

# PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, January 14, 2014 Held at Clubhouse at Parkwood

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## 1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:28 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Robert Lipari, Secretary Hans Scheurer, Director Art Chapman and Director Tim York. Also present were four (4) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

## 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 November 19, 2013 Board Meeting Minutes

One correction noted to the spelling of Mr. Scheurer's name.

Motion: Tim York made a motion to approve the November 19, 2013 minutes as changed. The motion was seconded by Robert Lipari and unanimously approved.

## 4. FINANCIAL REPORTS

### A. Review and Approve Financial Report for October & November 2013.

Ms. Thorpe reviewed the financial statements for October and November 2013 she noted no out of line conditions.

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

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

## 5. PRESIDENT'S REPORT

Ms. Thorpe thanked everyone for attending the Christmas party she thought it was a huge success. The pool is coming along and they are making storage room where the hot tubs were removed.

## 6. MAINTENANCE REPORT/PROPERTY REPORTS

Bill stated that he received a request from a Homeowner to have the trim work painted because it was not painted at the time that the condo was painted. He is suggesting that some of the trees need to be treated with dormant oil to keep the aphids off of them. He believes that the trees need to be sprayed in February or March. The Board instructed him to get some proposals for the treatments needed. Ms. Thorpe wanted to make sure the proposals include the foundations. Mr. Whipple added that the circulator pump is in. The will keep working weather permitting. There was a plumbing leak underneath a sewer line and the plumber has been called. Mr. Lipari stated that if River City is not available then the next plumber on the list should be called.

## 7. COMMITTEE REPORTS

A. **Infrastructure Committee:** Nothing was reported at this meeting.

B. **Social/Newsletter Committee:** Nothing was reported at this meeting.

C. **Building and Grounds Committee:** Nothing was reported at this meeting.

D. **Advisory Committee:** Nothing was reported at this meeting.

## 8. ACTION ITEMS

### A. Discuss/Approve/disapprove updated Parking Tag Document and Policy

The parking tag and parking policy was discussed. Mr. York stated that some of the parking rules will need to be amended to accommodate the new policy. Ms. Thorpe stated that the rules need to be revised and distributed to the Homeowner' along with the new parking tags. The issue is enforcement. The enforcement will be similar to the way it is being enforced now. Ms. Thorpe stated that at least we will be able to identify the vehicles that belong here. One Homeowner in the audience was concerned that allowing more parking in the street will be detrimental to the community. The Board agreed to review the parking policy as well as any rules and regulations affecting parking at the next meeting.

### B. Discuss/Approve/Disapprove new Insurance Quote if available

Ms. Thorpe explained that the Board conducted a workshop whereas Mr. Ron Wright went through the options available for renewal.

Motion: Tim York made a motion to accept the policy as presented by Ron Wright. The motion was seconded by Art Chapman and unanimously approved.

## 9. DISCUSSION ITEMS

### A. Trash/Recycling Changes

Homeowner explained that she had had a conversation with Waste Management whereas they explained that they will not be picking up the old garbage cans. Mr. York stated that the Board is going to come up with a plan and he will put something on the website.

**B. Update on Pool:** The pool update was given during the President's and Maintenance report.

### C. Street Repair and Obtaining Bids

Ms. Thorpe explained that they are looking into replacing the asphalt on Millbrook with concrete because of the longer lasting benefits of concrete. Management was instructed to obtain a scope of work for street repair.

### D. St. Patrick's Day Event

Ms. Thorpe explained that they are considering a St. Patrick's Day event. The St. Patrick's Day event was scheduled for March 16, 2014.

Motion: Tim York made a motion to contribute a maximum of \$300.00 to the St. Patrick's Day event. The motion was seconded by Robert Lipari and unanimously approved.

**E. Pest Control:** This issue was previously discussed.

### F. Obtain Full or Financial Update Reserve Study (last full was performed 2010)

The Board reviewed the proposal as presented by Mary Jo Betterly and confirmed that the contract will be signed and a full reserve study will be completed.

**G. Obtain Arborist Report:** This issue was postponed until the February meeting.

## 10. CORRESPONDENCE

None.

## 11. 2<sup>ND</sup> MEMBER'S FORUM

### A. Bill Whipple

Homeowner stated that he believes that the 72-hour parking rule should be enforced throughout the community. He just does not see the current plan as being a solution. An alternative would be to allow only one vehicle being parked on the street.

### B. Homeowner

Homeowner mirrored the previous homeowner's thought because allowing long term on-street parking could have an impact on some of the residents. He would respectfully ask the Board to reconsider implementing any changes to the parking policy until some of the issues have been resolved.

## 12. NEXT BOARD MEETING

The next Board meeting was scheduled for February 11, 2014

## 13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Art Chapman and unanimously approved by General Consent. The meeting adjourned at 6:41 p.m.

Respectfully Submitted,

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Recording Secretary

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Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Tuesday, February 11, 2014  
Held at Clubhouse at Parkwood

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**1. CALL MEETING TO ORDER**

Carol Thorpe called the meeting to order at 5:28 pm. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Robert Lipari, Secretary Hans Scheurer, Director Art Chapman via Skype and Director Tim York. Also present were four (4) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

**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 January 14, 2014 Board Meeting Minutes**

Several corrections were noted. 6. Under Maintenance/Property Report, Mr. Whipple stated that the Terra Firma would keep working on the pool upgrades, weather permitting. Also not noted in the minutes was the location of the plumbing leak that was resolved in December. The location was 4017 Clyde Court. Mr. Scheurer also questioned the Board regarding the status of the plan to assist Homeowner's with disposing of their old garbage cans. Mr. York explained that the plan is to have maintenance personnel haul them off. Homeowner's need only to call

Motion: Hans Scheurer made a motion to approve the January 14, 2014 minutes as corrected. The motion was seconded by Tim York and unanimously approved.

**4. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for December 2013.**

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

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

**5. PRESIDENT'S REPORT**

Terra Firma will continue moving forward with work on the pool as long as the weather permits. Mr. York has assisted the Board with forming a Paving Plan which the Board is reviewing. The plan has been proposed to the Reserve Study Specialists and they were in favor of the plan. The Board did look into concrete instead of asphalt for our streets, but the cost is very high so we are going with asphalt.

