

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, January 13, 2015
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 Tim York, Secretary Hans Scheurer, Director Dan Matsui and Director Jim Saylor. Also present were three (3) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

A. Sheri Lipari

She stated that she believes that the streets are more important than the tennis courts. Another Homeowner in the audience agreed.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve November 11, 2014 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

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

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for October & November 2014.

Carol Thorpe gave a brief financial report.

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

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

5. PRESIDENT'S REPORT

Carol Thorpe stated that she does not really have anything to add. The Christmas Party was a success and everyone had a lot of fun.

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

Robert Lipari stated that they finished the gates on Lorraine and the maintenance gate should be done tomorrow. The fences that blew down are in the works as well. Additionally, there is no more garbage pickup at the shop. Robert was instructed to contact Waste Management and order the largest tote they have for garbage at the shop. Robert added that the vacuum doesn't really work well he believes it needs to be replaced. The Board instructed him to purchase a new vacuum for a cost not to exceed \$200. Robert also stated that he has been having a difficult time getting a response from the alarm company. Carol Thorpe said she would stop by the shop and they would all the company together. The Board thanked Robert for the excellent work he has been doing. There was some discussion regarding the maintenance request received from the new Homeowners at 4311 Clyde Court. Robert explained that he has taken care of most of the items on the list and will be finishing them up as soon as possible.

7. COMMITTEE REPORTS

A. Infrastructure Committee

There was no report given.

B. Social/Newsletter Committee

Sheri Lipari gave a brief report on the social committee upcoming events.

C. Building/Grounds/Architectural Committee

Nothing to report at this time.

D. Advisory Committee

Nothing to report at this time.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove Tennis Court Bids

There was some discussion regarding the condition of the tennis courts. It was determined that at this point, the streets within the community must be the priority for the current fiscal year.

Motion: Jim Sayler made a motion to defer the major repairs on the Tennis Court for one year and move forward with necessary patching. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove Tree Maintenance

Several Board members and the representative with Alpha Tree Service walked the property and they have received an estimate for necessary tree services. The cost to perform the tree removals is \$2,750.00.

Motion: Tim York made a motion to accept the proposal as presented by Alpha Tree in the amount of \$2,600.00 to remove the Willow Tree and the Scotts Pine tree. The motion was seconded by Hans Scheurer and unanimously approved.

Motion: Dan Matsui made a motion to also include the removal of the small pine tree by the tennis court for an additional cost of \$150.00. The motion was seconded by Hans Scheurer and approved (DM, HS, CT) in favor and (TY, JS) opposed.

C. Discuss/Approve/Disapprove Storage of Files

Carol explained that there are currently 53 boxes stored at Iron Mountain for a monthly cost of \$126.00 per month. Jim Sayl_ Kevin added that the boxes can be made available with minimal notice.

Motion: Jim Sayler made a motion to instruct Iron Mountain to make the boxes available for pickup as soon as practicable so that they can be picked up and brought to Parkwood for storage eliminating the monthly cost. Also to determine which, if any, boxes must remain confidential and where the boxes can be kept. The motion was seconded by Dan Matsui and unanimously approved.

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

A. Modified street program/tennis court parking

Carol stated that what they need to decide is whether to stay with the current plan or move forward and include additional phases or perhaps different phases if necessary. Tim York suggested that zones C & D might be the priority for this year. The Board made a preliminary decision to get some proposals for zones C & D as a starting point. Tim York agreed to prepare the RFP for the determined zones. Jim Sayler stated that he believes that there me a point in time that an HOA might take advantage of low oil prices and find a way to do all of the paving work at once.

B. Upcoming Bids for the Year

The major priority for this year is the streets. Painting proposals should be considered if necessary. Pest control bids for next month's agenda if possible.

C. Xeriscape Strategy

Carol Thorpe stated that in her opinion, they are not in the financial position to take on a large Xeriscape strategy in the current Fiscal Year.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Erika Berrett

Homeowner was thankful that they got the fences repaired so quickly. Homeowner asked if we could poll the Homeowners to determine what they think about the roads.

B. Cheryl Lipari

Homeowner expressed her concern about the streets in Parkwood. She believes that they should be a priority.

C. Kathy

Homeowner asked about the condition of the roads and what do real estate agents say to prospective buyers.

NEXT BOARD MEETING

February 10, 2014

12. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Hans Scheurer and unanimously approved. The meeting adjourned at 6:38 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, February 10, 2015
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 Tim York, Secretary Hans Scheurer, Director Dan Matsui and Director Jim Saylor. Also present were Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

Announcement that this meeting is being recorded.

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 13, 2015 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the January 13, 2015 minutes as written. The motion was seconded by Jim Saylor and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for December 2014.

Carol 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 2014 as presented. The motion was seconded by Hans Scheurer and unanimously approved.

5. PRESIDENT'S REPORT

Carol Thorpe said that she has some good news. TMWA has voted to cancel the rate increase that was due to be implemented on February 1, 2015 based on the last rainfall amounts.

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

Robert Lipari gave a brief maintenance report. There were a couple of tree trimming requests that someone needs to take a look at. He stated that he took a look at the Sequoia and there are some issues with cutting it because of the root system and the size of the tree. At any rate, the deck is going to have to be repaired due to the damage caused by the tree. The issue is that the tree is beautiful, but it was planted in the wrong place. Jim Saylor was really concerned about removing the tree and he believed that the Board should try to keep the tree if at all possible. The idea is that the Board will discuss the issue with the Homeowner and try to come up with a solution. He also stated that he has contacted ADT Security to get a proposal on the alarm system for the clubhouse. A work order approval request was also discussed regarding window shutter installation at the property owned by Erika Berry. Carol Thorpe stated that the work order will be improved.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Tim York stated that parkwoodreno.org has been renewed for three years.

B. Social/Newsletter Committee

No Committee Report.

C. Building/Grounds/Architectural Committee

No Committee Report.

D. Advisory Committee

No Committee Report.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove estimate for pest control.

Carol Thorpe explained that Robert Lipari will be able to treat the Birch trees and the Pine tree (in-house) which will save the Association \$765.00 if excluded from the CAD Pest Control Services, Inc.

