working with an arborist with the City of Reno regarding the trees at Parkwood. The recommendation was that the Association obtain an inventory of the trees and a management plan for tree work that needs to be completed. Each tree needs to be identified by location and type. He will continue to work on this project.

He also presented a map regarding showing the backflow valves. He believes that there is a possibility of combining some of the zones to save money on replacements. Tim and Hans have agreed to meet with JP & Sons regarding this issue.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Cindy

Homeowner asked about the parking tags.

12. NEXT BOARD MEETING

There was no meeting scheduled for December.

13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Art Chapman and unanimously approved. The meeting adjourned at 6:37 pm.

Respectfully Submitted,

Recording Secretary

Board of Directors