**6. MAINTENANCE REPORT/PROPERTY REPORTS**

Mr. Whipple stated that he has replaced the light fixture at 4001 Ruth Court. They have been working on the ongoing recycling program and there are some issues that need to be worked out. Bill also thanked Dan for helping with the tree mapping project.

**7. COMMITTEE REPORTS**

**A. Infrastructure Committee**

Tim York explained about the Charter conversion to digital service. He will post the plan for disposing of old garbage cans on the website.

**B. Social/Newsletter Committee**

Ms. Thorpe stated that she is looking for people to help cook for St. Patrick's day. The party is scheduled for Sunday, March 16 @ 6 pm. Several people in the audience volunteered. AT&T is going to bring a cake and a raffle prize to the party. Bill Whipple suggested that we try to get RSVP's to see if we can get a head count. Parkwood HOA will furnish the corned beef, cabbage and potatoes.

**C. Building, Grounds & Architectural Committee**

Nothing reported.

#### **D. Advisory Committee**

Mike stated that he is pleased with the progress regarding the tree mapping, he asked if the Advisory Committee could include Dan Matsui because he would be an asset to the Committee. Mr. Matsui accepted the position on the Advisory Committee. Ms. Thorpe requested that she be included on the Advisory Committee roster for email notification.

### **8. ACTION ITEMS**

#### **A. Discuss/Approve/Disapprove Change Rules and Regulations 3.2.2.**

Ms. Thorpe explained the proposed changes in the parking rules and regulations. Essentially, non permitted vehicles will have 72 hours. If any non permitted vehicle is noted on property for more than 72 hours, it will be tagged by Milne Tow and removed from the property in 48 hours.

Motion: Hans Scheurer made a motion to modify and adopt rule 3.2.2 as presented. The motion was seconded by Robert Lipari and unanimously approved.

#### **B. Discuss/approve/disapprove updated Parking Tag Document and Policy.**

The Board reviewed the Parking Policy Options as presented.

Motion: Hans Scheurer made a motion to approve Option 3 in which each Homeowner will be issued two parking tags. The motion was seconded by Robert Lipari and unanimously approved.

Hans Scheurer left the meeting at 6:07 p.m.

#### **C. Discuss/Approve/Disapprove Pay Scan Automated Invoice System/Check Signing**

The Board discussed the option of Pay Scan services. The Board decided not to approve this service at this time.

Art Chapman left the meeting at 6:11 p.m.

#### **D. Discuss/Approve/Disapprove Pest Control for Trees, Shrubs, Foundations.**

Several proposals were presented at this meeting for review at this meeting. Mr. Whipple suggested that dormant oil be included to control the aphids for an additional \$440.00. The Board agreed that the \$440.00 should be included.

Motion: Tim York made a motion to accept the proposal as presented by CAD Pest Control in the amount of \$1,740 to spray the trees, shrubs and foundations. The motion was seconded by Robert Lipari and unanimously approved.

Motion: Tim York made a motion to amend the motion to include the \$440 for the dormant oil to control the aphids. The motion was seconded by Robert Lipari and unanimously approved.

#### **E. Discuss/Approve/Disapprove Scope of Work for Street Repair if available.**

The Board reviewed the Parkwood Paving Plan 2014-2017 as presented by Tim York. Ms. Thorpe thanked him for his efforts. Mr. York agreed to prepare an RFP for the next meeting.

### **9. NEW BUSINESS**

#### **A. Update on Pool**

The pool is a work in progress and work will continue as weather permits.

#### **B. Obtain Arborist Report**

Mr. Scheurer explained that he, Bill Whipple and Dan Matsui have met and have come up with an inventory and map of all 406 trees. Once the list is complete a schedule for maintenance can be created so that all of the trees that need service can be logged and a plan can be created based on immediate and future needs. Ms. Thorpe stated that she would like to be notified so she could attend.

#### **C. Combining two watering zones.**

Mr. York is in favor of combining two zones so that backflow valves will not have to be replaced and water use can be reduced, etc. He has not been able to research the issue as much as he would like, but is assuming that water rates are on the rise. He believes that there are areas in Parkwood that can be xeroscaped to save water and maintenance costs. Mr. Lipari added that low flow devices can be installed as well. Mr. York agreed to meet with John at JP and Son to discuss some of these issues.

### **10. CORRESPONDENCE**

None.

### **11. 2<sup>ND</sup> MEMBER'S FORUM**

No Homeowners spoke, no action was taken.

**12. NEXT BOARD MEETING**

March 11, 2014

**13. ADJOURNMENT**

Tim York made a motion to adjourn the meeting. It was seconded by Robert Lipari and unanimously approved. The meeting adjourned at 6:33 pm.

Respectfully Submitted,

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Recording Secretary

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Board of Directors

# PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, March 11, 2014 Held at Clubhouse at Parkwood

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## 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 Robert Lipari, Secretary Hans Scheurer, Director Art Chapman via Skype and Director Tim York. Also present were seven (7) 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 Ct)

Mr. Howerton explained that he is unhappy about the new parking rules. He believes that the Board has gone overboard on this parking issue. He also wanted to know what is going on with the swimming pool. Ms. Thorpe explained what transpired with the pool. He believed that the Homeowner's should have been polled regarding the pool to determine who would have wanted the pool retrofit.

### B. Cheryl Lipari

Homeowner explained that they did form an advisory committee to discuss the issues with the pool as well as the parking. We asked people to be involved in the discussion.

### C. Erika Barrett (304 Lorraine Ct)

The parking is difficult because we have so many renters. She believes that the parking tags are fine.

### D. Tim York

Homeowner stated that some people may be uncomfortable parking their vehicles in their garages so that needs to be taken into consideration as well.

## 3. APPROVAL OF PREVIOUS MEETING MINUTES

### A. Review and Approve February 11, 2014 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the February 11, 2014 minutes as written. The motion was seconded by Hans Scheurer and unanimously approved.

## 4. FINANCIAL REPORTS

### A. Review and Approve Financial Report for January 2014.

The financial report was reviewed by the Board. Ms. Thorpe stated there were no out of line conditions to report. We are staying pretty much in line with the budget.

Motion: Tim York made a motion to accept the financial report for January 2014 as presented. The motion was seconded by Hans Scheurer and unanimously approved.

## 5. PRESIDENT'S REPORT

Ms. Thorpe stated that she gave her report during the open forum.

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

Several work orders were reviewed at this meeting.