Motion: Tim York made a motion to approve the CAD Pest Control excluding the Birch trees and the Pine tree for a total amount of \$2,930.00. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove backflow devices.

Carol stated that last year we combined two of the backflow valves so she believes that they only have three remaining. Tim York believes that additional zones can be combined to reduce water usage and backflow valves. Tim York agreed to obtain proposals for backflow devices.

C. Discuss/Approve/Disapprove St. Patrick's Day party expenses.

Carol Thorpe asked if they really want to have a St. Patrick's Day party. There was quite a crowd last year. The Board agreed not to do the St. Patrick's Day party and pool the funds for a larger Memorial Day Party.

D. Discuss/Approve/Disapprove Road Work RFP.

Tim York discussed some of the changes that would be made to the RFP such as bid deadline dates and Homeowner notifications etc. The RFP will be sent to Vega, SNC and Advanced Asphalt. Tim York asked if the RFP could request that the proposals include more cost detail.

Motion: Tim York made a motion to approve the RFP subject to the revisions discussed. The motion was seconded by Jim Sayler and unanimously approved.

E. Discuss/Approve/Disapprove Document Retention Policy.

Carol Thorpe stated that all of the Association documents are downstairs now under lock and key. Jim Sayler volunteered to help go through the boxes to get rid of unnecessary documents. Hans Scheurer explained that they are not completely sure exactly what documents need to be kept. Kevin stated that all documents must be kept for at least 7 years. Any legal, maps or building plans must be kept indefinitely. Carol stated that she and Hans would work on the Document Retention Policy and will discuss it at the next meeting.

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

A. Remaining Street Paving

Jim Sayler asked if the consensus of the Board would be that they would go forward with their current plans to research for street paving.

B. Irrigation

Tim York explained that he had requested a list from JP & Sons outlining which of the sprinkler heads had been replaced last year. JP did in fact submit a map showing the heads that had been replaced as well as the remaining heads that are still in need of replacement. Tim made some modifications for clarification for the map. It was understood that the zones with the largest water usage should be changed first. He was also concerned about the "marshy" areas. Tim agreed to obtain an additional proposal for the March meeting.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Cynthia Fox

Homeowner asked if the JP & Son contract included pre-emergent. She also stated that her tree would be trimmed once it starts to get leaves.

NEXT BOARD MEETING

March 10, 2015

12. ADJOURNMENT

Jim Sayler made a motion to adjourn the meeting. It was seconded by Tim York and unanimously approved. The meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, March 10, 2015
Held at Clubhouse at Parkwood

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, Secretary Hans Scheurer, Director Dan Matsui and Director Jim Saylor. 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 taken.

3. APPROVAL OF PREVIOUS MEETING MINUTES

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

Carol Thorpe noted one correction necessary under the maintenance report whereas the shutter project will be approved instead of improved.

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

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for January 2015.

Carol 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 January 2015 as presented. The motion was seconded by Jim Saylor and unanimously approved.

5. PRESIDENT'S REPORT

Carol stated that after an enormous amount of time she was able to get the telephone bills reduced by approximately ½.

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

Several work orders were complete as well as the bridge.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Carol Thorpe stated that there is a very large Sequoia and a pine tree that may have to be removed because they are causing damage on Angela. Carol Thorpe explained that they are trying to switch the security system from PDI to ADT but the service has already been paid for so if there is not refund available it will have to wait.

B. Social/Newsletter Committee

Carol stated that the Board voted not to have the St. Patrick's Day party this year.

C. Building/Grounds/Architectural Committee

None.

D. Advisory Committee

None.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove JP's proposal for irrigation and backflow devices.

Tim York explained that JP and Sons replaced several sprinklers last year and there was a notable reduction in usage. He would encourage the Board to replace additional sprinklers for the upcoming watering season. JP and Sons presented a proposal for said replacements.

JP and Sons presented a proposal for the replacement of backflow devices. The Board requested that Management obtain additional proposals.

Motion: Tim York made a motion to approve the Proposal as presented by JP and Sons to replace 80 sprinkler heads for \$3,840.00 as presented. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove proposals for street work

Several proposals were presented at this board meeting.

Motion: Hans Scheurer made a motion to accept the proposal as presented by SNC for the five inch paving plan, plus Option A and the tennis court parking lot in the amount of \$80,030. The motion was seconded by Tim York and unanimously approved.

C. Discuss/Approve/Disapprove roof and gutter cleanup

Roger Worsham from APS presented a proposal to complete the roof cleanup and an additional charge of .80 per square foot for gutter cleaning which would be the Homeowner's responsibility. Carol requested that the proposal be presented in writing for the next Board meeting.

D. Discuss/Approve/Disapprove increase in Robert's Salary

Tim York explained that over the past few months, Robert Lipari has saved Parkwood thousands in maintenance costs.

Motion: Tim York made a motion to increase Robert's hourly wage by .65 per hour effective beginning the next pay period. The motion was seconded by Jim Sayler and unanimously approved.

E. Discuss/Approve/Disapprove fire safety

Jim Sayler is concerned that we should try to raise the awareness about fire safety in the community. He believes that we should try to meet with the Fire Department to determine what can be done to make the properties more fire safe. Also working with the Homeowners to develop a better plan for exiting the second floor in case of fire. Carol agreed to contact the Fire Department to see if we could schedule a meeting.

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

A. Draft Budget: Board to approve no later than May 13th for May 30th mailing

Carol stated that they are meeting with the Reserve Specialist tomorrow at the clubhouse.

B. Side streets-reconstruction vs. overlay

This issue was discussed at length during the review of the asphalt proposals. Jim Sayler has agreed to obtain a proposal for an engineer to look at the asphalt.

C. Future projects: dryer vents, etc.

The Board is working on obtaining a proposal for dryer vent cleaning. This is a Homeowner responsibility more information will be provided. Carol agreed to talk to Robert about the vents because she is not sure they were ever installed.

10. CORRESPONDENCE

A. Cindy Fox

Homeowner suggested that Management contact Mary Holman from the Meadows because they had a big dryer vent project. She also asked about pre-emergent. She also asked about the roof cleaning.

B. Erika Berry

Erika asked about the area between her new fence and her existing landscaping. The Board stated that the issue would be taken care of.