## 7. COMMITTEE REPORTS

### A. Website Committee

Tim York stated that the Reserve Study will be up on the website and as soon as the audit is approved it will be posted as well.

### B. Social/Newsletter Committee

Sheryl Lipari let everyone know about the St. Patrick's Day get together. Coffee on Saturday at 9:00 a.m.

### C. Building/Grounds & Architectural Committee

No report was given at this meeting.

#### D. Advisory Committee

The Advisory Committee met yesterday and discussed the tree inventory. Based on this research, we will be able to take the appropriate action to take care of our trees. Ms. Thorpe explained that a special meeting has been scheduled for March 21 at 10:00 a.m. to discuss the issue of the trees and funds will be allocated at that time and proposals will be obtained.

### 8. ACTION ITEMS

#### A. Discuss/Approve/Disapprove Scope of Work for Street Repair if available

Tim York presented a scope of work for the street work needed for Zone A. The Board discussed the proposed scope of work as presented. Hans Scheurer suggested that Mr. Whipple specify the location of the sleeves so that the exact locations can be added to the scope. Mr. York proposed a few other minor changes as well. Mr. York added that the project adding parking spots next to the tennis court should be a separate project because it will not work along with any of the other zones.

Motion: Hans Scheurer made a motion to approve the scope of work as amended. The motion was seconded by Robert Lipari and unanimously approved.

#### B. Discuss/Approve/Disapprove Reserve Study

The Board reviewed the most recent revision of the Reserve Study dated March 7, 2014.

Motion: Tim York made a motion to March 7, 2014 version of the Reserve Study. The motion was seconded by Hans Scheurer and unanimously approved.

### 9. DISCUSSION ITEMS

#### A. Update on Pool

Bill Whipple will be ready for plaster then it needs to run for two weeks with the chemicals so we have to wait for weather or the pool will be running for too long before the scheduled open.

#### B. Obtain Arborist Report

This issue was postponed until the next meeting.

#### C. Combining two watering zones

Tim York stated that he and Bill are still working on this issue they will meet with JP and Sons.

#### D. Xeriscape

Ms. Thorpe stated that she believes that the issue should be put on the backburner until we get the trees under control. Mr. Scheurer believes that turning off the water will end up costing the Association a lot more than the amount of water they will save. The bottom line is nothing will be done until they have a plan.

#### E. Draft Budget: Board to approve no later than May 13<sup>th</sup> for May 30<sup>th</sup> mailing

Ms. Thorpe stated that she has submitted a preliminary budget but she has several changes she needs to make. She suggests that a budget workshop be scheduled for Wednesday, March 19, 2014 to discuss the budget.

### 10. CORRESPONDENCE

None.

### 11. 2<sup>ND</sup> MEMBER'S FORUM

No Homeowner's spoke, no action was taken.

### 12. NEXT BOARD MEETING

March 21, 2014 @ 10:00 a.m. and April 8, 2014 at 5:30 p.m.

### 13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Hans Scheurer and unanimously approved. The meeting adjourned at 6:28 p.m.

Respectfully Submitted,

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Recording Secretary

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Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Friday, March 21, 2014  
Held at Clubhouse at Parkwood

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**1. CALL MEETING TO ORDER**

Carol Thorpe called the meeting to order at 10:00AM. Board members in attendance were President/Treasurer Carol Thorpe, Secretary Hans Scheurer and Director Tim York. Also present were two (2) homeowners (Michael Clasen and Nancy MacDonald with Kevin Berg Community Manager and Recording Secretary, from Eugene Burger Mgmt. Corp.

**2. MEMBER'S FORUM – Agenda Items Only:** No Homeowner's spoke.

**3. APPROVAL OF PREVIOUS MEETING MINUTES:** Not at this time

**4. FINANCIAL REPORTS:** Not at this time

**5. PRESIDENT'S REPORT:** Not at this time

**6. MAINTENANCE REPORT/PROPERTY REPORTS:** Not at this time

**7. COMMITTEE REPORTS:** None at this time

**8. ACTION ITEMS**

**A. Discuss/Approve/Disapprove funds for tree trimming not to exceed \$10,000.**

Motion: Tim York made a motion to approve funds for tree trimming not to exceed \$10,000. The motion was seconded by Hans Scheurer and unanimously approved.

**9. Discussion Items:** None at this time

**10. CORRESPONDENCE:** Not at this time

**11. 2<sup>ND</sup> MEMBER'S FORUM:** No Homeowners spoke.

**12. NEXT BOARD MEETING:** April 8th, 2014 at 5:30PM

**13. ADJOURNMENT**

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

Respectfully Submitted,

*Kevin Berg*

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Recording Secretary

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Board of Directors



# PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, April 8, 2014 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 Robert Lipari, Secretary Hans Scheurer, Director Art Chapman via Skype and Director Tim York. Also present were three (3) 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 11, 2014 Board Meeting Minutes and the March 21, 2014 Special Meeting Minutes.

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the March 11, 2014 minutes as written. The motion was seconded by Hans Scheurer and unanimously approved.

Motion: Hans Scheurer made a motion to approve the March 21, 2014 minutes as written. The motion was seconded by Tim York and motion was unanimously approved.

## 4. FINANCIAL REPORTS

### A. Review and Approve Financial Report for February 2014.: The financial report was reviewed by the Board.

Motion: Hans Scheurer made a motion to accept the financial report for February 2014 as presented. The motion was seconded by Robert Lipari and unanimously approved.

## 5. PRESIDENT'S REPORT: The plaster for the pool is coming this week.

## 6. MAINTENANCE REPORT/PROPERTY REPORTS

There was one request presented at this meeting which will be placed on the list for deck replacements next year. Another request for approval on a door replacement was also discussed.

## 7. COMMITTEE REPORTS

### A. Infrastructure Committee

Tim York stated that since Waste Management doesn't send out the refrigerator magnets with the schedule anymore, the schedule is now on the website.

### B. Social/Newsletter Committee: There are no social events scheduled at this time.

### C. Building/Grounds/Architectural Committee

Carol stated that she noticed that someone had planted flowers at one of the entrances.

### D. Advisory Committee

Mike Classen stated that the Advisory Committee has some concerns about the lighting that has been purchased for the pool area. The concern is that the lighting would not be sufficient for nighttime lighting of the pool deck. Tim York explained that the only concern is whether or not the pool needs to even be open at night. The issue can be resolved if a sign is just posted stating that the pool will be closed at dark. In this case we do not necessarily need to light the pool area at the current levels. Mike Classen and the Advisory Committee have some concerns about the way in which the decision was made. Carol Thorpe explained that the issue arose from the contractor who is working on the pool and the lights needed to be replaced because the old ones would no longer work. The expense was minimal and an official Board Meeting was not necessary.

## 8. ACTION ITEMS

### A. Discuss/Approve/Disapprove Proposals for Street Work: There were no proposals available at this meeting.

### B. Discuss/Approve/Disapprove Proposals for Ruth/Bluegrass Irrigation Integration

Several proposals were presented at this meeting for review by the Board.

Motion: Hans Scheurer made a motion to accept the proposal as presented by APS Landscape Solutions in the amount of \$2,345.00 to the Ruth/Bluegrass irrigation integration. The motion was seconded by Tim York and unanimously approved.

**C. Discuss/Approve/Disapprove proposal for tree trimming**

Several proposals were presented at this meeting for review by the Board.

Motion: Tim York made a motion to accept the proposal as presented by Alpha Tree Service in the amount of \$7,200.00 to complete all priority one tree work. The motion was seconded by Hans Scheurer and unanimously approved.

**D. Discuss/Approve/Disapprove Budget; Board to approve no later than May 13<sup>th</sup> for May 30<sup>th</sup> mailing**

Carol Thorpe explained that the Board Members have been provided a copy of the proposed Budget for the 2014/15 Fiscal Year. She has requested that they review the budget and hopefully be prepared to approve it at the May meeting so that it can be ratified in time and effective on July 1, 2014.

**E. Discuss/Approve/Disapprove 2012-2013 Audit**

Carol Thorpe stated that the 2012-2013 Audit has been reviewed at length and she does not have any specific reasons why it should not be approved.

Motion: Tim York made a motion to accept the 2012-2013 Audit as presented. The motion was seconded by Robert Lipari and unanimously approved.

**9. BOARD DISCUSSION ITEMS – NO ACTION CAN BE TAKEN**

- A. **Update on Pool:** Tim York stated that it may be necessary to agendize the change in the pool rules so that the pool will be open from dawn to dark.
- B. **Obtain Arborist Report:** The report from the Arborist has been received and the Board is working on obtaining proposals for the recommendations presented in the report.
- C. **Xeriscape (south side along walkway to Park plus other areas)**  
This issue was not discussed, but Carol Thorpe asked that it remain on the agenda.

**11. 2<sup>ND</sup> MEMBER'S FORUM**

**A. Mike Classen**

Homeowner stated that since he has owned his dog and has been walking frequently, he is sad to say that he has been attacked by pit bulls three times. He believes that this has now become a safety hazard for all Parkwood residents. He would like to be able to check into any possible solution for this problem. He believes that a letter could be sent to Willowbrook Apartments Management Company and the Owner. The Homeowner has agreed to contact Animal Control to see what avenues there are to pursue this issue.

B. **Larry:** Homeowner asked if it would be possible to put a locking gate on the walking path to keep these dogs out of our community.

**C. Cheryl Lipari**

Homeowner asked the status of the fencing for the RV Lot. if it would be possible to put a locking gate on the walking path to keep these dogs out of our community.

**10. CORRESPONDENCE**

None.

**11. NEXT BOARD MEETING:** Ma y 13, 2014

**12. ADJOURNMENT**

Hans Scheurer made a motion to adjourn the meeting. It was seconded by Tim York and unanimously approved. The meeting adjourned at 6:32 p.m.

Respectfully Submitted,

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Recording Secretary

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Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Tuesday, May 13, 2014  
Held at Clubhouse at Parkwood

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**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 Robert Lipari, Secretary Hans Scheurer, Director Art Chapman 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**

**A. Kim**

Homeowner stated that the tennis courts are in bad shape. Management was instructed to try to get some proposals for the tennis courts.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve April 8, 2014 Board Meeting Minutes**

The meeting minutes were reviewed by the Board. Hans asked about walking gate and RV fencing.

Motion: Hans made a motion to approve the April 8, 2014 minutes as written / changed. The motion was seconded by Tim York and unanimously approved.

**4. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for March 2014.**

Carol Thorpe gave a brief report on the status of the Association financial statements. She noted no out of line conditions. She added that the pool is mostly paid for.

Motion: Tim York made a motion to accept the financial report for March 2014 as presented. The motion was seconded by Hans Scheurer and unanimously approved.

**5. PRESIDENT'S REPORT**

Carol Thorpe announced that the pool is done. This week the pumps will start and should be up and running by Memorial Day as long as the inspection is done by then.

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

Bill Whipple announced that CAD Pest Control will be spraying on the 21<sup>st</sup>. Everyone needs to bring in their patio furniture and pets. Bill explained that they will be spraying for Box Elder Beetles tomorrow but he has already notified the very few Homeowners that will be affected. Robert Lipari presented a few Homeowner requests that were discussed by the Board.

**7. COMMITTEE REPORTS**

**A. Infrastructure Committee**

Nothing reported at this meeting.

**B. Social/Newsletter Committee**

Cheryl Lipari is proposing that a pool party some-time in June to celebrate the opening of the new pool. The party was scheduled for June 15, 2014.

**C. Building/Grounds/Architectural Committee**

Nothing reported at this meeting.

**D. Advisory Committee**

Nothing reported at this meeting.

**8. ACTION ITEMS**

**A. Discuss/Approve/Disapprove Proposals for Street Work**

Several proposals were presented at this meeting for review by the Board.

Motion: Tim York made a motion to accept the proposal as presented by SNC in the amount of \$67,130.00 for paving work on Millbrook Lane. The motion was seconded by Art Chapman and unanimously approved.

**B. Discuss/Approve/Disapprove Changing Pool Rule for Pool Closing Time**

Tim York explained that the pool hours need to be changed to read from "Dawn until Dark daily." Bill Whipple also suggested that adding that tanning oil is prohibited.

Motion: Tim York made a motion to approve the modifications to the pool rules as presented. The motion was seconded by Hans Scheurer and unanimously approved.

**C. Discuss/Approve/Disapprove Budget; Ratification will be May 29, Clubhouse 11:00 AM**

The Board reviewed the proposed Budget. Carol Thorpe thanked Tim York and Hans Scheurer for all of their hard work preparing this budget.