11. 2ND MEMBER'S FORUM

No Homeowners spoke, no action was taken,

NEXT BOARD MEETING

April 14, 2015

12. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Jim Sayler and unanimously approved. The meeting adjourned at 6:28 pm.

Respectfully Submitted,

Recording Secretary

Board of Directors

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, April 14, 2015
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 Tim York, Secretary Hans Scheurer, Director Dan Matsui and Director Jim Saylor. Also present were two (2) 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 10, 2014 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

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

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for February 2015.

Carol 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 February 2015 as presented. The motion was seconded by Hans Scheurer and unanimously approved.

5. PRESIDENT'S REPORT

Carol Thorpe explained that there are two Sequoia Trees on Angela Place that are causing some serious structural problems for some of the Homeowners. The trees will have to be removed. This will be done in a few weeks. The Budget is done and will be coming out in May. The Reserve Study is complete and if it is approved tonight, it will be put up on the website for Homeowner's to view.

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

Robert stated that he has tried to contact the pool people for maintenance on the pool. The trees have been trimmed. He is working on bids for the decks starting in the next couple of weeks. He was instructed to remove the table that is falling apart in the pool area. He will look into a replacement. Carol asked him to add the dryer vent covers to his list of things to do. Tim York explained about 4009 Ruth Court work order because the Board will not be able to approve it as it has been presented.

7. COMMITTEE REPORTS

A. **Infrastructure Committee:** None.

B. **Social/Newsletter Committee:** Jim Saylor asked if the monthly calendar can be put out a little earlier.

C. **Building/Grounds/Architectural Committee:** None.

D. **Advisory Committee:** None.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove proposal for backflow devices.

The Board discussed tabling this issue to receive an additional bid. Jim Saylor thought that the two proposals that we have should be sufficient.

Motion: Tim York made a motion to table this item until an additional proposal can be obtained. The motion was seconded by Hans Scheurer and approved with (CT,DM,HS) in favor and (TY,JS) against.

B. Discuss/Approve/Disapprove new Reserve Study

The reserve study was reviewed by the Board.

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

C. Discuss/Approve/Disapprove fire safety

Carol Thorpe explained that she has been working on this issue and has not been able to find sufficient information. She suggests that each room have a fire alarm installed for safety. The Board discussed the issues of chimney sweeping and dryer vent cleaning. Jim Saylor explained that there are many steps that can be taken to get the word out to Homeowner's about fire safety. He believes that the information could be published either on the website or in a newsletter. The idea is to create awareness.

D. Discuss/Approve/Disapprove roof cleaning.

Carol explained that APS has submitted a proposal to clean the roofs in the amount of \$1,860.00. Jim Saylor believes that the per unit or bulk rate should be negotiated on behalf of the Homeowners.

Motion: Jim Saylor made a motion to approve the proposal for APS to clean the roofs in the amount of \$1,860.00. The motion was seconded by Tim York and approved with (CT,JS,TY,DM) in favor and (HS) against.

E. Discuss/Approve/Disapprove Revision of Sections 3.2.6 and 10 Rules & Regs

Carol Thorpe explained that the revision of 3.2.6 is with regard to RV parking for loading and unloading. The idea is to prevent RV's from remaining parked within the Community for an extended period of time. The idea is to extend the time limit to allow Homeowners to park their RV for a period not to exceed 24 hours for loading and unloading purposes. Jim Saylor explained that he is in favor of the rule as long as it is uniformly enforced. Possibly a specific notice that can be placed upon the RV when it is parked. Tim York explained that Section 10 Rule is not specific enough and that an adult guest must supervise any person under the age of 18 when using the pool/clubhouse areas.

Motion: Tim York made a motion to adopt the Section 3.2.6 Rule as revised. The motion was seconded by Hans Scheurer and unanimously approved.

Motion: Hans Scheurer made a motion to adopt the Section 10 Rule as revised. The motion was seconded by Jim Saylor and unanimously approved.

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

- A. **Draft Budget:** Board to approve no later than May 12 for May 30th mailing.
- B. **Set meeting date for Budget Ratification Meeting May 27th at 11:00 a.m. Clubhouse**
- C. **Future Projects: dryer vents, etc.**
- D. **A.D.T:** Carol asked that this item be placed on the May agenda.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

- A. **Erika Barrett (304 Lorraine Court):** Homeowner asked why the clubhouse has to close at 10:00 a.m. Homeowner is still concerned about her fence being power washed so that when it is stained it will match.
- B. **Teresa Kelley (440 Lorraine Court):** Asked about solar tubes to add light to her upstairs bathroom.
- C. **Larry (Marigene Court):** Homeowner was concerned about a very bright light on a pole near his home.

NEXT BOARD MEETING: May 12, 2015

12. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Hans Scheurer and unanimously approved. The meeting adjourned at 6:39 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

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

Tuesday, May 12, 2015
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 Timothy York, Secretary Hans Scheurer, Director Dan Matsui and Director Jim Saylor. Also present were nine (9) 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 14, 2015 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Tim York made a motion to approve the April 14, 2015 minutes as written. The motion was seconded by Hans Scheurer and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for March 2015.

Carol Thorpe gave a brief financial report. She noted no out of line conditions. Here were no Reserve expenses for March.

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

5. PRESIDENT'S REPORT

Carol stated that they are working on getting the pool opened. The inspection is Friday and we should pass so the opening could be as soon as the 15th.

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

The roads are finished and they look good. Carol stated that they are planning to discuss the speed bump with SNC to see if there is anything that can be done because it is a little bit high. Tim York stated that a work order has been received to have a tree removed in the common area because it is dying. Tim stated that he has taken a look at the tree and it seems like a reasonable tree to him. An expert could be consulted if the Board desired, but he believes the tree is healthy. The Board agreed to have JP and Sons take a look at the tree.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Nothing added at this meeting.

B. Social/Newsletter Committee

Nothing added at this meeting.

C. Building/Grounds/Architectural Committee

Nothing added at this meeting.

D. Advisory Committee

Nothing new for the Advisory Committee.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove proposal for backflow devices

The Board reviewed the proposals as presented.