Motion: Tim York made a motion to accept the 2015/15 Budget as proposed. The motion was seconded by Art Chapman and unanimously approved.

**9. BOARD DISCUSSION ITEMS**

**A. Update on Pool**

The pool is finished, and almost paid for. They are working on running the electrical for the lights.

**B. Xeriscape (south side along walkway to Park plus other areas)**

Management was instructed to leave this item on the agenda until further notice.

**C. Tennis Courts**

Management was instructed to obtain proposals for repairing the tennis courts.

**D. Fence for RV Lot**

Carol Thorpe explained that instead of a fence, they were thinking about installing a rolling gate to assist with access. Robert Lipari is working on proposals for this installation.

**10. CORRESPONDENCE**

None.

**11. 2<sup>ND</sup> MEMBER'S FORUM**

**A. Erika Barrett**

The gate on Lorraine Court is very rusty and needs to be painted.

**B. Hans Scheurer (3901 Greenbriar)**

Homeowner was concerned about who is doing the adjustments on the sprinkler heads. Someone needs to supervise them better.

**C. Frank**

He said that they have been gone for a while and it is really nice coming back to the Community he can definitely see how much work has been done by this Board.

**D. Carol Thorpe**

Thanked Bill and Robert for all of their extra hard work with the pool.

**12. NEXT BOARD MEETING**

Budget Ratification May 29 @ 11:00 AM; Next Board Meeting June 10, 2014

**13. ADJOURNMENT**

Hans Scheurer made a motion to adjourn the meeting. It was seconded by Tim York and unanimously approved. The meeting adjourned at 6:22 p.m.

Respectfully Submitted,

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Recording Secretary

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Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Tuesday, June 10, 2014  
Held at Clubhouse at Parkwood

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**1. CALL MEETING TO ORDER**

Carol Thorpe called the meeting to order at 5:31 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Robert Lipari, Secretary Hans Scheurer, Director Art Chapman and Director Tim York. Also present were two (2) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

**2. MEMBER'S FORUM – Agenda Items Only**

**A. Cheryl Lipari (4155 Marigene Ct.)**

She wanted to remind the Board that they voted over one year ago to have all revenue from the RV Parking go towards improvements to the RV Parking area.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve May 13, 2014 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the May 13, 2014 minutes as written. The motion was seconded by Hans Scheurer and unanimously approved.

**4. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for April 2014.**

Carol Thorpe gave a brief financial report. She stated that we should make the budget this year. There were no reserve expenses, the pool is paid for.

**5. PRESIDENT'S REPORT**

Carol Thorpe reported that the tree trimming has been done and it looks good. The pool is finished and we are now working on the streets.

**6. MAINTENANCE REPORT/PROPERTY REPORTS**

Robert Lipari stated that he does not have anything new for maintenance and there were no work orders. Hans Scheurer noted that Management is required to submit a quarterly report on the condition of the property. He added that the landscaping company was previously asked for a map of watering stations for Parkwood. He also asked that a report regarding the watering needs that have been changed be presented. Hans agreed to send an email with his request to Management.

**7. COMMITTEE REPORTS**

**A. Infrastructure Committee**

Nothing reported by this committee.

**B. Social/Newsletter Committee**

The Pool Reopening party was scheduled for June 22 at 5:00 p.m. The newsletter has been revived and will be coming out very soon.

**C. Building and Grounds Committee**

Nothing reported by this committee.

**D. Advisory Committee**

Nothing reported by this committee.

**8. ACTION ITEMS**

**A. Discuss/Approve/Disapprove Creating a Gate at Park Pathway**

The Board discussed the addition of a gate at the Park Pathway. At this time, the necessity of the gate is not apparent but they may be willing to consider the addition in the future.

**B. Discuss/Approve/Disapprove Fence for RV Lot**

Two proposals were presented at this meeting for the installation of two gates for the RV lot.

Motion: Hans Scheurer made a motion to accept the proposal as presented by Florence Fence, Inc. to install two gates and repair the bottom rail over the ditch in the RV lot in the amount of \$3,410.00. The motion was seconded by Art Chapman and unanimously approved.

**C. Discuss/Approve/Disapprove RV Parking Addendum**

The Board reviewed the RV Parking Addendum was reviewed by the Board.

Motion: Tim York made a motion to adopt the RV Parking Addendum with noted changes. The motion was seconded by Hans Scheurer and unanimously approved.

**D. Discuss/Approve/Disapprove Pool Party Not to Exceed \$300.00**

The pool party has been scheduled for June 22, 2014 at 5:00 p.m.

Motion: Hans Scheurer made a motion to approve the expense of \$300.00 for the pool party. The motion was seconded by Tim York and unanimously approved.

**9. BOARD DISCUSSION ITEMS – NO ACTION CAN BE TAKEN**

**A. Xeriscape (South Side Along Walkway to Park Plus Other Areas)**

This matter was not discussed.

**B. Tennis Courts**

The cost for repairing the tennis court is over \$39,000. Carol Thorpe is recommending that a report be obtained which tells us exactly what needs to be done to the tennis courts.

**10. CORRESPONDENCE**

None.

**11. 2<sup>ND</sup> MEMBER'S FORUM**

**A. Cheryl Lipari**

She wanted to say that she is apposed to postponing the paving because there are areas where the roads are really bad.

**12. NEXT BOARD MEETING**

July 8, 2014

**13. ADJOURNMENT**

Tim York made a motion to adjourn the meeting. It was seconded by Hans Scheurer and unanimously approved. The meeting adjourned at 6:12 p.m.

Respectfully Submitted,

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Recording Secretary

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Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Tuesday, July 8, 2014  
Held at Clubhouse at Parkwood

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**1. CALL MEETING TO ORDER**

Carol Thorpe called the meeting to order at 5:32 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Robert Lipari, Secretary Hans Scheurer, Director Art Chapman and Director Tim York. Also present were six (6) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

\* Board Questions & Answers with John from JP & Son Landscaping.

John with JP and Son explained that at the end of July, they are shutting off the ditches. The situation is bad everywhere. He stated that a 10% reduction in usage is voluntary and he believes that Parkwood can easily achieve a 10% reduction. He believes that a much larger reduction is very possible if we change some of the sprinkler heads. He believes that maximum water reduction will be achieved by replacing many of the large sprinkler heads that are huge water wasters will be helpful. The Board authorized John to replace 50 of the sprinkler heads starting in the park area. Next month he should submit a proposal for additional heads that need to be replaced. He added that they are working on trimming and will be getting through everything. Call 746-LAWN if you see any sprinkler issues and/or have special trimming needs.

**2. MEMBER'S FORUM – Agenda Items Only**

**A. Jackie (328 Lorraine Court)**

Homeowner was offended by violation notice and requested a personal apology.

**B. Cheryl Lipari**

Homeowner suggested a committee might want to look at xeroscaping. Carol Thorpe stated that she would be interested in this committee as well.

\* Board Questions & Answers with John from JP & Son Landscaping.

John with JP and Son explained that at the end of July, they are shutting off the ditches. The situation is bad everywhere. He stated that a 10% reduction in usage is voluntary and he believes that Parkwood can easily achieve a 10% reduction. He believes that a much larger reduction is very possible if we change some of the sprinkler heads. He believes that maximum water reduction will be achieved by replacing many of the large sprinkler heads that are huge water wasters will be helpful. The Board authorized John to replace 50 of the sprinkler heads starting in the park area. Next month he should submit a proposal for additional heads that need to be replaced. He added that they are working on trimming and will be getting through everything. Call 746-LAWN if you see any sprinkler issues and/or have special trimming needs.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve June 10, 2014 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the June 10, 2014 minutes as written. The motion was seconded by Art Chapman and unanimously approved.

**4. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for May 2014.**

Carol Thorpe gave a brief financial report. She stated that we should remain within our 2013/14 Budget.

Motion: Tim York made a motion to accept the financial report for May 2014 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**

Carol Thorpe asked if there was a company that someone might use to clean the gutters. Hans stated that he would email the information to her and possibly the Board might look into having the gutters cleaned. Kevin Berg submitted a report on the

property to the Board for items that are in need of attention throughout the community. Kevin was instructed to send notices to the Homeowners who needed to attend to some of the issues and the Board agreed to review the balance.

## 7. COMMITTEE REPORTS

### A. Infrastructure Committee

Tim York stated that he noticed that there were some areas of concrete that need to be repaired. He has prepared a list and would recommend that Super Curb be contracted to do the work. The budget amount is \$3,000.00 for this year so let's see where that gets us. Robert Lipari agreed to contact Super Curb to arrange for the work to be done. Report to the Board if the work exceeds \$3,000. Additionally, if the Homeowner at 3900 Greenbriar wanted to change the makeup of the concrete areas, then Parkwood might pay the a portion of the concrete work that they would have done anyway and the Homeowner could pay Super Curb for any additional work requested by the Homeowner. Sheryl Lipari suggested that the paving not be scheduled during Hot August Nights. Management was instructed to contract the paving contractor to remind them of the Hot August Nights schedule.

### B. Social/Newsletter Committee

The Barbecue was successful and the Newsletter was perfect. Thanks to Cheryl Lipari for all of her hard work.

### C. Building, Grounds, Architectural Committee

None.

### D. Advisory Committee

None.

## 8. ACTION ITEMS

### A. Discuss/Approve/Disapprove Curb Painting Proposal

The Board reviewed a proposal for red curb painting and has decided to check into doing having this work done in-house by the Parkwood maintenance staff.

### B. Discuss/Approve/Disapprove Purchase Pool Vacuum

Tim York stated that he has been working with the pool vacuum for the past few weeks while Bill was on vacation. He is not sure that this pool vacuum is actually the best equipment for our needs. Tim believes that the current manual vacuum system is better. This issue was tabled at this time.

## 9. BOARD DISCUSSION ITEMS – NO ACTION CAN BE TAKEN

Carol Thorpe added that its time for the elections. The candidate forms are going out so keep it in mind.

## 10. CORRESPONDENCE

None.

## 11. 2<sup>ND</sup> MEMBER'S FORUM

### A. Nancy

She stated that she and her husband are delighted with the job that this Board did on the pool and without any assessment. The pool looks beautiful. They are impressed.

## 12. NEXT BOARD MEETING

August 12, 2014

## 13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Art Chapman and unanimously approved. The meeting adjourned at 6:31 p.m.

Respectfully Submitted,

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Recording Secretary

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Board of Directors



**PARKWOOD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Tuesday, August 12, 2014  
Held at Clubhouse at Parkwood

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**1. CALL MEETING TO ORDER**

Carol Thorpe called the meeting to order at 5:28 pm. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Robert Lipari, Director Art Chapman and Director Tim York. Absent was Hans Scheurer. Also present were ten (10) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

**2. MEMBER'S FORUM – Agenda Items Only**

**A. Mary Ann Osborn (466 Ann Marie Ct.)**

Homeowner is requesting that one of the parking spaces near her home be eliminated.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve July 8, 2014 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the July 8, 2014 minutes as written. The motion was seconded by Art Chapman and unanimously approved.

**4. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for June 2014.**

Carol Thorpe gave a brief financial report. She stated that June 2014 represents the end of this Fiscal Year. She specifically stated that this year came in over budget by \$5,000 for expenses, but the revenue was \$7,000 over budget so we actually ended the year under budget. The financial statements will be reviewed and audited by Beth Kohn again this year.

Motion: Tim York made a motion to accept the financial report for June 2014 as presented. The motion was seconded by Robert Lipari and unanimously approved.

**5. PRESIDENT'S REPORT**

The streets are finished despite the rain. She added that if the drain plugs up on your balcony, you just need to plunge it and it should clear it. Additionally, Carol announced that Bill Whipple has resigned from Parkwood HOA. In his letter of resignation, Bill recommended Robert Lipari for his replacement and Robert has accepted and will begin August 21. Of course this means that he will have to immediately resign from the Board but elections are next month so that should not really be an issue. Everyone thanked Bill Whipple for his 21+ years of service.

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

Bill Whipple had nothing specific, but thanked Parkwood for their many, many years of experience that they have given him. Several work orders were reviewed by the Board. Plus two planting and demolition plans which were submitted by Helen Donovan and Judy Simpson. The Board approved the plans and requested that the removal of the Junipers is an expense that the Association has previously agreed to cover so if their contractor could notate the actual costs associated with the removal of the Junipers.

Motion: Carol Thorpe made a motion to approve the landscape planting and demolition plan as submitted by Helen Donovan and Judy Simpson. The motion was seconded by Art Chapman and unanimously approved.