Motion: Tim York made a motion to accept the proposal as presented by APS in the amount of \$10,864.00 to replace the backflow devices at Angela, Clyde, Sarah and Greenbriar. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove 2015-2016 Proposed Budget

The Board reviewed the 2015 propose Budget as presented.

Motion: Jim Saylor made a motion to approve the 2015/16 Proposed Budget as presented. The motion was seconded by Hans Scheurer and unanimously approved.

C. Pool opening party

The pool opening party was schedule for May 31, 2015. Hamburgers and hotdogs will be served and the Board asks that everyone bring a side dish water and soda. If anyone wants something to drink other than that they must bring their own.

Motion: Tim York made a motion to approve \$300.00 for the pool opening Party. The motion was seconded by Jim Saylor and unanimously approved.

D. Discuss/Approve/Disapprove A.D.T.

The Board reviewed the proposal as presented by A.D.T. Security System.

Motion: Jim Saylor made a motion to accept the proposal as presented by ADT for the security/alarm system. He also asked if a marketing opportunity could be offered to them for to waive the deposits and/or installation fees. The motion was seconded by Hans Scheurer and unanimously approved.

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

A. Greenbelt Areas

B. Dryer Vents

The Board discussed the issue of dryer vent cleaning. Tim York stated that he has presented a flyer as an option for Homeowner's, but the Homeowner is under no obligation to use this particular vendor.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Cynthia Fox (4318 Clyde Ct.)

Homeowner asked about the dryer vent cleaning process.

B. Mike Classen (4307 Clyde Ct.)

Homeowner was concerned about the two giant sequoias in the community that may have been in jeopardy of being removed. He believes that more information needs to be obtained before the Board makes a decision to have these trees removed from the Community. His suggestion would be to have an expert take a look at the issue to determine if the trees really have to be removed or if there is another option. He would be happy to have the Advisor Committee take a look at this issue. Carol Thorpe gave some extensive background on the two Sequoia trees that are in question. Mike asked how many arborists have been contracted to inspect the trees and how much have we paid them.

C. Karen

Homeowner asked how many arborists are needed.

D. Sheryl Lipari (4155 Marigene Ct.)

Homeowner explained that maybe the Board keeps getting alternate opinions to because we keep getting the answer that we do not want. She doesn't want to see the trees removed either, but she also does not want to be responsible for the damage that may be caused by those trees. Sheryl Lipari asked how an additional arborist gained access to the property if they were not contacted by the Board. This is very concerning to her.

E. Art Chapman (345 Lorraine)

He remembers the Board agonizing over the pool, he believes that it may be time for the Board to just make a decision regarding these trees.

F. Dan Matsui

Homeowner again explained the issue with the Sequoia's. There has been additional inspections of the tree, but we are waiting on a written report to determine if the roots are actually damaging home.

G. Bill Whipple

Homeowner again asked who gave authorization to tear down the deck. Tim York replied that the Homeowner submitted a work order. He is encouraging the Homeowners to take a look at the trees themselves. He does not believe that the roots are a

problem and there are only two roots. He think also that an arborist is not the correct consultant for the tree because they make money to remove trees.

H. Robert Lipari

Robert explained that he is the one who took the deck apart and the whole deck was lifted and some of the roots will have to be removed to properly repair the deck.

NEXT BOARD MEETING

May 27, 2015 for the Ratification/Board meeting. Then June 9, 2015 at 5:30 p.m.

12. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Jim Sayler 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 MINUTES**

Tuesday, May 27, 2015
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:00 p.m. 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 was Kevin Berg from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

A. James Shoenberger (4008 Ruth Court)

Homeowner believes that a standard needs to be set and transparency needs to be achieved. These trees have significant value. He believes that three written reports from three separate arborists should be obtained from arborists that will not be allowed to bid on the tree removal or trimming so that no ulterior motives can be claimed. He believes that if the trees can be kept it would be his preference because they add value to the entire community.

B. John Kinney (433 Angela Place)

Homeowner stated that he had just moved to the Community and had no idea about the trees. He stated that although he loves the trees they are causing damage to his neighbor's foundation and need to be removed.

C. Teresa Kelley (440 Octavia)

Homeowner stated that she did not realize that this was going to be as large as it is. She believes that there is an aesthetic value that living trees bring to this community. She highly recommends preserving the trees if there is any possible way.

D. Sheryl Lipari

She states that she is fond of the trees. She is concerned for the Homeowner of the house because there is damage to his home. She wants to make sure we are being fiscally responsible and does not want to end up spending a hideous amount of money to save trees that will eventually have to be removed.

E. Mike Classen (4307 Clyde Court)

Homeowner stated that he is speaking on his own behalf and not for the Advisory Committee. Quite frankly he believes personally that there is insufficient data in terms of cost to really reach an informed decision regarding these trees. He has not seen anything to date regarding the cost to remove the trees nor any reclamation value of the redwood. Secondly, he is not sure that these trees are actually causing the damage noted in the adjacent homes. He believes the opposite may be true. He believes any contract approval at this point would be premature. Carol Thorpe explained that they had spoken to one of the contractors regarding reclamation and it has been determined that there is little value available for the wood due to the way that the trees need to be cut for removal. She added that these trees had been on our radar for several years as a potential problem. Carol Thorpe added that the Board has spoken with both of the Homeowner's that have been impacted by these trees. Mike Classen added that he believes that the Association should think very carefully when a Homeowner requests that any tree be removed within the Community.

F. Bill Whipple (465 Anne Marie Court)

Homeowner talked about several reports that he has personally obtained from arborists/consultants. He stated that he obtained these reports because he did not feel that enough research has been done to address this issue. He believes that the "dead" wood can be altered to accommodate the Sequoia's. He hopes that the Board would be more open to attempting to save the trees and to determine if they are in fact affecting the homes in an adverse way. He believes that the Homeowner's could be informed as to what options are available other than removing the trees. He believes that the consensus of the Homeowner's within Parkwood would be to try to save the trees.

3. APPROVAL OF PREVIOUS MEETING MINUTES

None at this time.

4. FINANCIAL REPORTS

None at this time.

5. PRESIDENT'S REPORT

None.

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

None.

7. COMMITTEE REPORTS

None.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove Removal of Sequoia trees on Angela.