**7. COMMITTEE REPORTS**

**A. Infrastructure Committee**

Tim York stated that the paving is pretty much completed, but there is still a small amount of work that needs to be done. Bill Whipple commented that they might want to consider not putting red curbing on the right hand sides and possibly eliminating it altogether because of the no parking signs. Art Chapman added that we have installed wider gates in the RV Parking area.

**B. Social/Newsletter Committee**

Cheryl Lipari stated that the next newsletter will go out in September.

**C. Building, Grounds and Architectural Committee**

There was no report provided from this Committee.

**D. Advisory Committee**

Mike Classen stated that he wanted to address the paving. It appears that the contractor brought in additional compactors and he now believes that the paving is of high quality. The committee is working on xerascaping projects and which areas would benefit from this type of landscape replacement. The committee will be meeting tomorrow and will hopefully have something to report at the September meeting.

**8. ACTION ITEMS**

**A. Discuss/Approve/Disapprove Cement Proposals for various cement work**

Several proposals were presented at this meeting for review by the Board.

Motion: Tim York made a motion to accept the proposal as presented by Supercurb removing 3901 Greenbriar from the list and adding 4310 Clyde Court. The motion was seconded by Art Chapman and unanimously approved.

**B. Discuss/Approve/Disapprove to move ahead with resurfacing the tennis court parking lot.**

Tim York explained that the next years budget is challenged because of the very large paving project needed in that year. So he would suggest that the parking lot resurfacing at the tennis court. He agreed to present the proposals to the Board via email. Bill Whipple suggested that there is work needed in the tennis courts and it might be best to get the tennis court work done prior to paving.

**C. Discuss/Approve/Disapprove parking at the end of Ann Marie.**

Carol Thorpe wants to add Shady Lane to the discussion as well. Tim York stated that Shady Lane already has only three spaces.

Motion: Tim York made a motion to reduce the parking spaces at the end of Anne Marie and add buffers similar to the ones that have been placed at Shady Lane. The motion was seconded by Art Chapman and unanimously approved.

**D. Discuss/Approve/Disapprove closing pool party**

There were many dates discussed for the end of summer pool party. The party was scheduled for October the 5<sup>th</sup> at 5:00 pm.

Motion: Art Chapman made a motion to allocate \$300.00 maximum for the end of summer pool party. The motion was seconded by Robert Lipari and unanimously approved.

**9. BOARD DISCUSSIO ITEMS – NO ACTION CAN BE TAKEN**

None.

**10. CORRESPONDENCE**

None.

**11. 2<sup>ND</sup> MEMBER'S FORUM**

**A. Frank Glasgow**

The Homeowners on Ruth Court asked that more notice be given when closing the streets.

**B. Homeowner**

Homeowner asked if they would be allowed to install a rain gutter over their balcony. Carol stated that it is the Homeowner's responsibility to have he rain gutters installed. Homeowner also asked about roofs.

**12. NEXT BOARD MEETING**

September 9, 2014 – Annual Homeowners' Meeting

**13. ADJOURNMENT**

Tim York made a motion to adjourn the meeting. It was seconded by Robert Lipari and unanimously approved. The meeting adjourned at 6:24 pm.

Respectfully Submitted,

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Recording Secretary

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Board of Directors

# PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, October 14, 2014 Held at Clubhouse at Parkwood

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## 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 Tim York, Secretary Hans Scheurer, Director Dan Matsui and Director Jim Saylor. Also present were ten (10) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

Dale Carlon with Dale Carlon Consulting was present at this meeting and gave a brief presentation regarding his services. He stated that he has met with John with JP & Son regarding the trees in Parkwood.

Hans Scheurer left the meeting at 5:37 PM.

## 2. MEMBER'S FORUM – Agenda Items Only

### A. Diane

Homeowner asked about when the Board decided not to go out to bid for landscaping. She was not impressed with the work that is NOT being done by JP & Sons.

### B. Homeowner

Also not impressed with JP & Sons. She said that there were many dandelions in the park where they have never been before.

### C. Jackie (328 Lorraine)

Also not satisfied with JP & Sons. She has crabgrass in her walkway and weeds which she has never had before. Some of the trees and plants near her home are not getting watered and are dying. Carol Thorpe stated that they have covered many of these issues in the new contract.

### D. Homeowner

Homeowner asked if a commitment could be made with JP & Sons regarding the cleanup of some of the areas of concern.

## 3. APPROVAL OF PREVIOUS MEETING MINUTES

### A. Review and Approve August 12, 2014 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the August 12, 2014 minutes as written. The motion was seconded by Jim Saylor and unanimously approved.

## 4. FINANCIAL REPORTS

### A. Review and Approve Financial Report for July & August 2014.

The July and August 2014 Financials were reviewed by the Board. A brief financial report was given by Carol Thorpe.

Motion: Tim York made a motion to accept the financial report for July & August 2014 as presented. The motion was seconded by Jim Saylor and unanimously approved.

## 5. PRESIDENT'S REPORT

Carol Thorpe stated that she was going to discuss some of the issues regarding the trees, but because the arborists was here we already talked about it. She reminded everyone to try to keep their rain gutters cleaned etc.

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

The Board discussed several maintenance issues with Robert Lipari. The Board reviewed an application submitted by Eric Nummela (4003 Bluegrass Court). The conditions regarding placement of the porta-potty (the garage) and confirmation that all construction will be performed by a licensed contractor were added.

Motion: Tim York made a motion to approve the architectural application as presented by Eric Nummela with the added conditions as noted above. The motion was seconded by Jim Saylor and unanimously approved.

## 7. COMMITTEES REPORTS

A. **Infrastructure Committee:** Tim York stated that he has removed the slide show and added a recycle pick up calendar to the website.

- B. **Social/Newsletter Committee:** The newsletter was postponed until November due to scheduling issues.
- C. **Building/Grounds/Architectural Committee:** No report was presented for this committee.
- D. **Advisory Committee:** Sheryl Lipari stated that at the last meeting they walked around and looked at areas of possible xeroscaping as well as drainage issues that they discovered throughout the community.

## 8. ACTION ITEMS

### A. **Discuss/Approve/Disapprove JP & Son Landscape Contract**

The Board reviewed the contract as presented by JP & Son. Carol Thorpe stated that many services were added to the contract from last year. The water savings from last year alone have saved the Association thousands of dollars.

Motion: Tim York made a motion to accept the contract as presented by JP & Sons for landscaping services. The motion was seconded by Jim Saylor and unanimously approved.

### B. **Discuss/Approve/Disapprove JP & Son Snow Removal Contract**

The Snow Removal contract was reviewed by the Board. The verbiage requesting special attention for the shady sides of the streets was added.

Motion: Jim Saylor made a motion to accept the contract as presented by JP & Sons for snow removal services. The motion was seconded by Tim York and unanimously approved.

### C. **Discuss/Approve/Disapprove Funds for arch bridge over creek**

Apparently there is a problem with the existing bridge because it is underwater. This work will be done in-house.

Motion: Tim York made a motion to approve the replacement of the bridge over the creek. The motion was seconded by Jim Saylor and unanimously approved.

## 9. BOARD DISCUSSION ITEMS

- A. **Tree Trimming options: in house; JP, or arborists:** This issue was previously discussed.
- B. **Plan of action for xeriscape work; cost benefit for each area with different savings options**  
This issue will be budgeted for next year.

## 10. CORRESPONDENCE

- A. David Hilscher (3935 Henry Court): Homeowner commented in landscaping, unauthorized people on site and the success of the pool project.

## 11. 2<sup>ND</sup> MEMBER'S FORUM

- A. Sheryl Lipari: Homeowner was the voice of opposition for MRO. She was not entirely impressed with MRO either.

## 12. NEXT BOARD MEETING: November 11, 2014.

## 13. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Jim Saylor and unanimously approved. The meeting adjourned at 6:38 PM.

Respectfully Submitted,

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Recording Secretary

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Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Tuesday, November 11, 2014  
Held at Clubhouse at Parkwood

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**1. CALL MEETING TO ORDER**

Carol Thorpe called the meeting to order at 5:31 p.m. Board members in attendance were President/Treasurer Carol Thorpe, Vice President Tim York, Director Dan Matsui and Director Jim Saylor. Absent was Hans Scheurer. 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 October 14, 2014 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the October 14, 2014 minutes as written. The motion was seconded by Dan Matsui and unanimously approved.

**4. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for September 2014.**

Carol Thorpe gave a brief financial report and noted no out of line conditions.

Motion: Tim York made a motion to accept the financial report for September 2014 as presented. The motion was seconded by Jim Saylor and unanimously approved.

**5. PRESIDENT'S REPORT**

Carol Thorpe wanted to clarify something that was said at the last meeting when they stated that Homeowners were not able to have copies of contracts. She clarified that Homeowners are entitled to look at contracts once they are signed, but can not have copies they need only go to the EBMC office and ask to review. Fall is here so everyone is dealing with the leaves.

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

Robert Lipari stated that all of the locks have been changed and the clubhouse cameras are ready so he will be installing them soon they are working. He had to repair one of the heaters the cost was \$720.00. He presented estimates for some needed gate repairs. Robert also presented a proposal for deck repairs on 420 Shady Lane and others. Robert also explained that he is trying to obtain another estimate. He will work toward getting 420 Shady Lane done this work. He also stated that he has obtained a written proposal for tennis court repairs. The cost for this is substantial but it needs to be done in the Spring. It was also discussed that the tennis court parking lot could be done at the same time. Jim Saylor asked for some discussion on putting off the tennis court maintenance to get some more paving done.

Motion: Tim York made a motion to approve the proposal as presented by JP & Son to repair the fire gates and the access gate and to defer the repair on the tennis court gates until springtime and authorizing Robert to have the maintenance double gate repaired at the same time with additional cost to be determined. The motion was seconded by Jim Saylor and unanimously approved.

**7. COMMITTEE REPORTS**

**A. Infrastructure Committee**

Tim York stated that 2013/14 Audit will be up on the website this evening.

**B. Social/Newsletter Committee**

Sheryl Lipari stated she has not had any time to complete this.

**C. Building and Grounds Committee**

No report was given.

**D. Advisory Committee**

No report was given.

## 8. ACTION ITEMS

### A. Discuss/Approve/Disapprove Seasonal Tree Trimming

Tim York prepared a tree trimming list. He believes that there are only seven trees that are above 15 feet that would not be covered by the JP & Son maintenance contract. Additionally, there are several trees located in the limited common area that need to be trimmed and these trimmings are responsible for. Jim Saylor wants to try to make arrangements with JP & Sons to make scheduling these tree trimmings easy. Tim York agreed to create a draft to be reviewed by the Board.

### B. Discuss/Approve/Disapprove proposal from Dale Carlon Consulting for tree maintenance

Tim York stated that the trees at Parkwood are one of our greatest assets. He is not in favor of this proposal and gave several reasons for discouraging a vote on it. Kevin Berg recommended a workshop could be scheduled to determine exactly what is needed to protect the trees at Parkwood. This issue was tabled until a workshop be scheduled.

Motion: Tim York made a motion to table this issue until a workshop can be scheduled. The motion was seconded by Jim Saylor and unanimously approved.

### C. Discuss/Approve/Disapprove Christmas Bonus Maintenance Staff

The issue of the holiday bonus was discussed at this meeting.

Motion: Tim York made a motion to approve a \$150 holiday bonus for Robert Lipari and a \$50 holiday bonus for Doug Cox in the form of a visa gift card. The motion was seconded by Jim Saylor and unanimously approved.

### D. Discuss/Approve/Disapprove Christmas Party Entertainment allotment

The Christmas Party was discussed.

Motion: Tim York made a motion to authorize \$500.00 for the Christmas Party including the amount that has already been paid to reserve the musicians. The motion was seconded by Jim Saylor and unanimously approved.

## 9. BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN)/NEXT MEETING ITEMS

For January – Modifications of paving program. Tennis Courts/Tennis Court parking area.

## 10. CORRESPONDENCE

None.

## 11. 2<sup>ND</sup> MEMBER'S FORUM

### A. Erika

Homeowner asked about the security cameras at the gate and are they still working.

### B. Sheryl Lipari

Asked if a flyer could be made to put out a few of the announcements like that the sauna's are working etc.

### C. Cindy

Said that JP & Sons have not been down Clyde Court for three weeks.

## NEXT BOARD MEETING

There will be no meeting in December. The next meeting will be on January 13, 2015.

## 12. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Dan Matsui and unanimously approved. The meeting adjourned at 6:27 p.m.

Respectfully Submitted,

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Recording Secretary

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Board of Directors