Carol Thorpe explained that she has been working on getting some specific costs for removing and replacing the deck. The labor cost would be approximately \$1,800 for 3 people for an entire day, \$300-\$400 to rent a compressor all other costs estimates are pending. She added that she has obtained two proposals for tree removal one was for \$6,000 and one was for \$8400 to remove both trees and grind the stumps.

Tim York added that most of his work for this Association is based on long term solutions. Every arborist we have spoken to has agreed that these trees were planted in very bad places thirty years ago. He believes that planning for the future, removing these particular trees and re-planting more efficient trees for the area. He does not believe any money should be spent to save trees that were very poorly placed. Remodeling for the Homeowner whose home has been damaged is not an option for him. He believes that Bill Carlos has presented a very intelligent and reasonable plan for tree replacement in Parkwood and that Bill Carlos has no ulterior motives and stands to gain nothing monetarily for his opinion.

Hans Scheurer also felt that Bill Carlos has the best grasp of the situation and he personally has a very good opinion of Bill Carlos and believes in his integrity.

Dan Matsui was not in favor of the implementation of a long-term re-forestation program with regard to the trees in Parkwood because that would 30-40% of the trees within the Community in jeopardy. This entire discussion started because someone noticed that there was some damage to a home. We do not want trees causing damage to homes. We have to decide whether we want to remove these two trees or not. He too believes that there is insufficient evidence to make this decision at this time. He believes that the Board is responsible to consult with the proper experts to determine the source of the damage. Based on arborist comments, he does not believe that there is an immediate threat to these homes. We have the time to research the issue fully.

Jim Sayler stated that the image that the Board has not sought guidance or has paid for opinions is incorrect. We have done our due diligence as a Board. He believes that this is an important enough decision that it should be unanimous and if it is not unanimous, then we might solicit the Homeowner's for a vote. He just want to just go on the record that the Board has absolutely gone through a thoughtful process, he is ready to take a vote up or down to begin the process to have the trees removed. There is no conflict of interest based on whether or not a professional will bid for the tree removal project.

Tim York asked for a more specific definition of "conflict of interest". He added that the Association already pays thousands of dollars each year to repair damage caused by tree roots. There is no program that would allow for all trees to be removed.

Hans Scheurer stated that the term "conflict of interest" is specifically defined in the paperwork that was signed at the time we became Board Members. He specifically stated that he has no "conflict of interest". Next, the idea that the Board is making a hasty decision is false, because the Board has solicited qualified individuals to render opinions regarding this issue.

Carol Thorpe added, as a Homeowner, she loves all of the trees in Parkwood. There's is absolutely no scenario that would cause her to vote to remove a tree if it was not necessary. As a Board Member, she would never cut a tree that could be saved.

Jim Sayler asked for clarification as to what the motion was authorizing to be done. Carol Thorpe clarified that to begin with, the process would begin as a discussion at the June 9, 2015 meeting to determine the exact costs associated with removing the trees.

Motion: Tim York made a motion to begin the process of removing these two trees as defined by Carol Thorpe. The motion was seconded by Jim Sayler and approved with (CT, JS, TY, HS) in favor and (DM) against.

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

None.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Jim

Homeowner stated that it is really imperative that the Homeowner's that have been affected be consulted because it will likely resolve problems before hand. Jim Sayler added that "how we do things" is as important as "what we do".

Carol Thorpe added that all Homeowner's should at all times be respectful of all Parkwood employees. Carol Thorpe added that under no circumstances can anyone contact the Association's legal counsel except for the President of the Association which at this time is her.

B. Sheryl Lipari

Homeowner stated that if something planted in my yard hangs over into limited common area, then the Board would not have to notify me if they determine that it needs to be trimmed.

C. Bill Whipple

Homeowner asked about the process to begin the tree removal for the Sequoia's. Mr. Whipple offered some assistance with obtaining these expert opinions. He also suggested that the two trees could be handled independently rather than together, because the issues with them are different.

NEXT BOARD MEETING

June 9, 2015 @ 5:30 p.m.

12. ADJOURNMENT

Jim Sayler made a motion to adjourn the meeting. It was seconded by Hans Scheurer and unanimously approved. The meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, June 9, 2015 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 Tim York via telephone, Director Dan Matsui and Director Jim Saylor. Absent was Hans Scheurer. Also present were nine (9) 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 April 14, 2015 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Jim Saylor made a motion to approve the April 14, 2015 minutes as written. The motion was seconded by Dan Matsui and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for April 2015.

Carol Thorpe gave a brief financial report. Total Operating Cash was \$50,386.22 Reserve Cash was \$343,016.92 and current delinquencies was \$8,843.28. Carol noted no out of line conditions.

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

5. PRESIDENT'S REPORT

Carol Thorpe stated that she does not have a lot to say tonight, she covered most everything at the last meeting.

6. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC: None.

7. COMMITTEE REPORTS

A. Infrastructure Committee: None.

B. Social/Newsletter Committee: Carol said that the Pool Opening party was a success.

C. Building/Grounds/Architectural Committee: None.

D. Advisory Committee: None.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove Process for removal of Sequoia on Angela

Carol Thorpe discussed the issue of the removal of the Sequoia trees. The Board opted to send out a questionnaire to determine the overall feelings of the Homeowner's. The questionnaires that were returned were 14 in favor of the removal and 10 opposed.

Discussion: Dan Matsui was opposed to accepting either of the two contractors that have bid the tree removal because he feels that they both have a "conflict of interest" based on the fact that they recommended the tree removal initially.

Tim York stated that these are both professional contractors that have worked for Parkwood in the past and there is no conflict of interest in his opinion.

Dan Matsui stated that he is not questioning the integrity of the contractors; he just believes that the Board has a duty to resolve issues without any conflict of interest. Additional arborists should have been invited to bid for the project.

Jim Saylor stated that the motion before the Board is to accept or not to accept one of these bids that have already been obtained.

Dan Matsui also stated that he has previously voted against the removal because he felt additional information was necessary to make an informed decision. He asked why his contribution was excluded from the Board's decision to send out a questionnaire to obtain an opinion from the Homeowner's.

Jim Saylor explained that the process of obtaining input from the Homeowner's was for the benefit of Mr. Matsui, because, based on his opposing vote at the June 27, 2015 meeting and time was of the essence to obtain said consensus to be presented at the June 9 meeting.

Carol Thorpe added that she has been working on obtained proposals from structural engineers to work toward making the necessary repairs to the home that has been damaged. She added that she believes that the scheduling for the tree removal

should wait until more of the Homeowner's have had a chance to respond and also that we have had a chance to hear from the Structural Engineer.

Motion: Tim York made a motion to accept the proposal as presented by Alpha Tree. The motion was seconded by Jim Sayler and was approved with (JS, CT, TY) in favor and (DM) against.

9. BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN)/NEXT MEETING ITEMS: None.

10. CORRESPONDENCE: None.

11. 2ND MEMBER'S FORUM

A. Mike Classen

Homeowner believed that the Boards decision to send a notice to the Homeowner's requesting their opinion regarding the tree removal was a good one. He added that he felt that there just was not enough time given for a response from the Membership. He believes that an additional communication with the Membership is necessary due to the time issues.

B. Kim (4005 Ruth Court)

Homeowner had three complaints, 1) she has no pavement on her street, 2) the lawn in front of her home is dead and 3) the tennis courts are in terrible shape. Management was instructed to contact JP and Son regarding lawn area in front of her home.

C. Theresa Kelly (440 Octavia)

Homeowner complained about watering. She stated that the water is going on several times every night. One employee from JP & Son claimed a shovel that belonged to Parkwood was his and she wants it back.

D. Charlie Smith (4004 Millbrook)

Homeowner stated that people drive way too fast near her home, especially FedEx and UPS drivers including JP & Son employees. Next it seems that her lawn area is being used for the dog park. Also, the new xeriscape is wonderful, but the gardeners are not taking care of it. Last, a few of the trees near her home have a lot of dead stuff in them that probably needs to be removed.

E. Erika Berry (304 Lorraine Court)

Homeowner stated that she has a dead tree in front of her home. Robert Lipari stated that he will have JP take a look or he will remove it himself.

F. Cindy Fox (4318 Clyde Court)

Homeowner asked who she should call about the sprinklers. She was instructed to contact Management directly, or she could contact Tim York or pretty much any other Board Member. She also asked about the dandelions and clover in the lawn areas. She also stated that as big as the Sequoias are there is really very little damage around that she has noticed.

G. Bill Whipple (465 Ann Marie Court)

He agreed that the notice sent to the Homeowners was a very good idea and that additional time would be good to make sure everyone has a chance to respond. He also asked that his response to the questionnaire be included with the minutes (see attached).

NEXT BOARD MEETING

July 14, 2015

12. ADJOURNMENT

Jim Sayler made a motion to adjourn the meeting. It was seconded by Dan Matsui and unanimously approved. The meeting adjourned at 6:11 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, July 14, 2015
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:27 p.m. 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 five (5) homeowners with Kevin Berg and Rebeka Wiggins from Eugene Burger Mgmt. Corp.

2. MEMBER'S FORUM – Agenda Items Only

There were no Agenda Items open for discussion during this point in the meeting.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve May 27, 2015 Board Meeting Minutes

The meeting minutes were reviewed by the Board. There was one correction noted by Carol Thorpe in Section 8 A.

Motion: Jim Saylor made a motion to approve the May 27, 2015 minutes as amended. The motion was seconded by Hans Scheurer and unanimously approved.

B. Review and Approve June 9, 2015 Board Meeting Minutes

The meeting minutes were reviewed by the Board. Carol Thorpe requested a correction to Item 8. A. and Mr. Matsui clarified that a statement from Bill Whipple needed to be attached to the minutes as requested.

Motion: Jim Saylor made a motion to approve the June 9, 2015 minutes as amended. The motion was seconded by Tim York and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for May 2015.

Carol Thorpe gave a brief financial report. She explained that the current amount of cash deposited at Community Association bank exceeds federal limits. Some of it needs to be moved to another bank. Seacoast Commerce Bank is offering a very generous interest rate of up to .65% for a new Money Market.

Motion: Hans Scheurer made a motion to replace the Community Association Bank Money Market with a new Seacoast Commerce Bank Money Market. The motion was seconded by Jim Saylor and unanimously approved.

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

5. PRESIDENT'S REPORT

Carol mentioned that it is time for the election. Applications must be submitted no later than August 7, 2015.

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

Robert Lipari stated that he has no new Architectural reports but he did receive a few maintenance requests that he is working on. There was some discussion about a backyard plan submitted. Tim York agreed to contact the Homeowner to determine exactly what they intend to do and to assist them with submitting the appropriate paperwork. Tim added that he received an email from a Homeowner regarding the lawn area near his home. Tim York stated that he would take a look at the area.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Nothing reported from this committee.

B. Social/Newsletter Committee

Sheri Lipari announced that they are trying to get a Bunco team together and everyone is invited. They have scheduled a meeting tomorrow night if anyone is interested.

C. Building/Grounds/Architectural Committee

Nothing reported from this committee.

D. Advisory Committee

Nothing reported from this committee.

8. ACTION ITEMS

There are no Action Items at this time.

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

A. Discuss future concepts for tennis court refurbishment.

There was some discussion regarding the condition of the tennis court. It was determined that the tennis courts are in seriously bad condition. The Board agreed to take a look at the Reserve Study to see if anything else can be done.

B. Discussion on home security.

Carol Thorpe explained that they are asking Homeowners to leave their garage lights and porch lights on at night because there is a safety concern. Tim York stated that if anyone has any more ideas for security. Bill Whipple reported that his vehicle was recently stolen and unfortunately, the night vision on the North camera is not functioning. He added that he noticed a similar gentleman in the Community a few weeks later. He believes that the cameras are more important than ever.

C. Mention of the dryer vent cleaning program.

Carol reported that the dryer vent cleaning program was a success. Carol believes that the gentleman who did the work was very conscientious and reasonable.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Cindy Fox (4381 Clyde Court)

Homeowner asked if she could input on the letter to the Homeowners about security.

B. Charlie Smith (4004 Millbrook)

Homeowner is appreciative that she is not seeing as many dogs on her lawn. She will start turning on her lights. She also asked if the pest control service covered the yellow-jackets. Homeowner asked also if she was allowed to lock her gate.

C. Cindy Fox (4381 Clyde Court)

Homeowner stated that usually with the previous pest control company, something is left disturbed since nothing was disturbed she does not believe that they sprayed in her yard.

NEXT BOARD MEETING

August 11, 2015 and September 8, 2015.

12. ADJOURNMENT

Tim York made a motion to adjourn the meeting. It was seconded by Hans Scheurer. The motion was unanimously approved / by General Consent. The meeting adjourned at 6:08 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

**PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

Tuesday, August 11, 2015
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 Tim York, Secretary Hans Scheurer, Director Dan Matsui and Director Jim Sayler. 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. Homeowner

Homeowner had some issues regarding parking and parking for his guests. He stated that there are some cars parked near his home that he does not recognize.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve July 14, 2015 Board Meeting Minutes

The meeting minutes were reviewed by the Board. Carol noted that the percentage for the new money market should read .65%

Motion: Tim York made a motion to approve the July 14, 2015 minutes as changed. The motion was seconded by Jim Sayler and unanimously approved..

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for June 2015.

Carol Thorpe gave a brief financial report. She announced that we came in under budget for the year. There was an expense that was budgeted for this fiscal year that was actually completed and paid in the last fiscal year but even with that the Reserves are building.

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

5. PRESIDENT'S REPORT

Carol Thorpe stated that the annual meeting is September 8 and Homeowners should be getting the notices in the mail soon.

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

Robert Lipari stated that he has been working on the tennis court patching. He checked on the LED light for the pool and the cost is approximately \$500. He is working with Lee Joseph to try to come up with an option. He is also checking with the current supplier for a warranty on the existing lights. The Board reviewed the current work orders.

7. COMMITTEE REPORTS

A. Infrastructure Committee

None.

B. Social/Newsletter Committee

We have started a Bunco group. It was really fun. The next one is scheduled for August 27, 2015.

C. Building/Grounds/Architectural Committee

None.

D. Advisory Committee

None.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove proposal for patio work at 429 Angela RFP's were sent to APS, KFC, Reno Renovators and R. Nelson

The Board reviewed several proposals as presented. Management recommended that the Board choose a licensed contractor to complete the repairs/replacement of this deck.

Motion: Tim York made a motion to accept the proposal as presented by APS in the amount of \$6,206.00 with the stipulation that the work be completed within 30 days. The motion was seconded by Jim Saylor and unanimously approved.

B. Discuss/Approve/Disapprove RFP for Lorraine road work crack fill/slurry

Tim York has been working on an RFP for the street work needed on Lorraine Ct. He is looking at some options for sealants. He will present the RFP at the next Board meeting once he has had time do further research the options.

C. Discuss/Approve/Disapprove 2015-2016 snow contract

JP & Son presented their contract with no increases from the contract that was approved for last year.

Motion: Hans Scheurer made a motion to approve the 2015-2016 snow removal contract as presented by JP & Son. The motion was seconded by Tim York and unanimously approved.

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

Concrete work for 2015

Water use reduction report this has been posted on the website.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Erika Berry

Homeowner asked about having the roofs cleaned. Carol explained they are trying to coordinate gutter cleaning with the roof cleaning.

B. Frank

Homeowner thanked the Board for the grass in front of their home.

C. Larry

Homeowner asked if the speed bump could be shaved down its too high, his car still scrapes even though he goes very slow.

NEXT BOARD MEETING

September 8, 2015 – Annual Meeting

12. ADJOURNMENT

Hans Scheurer _____ made a motion to adjourn the meeting. It was seconded by Tim York _____. The motion was unanimously approved / by General Consent. The meeting adjourned at 6:11 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, October 13, 2015
Held at Clubhouse at Parkwood

1. CALL MEETING TO ORDER

Tim York called the meeting to order at 5:30 p.m. Board members in attendance were Vice President Tim York, Secretary Hans Scheurer, Director Dan Matsui and Director Jim Saylor. Absent was Carol Thorpe. Also present were three (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 August 11, 2015 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Hans Scheurer made a motion to approve the August 11, 2015 minutes as written. The motion was seconded by Dan Matsui and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for July and August 2015.

Tim York gave a brief financial report.

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

Motion: Hans Scheurer made a motion to accept the financial report for August 2015 as presented / clarified. The motion was seconded by Jim Saylor and unanimously approved.

5. PRESIDENT'S REPORT

Tim York stated that the pool is closing tomorrow. Our water usage was down by 21% from June to September therefore we more than paid for the new sprinklers.

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

Robert Lipari stated that the pool is closing, he has been changing out the LED bulbs and painting fences.

7. COMMITTEE REPORTS

A. Infrastructure Committee

Only one request was received for handicap rails being installed at one of the residents. The request was approved.

B. Social/Newsletter Committee

The Christmas party has been planned for the 13th of December. Bunko is on November 11, 2015.

C. Building/Grounds/Architectural Committee

Nothing to report at this time.

D. Advisory Committee

Nothing to report at this time.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove authorize up to \$500.00 for Christmas Party

Tim York stated that he has confirmed that the saxophone player is available for the party. Jim Saylor thought that the saxophone was a little loud last year. Jim Saylor was opposed to inviting the saxophone player again this year.

Motion: Hans Scheurer made a motion to approve the expense of \$500.00 for the Christmas Party. The motion was seconded by Jim Saylor and unanimously approved.

B. Discuss/Approve/Disapprove concrete work.

The Board reviewed two proposals for concrete repairs. Tim York added that we should stipulate that 5 days notice should be given to both Parkwood Maintenance and the effected Homeowner's.

Motion: Jim Saylor made a motion to approve the proposal as presented by Complete Concrete in the amount of \$2,810.00. The motion was seconded by Hans Scheurer and unanimously approved.

C. Discuss/Approve/Disapprove roof/gutter cleaning.

Tim York explained that the last proposal that we had for gutter cleaning was back in March. Tim believes that a one-time blowing of the roof should be included in the gutter cleaning plan. The issue is that they really need to clean up the mess that they leave when they clean the roofs and gutters. Jim Saylor just wants to make sure that a precedent is not being set because it is the Homeowner's responsibility to take care of cleaning their own gutters. The Board is going to look into this issue a bit more before taking any action.

D. Discuss/Approve adopt new Collection Policy per NRS effective October 1, 2015.

The Board reviewed the Collection Policy as presented. The only changes are based on the recent legislative adjustments.

Motion: Jim Saylor made a motion to adopt the Collection Policy as presented. The motion was seconded by Hans Scheurer and unanimously approved.

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

None.

10. CORRESPONDENCE

A. Kim Glasgow (4005 Ruth Court)

Homeowner expressed an issue with the condition of the tennis courts. The Board agreed to send a written response to her letter.

11. 2ND MEMBER'S FORUM

A. Jim Howerton (455 Shady Lane)

Homeowner submitted a copy of a letter that he sent to the Board in 2014 regarding the parking situation. He also stated that he submitted an additional letter about 3-month ago to each of the Board members addressing the same issue. He explained that there are some residents that have five vehicles. Something really needs to be done about the parking. Homeowner also believed that assigned parking places would be helpful.

B. Mary Ann Osborne (466 Anne Marie Court)

Homeowner again had an issue with the parking. She believes that each residence needs to have an assigned parking space for their visitors. She also wanted to talk about the gutter cleaning.

C. Cheryl Lipari (4155 Marigene)

Homeowner does not think that JP & Son is not taking as good of care of Parkwood as they previously had been. She hopes that we will be going out to bid.

D. Homeowner

Homeowner also claimed that she requested subsequent work from JP & Son, and has never received a call back.

NEXT BOARD MEETING

November 10, 2015

12. ADJOURNMENT

Tim York adjourned the meeting by General Consent at 6:04 p.m.

Respectfully Submitted,

Recording Secretary

Board of Directors

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

Tuesday, November 10, 2015
Held at Clubhouse at Parkwood

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

I. CALL MEETING TO ORDER

Carol Thorpe called the meeting to order at 5:28 p.m.

2. MEMBER'S FORUM – Agenda Items Only

A. Mary Winter and Gary Decker (4022 Millbrook)

Introduced themselves. They just moved into the Community.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve October 13, 2015 Board Meeting Minutes

Tim York stated that he had actually confirmed the piano player and the saxophone player works for the piano player.

Motion: Tim York made a motion to approve the October 13, 2015 minutes as changed. The motion was seconded by Hans Scheurer and unanimously approved.

4. FINANCIAL REPORTS

A. Review and Approve Financial Report for September 2015.

Carol Thorpe gave a brief financial report. There were no out of line conditions.

Motion: Carol Thorpe made a motion to accept the financial report for September 2015 as presented. The motion was seconded by Hans Scheurer and unanimously approved.

5. PRESIDENT'S REPORT

Carol Thorpe stated that the audit was extremely clean this year and the Board has approved it.

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

Robert Lipari stated that he has repaired a couple of decks. He will check with the Homeowner to see if there were any leaks. Robert was instructed contact Michael's Plumbing to take a look at the water leaking in Hans Scheurer's unit.

7. COMMITTEE REPORTS

A. Infrastructure Committee

None.

B. Social/Newsletter Committee

Christmas Party December 13, 2015

Sherry announced that there is Bunko scheduled for tomorrow at 5:30 p.m.

C. Building/Grounds/Architectural Committee

None.

D. Advisory Committee

None.

8. ACTION ITEMS

A. Discuss/Approve/Disapprove Christmas Bonus for maintenance staff.

Carol Thorpe requested a motion for the approval of a Christmas Bonus for the maintenance staff.

Motion: Tim York made a motion to approve \$50.00 for each employee for a Holiday Bonus. The motion was seconded by Hans Scheurer and unanimously approved.

B. Discuss/Approve/Disapprove Robert's Annual Increase from October 1st

Tim York stated that a 2% increase would bring Robert Lipari in line with the salary that was being paid to the previous maintenance person.

Motion: Tim York made a motion to approve a 2% increase retroactive to September 1 2015. The motion was seconded by Hans Scheurer and unanimously approved.

C. Discuss/Approve/Disapprove roof/gutter cleaning.

Apparently there has been a cost increase from the previous proposal for roof/gutter cleaning. Several new proposals have been obtained. Tim York explained that the idea is there is a large amount of accumulated debris that needs to be cleaned off of the roofs. The offer was for the Association to pay to have the roofs cleaned and because of the accumulation, also have the gutters cleaned just this once as a courtesy. There was some discussion from the Homeowner's present that the cost should be the responsibility of the Homeowner to clean the gutters. Another Homeowner believed that it was a wonderful idea to have the gutters cleaned for the Homeowner when the roofs are blown off. Another Homeowner thought if the Board could find a capable person and offer the services to the Homeowner's for a discount, but the Homeowner could then pay them directly. The Board instructed Management to have a revised proposal separating the cost of the roof cleaning from the cost of the gutter cleaning. This issue will be discussed at the next Board meeting.

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

A. Parking

Tim York presented an extensive proposal for numbered parking spaces. Tim stated that a system of numbering and assigning the guest spaces because there are not sufficient spaces for each Homeowner to have an assigned space. The issue is really that Parkwood was designed to allow for parking inside of the garages. Homeowner's need to be courteous to one another. Also there are now parking tags which allow each Homeowner two vehicles tagged for guests.

10. CORRESPONDENCE

None.

11. 2ND MEMBER'S FORUM

A. Cindy Fox

Homeowner asked when the roof project would take place. Homeowner wanted to mention that JP was not able to put down pre-emergent so it will hopefully be done this year.

B. Jim Howerton

Homeowner asked when do you go from parking your car to storing your car? Homeowner stated that this is not an apartment community. Parking is an issue and it needs to be resolved.

C. Cheryl Lipari

Homeowner stated that when the parking rules were revised the parking sticker was intended to allow the Homeowners to park for a specific amount of time. The rule has been tweaked somehow and now the permits are perceived to allow the permit holder to park in guest parking indefinitely.

NEXT BOARD MEETING

There is no Board meeting scheduled for December.

12. ADJOURNMENT

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

Respectfully Submitted,

Recording Secretary

Board of Directors