

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

May 12, 2015 - 5:30PM - at the Clubhouse

1. **CALL TO ORDER – Roll Call – Announce Recording** President
2. **MEMBER'S FORUM – Agenda Items Only** Members

Members Forum is a period devoted to comments by unit owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.
3. **APPROVAL OF PREVIOUS MEETING MINUTES: April 14, 2015** Board Action
4. **FINANCIAL REPORT: Treasurer's Report and Approve March 2015 Financials** Information
5. **PRESIDENTS REPORT** Information
6. **MAINTENANCE REPORT / PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC** Information
7. **COMMITTEES – Infrastructure; Social/Newsletter; B. G. A.; Advisory** Information
8. **ACTION ITEMS**
 1. Discuss/Approve/Disapprove proposal for backflow devices Board Action
 2. Discuss/Approve/Disapprove 2015-2016 Proposed Budget Board Action
 3. Discuss/Approve/Disapprove Pool opening party Board Action
 4. Discuss/Approve/Disapprove A.D.T. Board Action
9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Greenbelt Areas
 2. Dyers Vents
10. **CORRESPONDENCE**
11. **RESIDENT'S FORUM** Members/Residents

Resident's Forum is a period devoted to comments by unit residents and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.

NEXT MEETING June 9, 2015

12. **ADJOURNMENT** Board Action

All homeowners have a right to have a copy of the minutes or a summary of the minutes of this meeting distributed to him upon request if he pays the association the cost of making the distribution. (NRS.116 3108 Section 2 (a)). Agendas are available from the on site Maintenance office 10 days prior to the meeting. These documents are also available for downloading and printing at www.parkwoodreno.org. The Board of Directors may not take action on items and issues not on this agenda.

If you have any concerns regarding landscape maintenance, please contact management at 775.828.3664 or kevinberg@ebmc.com

Reno Police: 334-2121; Secret Witness: Anonymously report information regarding any crime or suspicious behavior by calling 775-322-4900 or at the City of Reno link: <http://applications.reno.gov/coplogic/start-report.html> The official Parkwood website is: <http://parkwoodreno.org>

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

June 19, 2012 at 5:30PM at the Clubhouse

Agenda

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| I | CALL TO ORDER – Roll Call - <u>Announce Recording</u> | President |
| II | MEMBER’S FORUM – <u>Agenda Items Only</u>
Members Forum is a period devoted to comments by unit <u>owners</u> and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. <u>The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.</u> | Members |
| III | APPROVAL OF PREVIOUS MEETING MINUTES
Board of Directors Meeting – May 15, 2012 | Board Action |
| IV | FINANCIAL REPORT
A. Treasurer’s Report + Review and Accept: April, 2012 Financials | Information |
| V | PRESIDENTS REPORT | Information |
| VI | COMMITTEES – <u>BRIEF REPORTS</u>
Architectural Review Personnel Financial Garden Safety Social
Building and Grounds Newsletter Library Website Governing Documents | Information |
| VII | PROPERTY REPORTS
Architectural Requests - Maintenance Report
Community Managers Report | Information |
| VIII | OLD BUSINESS
1. Tennis Court Repair Status
2. Approve updated Rules & Regulations
3. Landscape Maintenance Proposals
4. Dryer Vent Program Status
5. Advisory Committee Status
6. Status of Charter Contract | Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove |
| IX | NEW BUSINESS
1. No New Business at This Time | Discuss/Approve/Disapprove |
| | CORRESPONDENCE | Board Review |
| X | MEMBER’S OPEN FORUM
Members Forum is a period devoted to comments by unit <u>owners</u> and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. <u>The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.</u> | Members |
| XI | | |
| XII | NEXT MEETING: July 10, 2012 | Board Action |
| XIII | ADJOURNMENT | Board Action |

All homeowners have a right to have a copy of the minutes or a summary of the minutes of this meeting distributed to him upon request if he pays the association the cost of making the distribution. (NRS.116 3108 Section 2 (a)). **Agendas are available from the on site Maintenance office 10 days prior to the meeting. The Board of Directors may not take action on items and issues not on this agenda.**

Parkwood HOA ~ Your Life, Your Home, Your Community. Get Involved

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

July 10, 2012 at 5:30PM at the Clubhouse

Agenda

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| I | CALL TO ORDER – Roll Call - <u>Announce Recording</u> | President |
| II | MEMBER’S FORUM – <u>Agenda Items Only</u>
Members Forum is a period devoted to comments by unit <u>owners</u> and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. <u>The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.</u> | Members |
| III | APPROVAL OF PREVIOUS MEETING MINUTES
Board of Directors Meeting – June 19, 2012 | Board Action |
| IV | FINANCIAL REPORT
A. Treasurer’s Report + Review and Accept: May, 2012 Financials | Information |
| V | PRESIDENTS REPORT | Information |
| VI | COMMITTEES – <u>BRIEF REPORTS</u>
Architectural Review Personnel Financial Garden Safety Social
Building and Grounds Newsletter Library Website Governing Documents | Information |
| VII | PROPERTY REPORTS
Architectural Requests - Maintenance Report
Community Managers Report | Information |
| VIII | OLD BUSINESS
1. Tennis Court Repair Status
2. Approve updated Rules & Regulations
3. Landscape Maintenance Proposals
4. Street Repair/Asphalt Proposals
5. Dryer Vent Program Status
6. Advisory Committee Status: Definition of Committee | Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove |
| IX | NEW BUSINESS
1. No New Business at this time | Discuss/Approve/Disapprove |
| | CORRESPONDENCE | Board Review |
| X | MEMBER’S OPEN FORUM
Members Forum is a period devoted to comments by unit <u>owners</u> and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. <u>The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.</u> | Members |
| XI | NEXT MEETING: August 14, 2012 | Board Action |
| XII | ADJOURNMENT | Board Action |

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Parkwood HOA ~ Your Life, Your Home, Your Community. Get Involved

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

August 14, 2012 at 5:30PM at the Clubhouse

Agenda

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| I | CALL TO ORDER – Roll Call - <u>Announce Recording</u> | President |
| II | MEMBER’S FORUM – <u>Agenda Items Only</u>
Members Forum is a period devoted to comments by unit <u>owners</u> and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. <u>The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.</u> | Members |
| III | APPROVAL OF PREVIOUS MEETING MINUTES
Board of Directors Meeting – July 10, 2012 | Board Action |
| IV | FINANCIAL REPORT
A. Treasurer’s Report + Review and Accept: June, 2012 Financials | Information |
| V | PRESIDENTS REPORT | Information |
| VI | COMMITTEES – <u>BRIEF REPORTS</u> | Information |
| VII | PROPERTY REPORTS
Architectural Requests
Work Orders
Maintenance Report
Community Managers Report | Information |
| VIII | OLD BUSINESS
1. Tennis Court Repair Status
2. Approve updated Rules & Regulations
3. Advisory Committee Status: Definition of Committee | Discuss/Approve/Disapprove
Discuss/Approve/Disapprove
Discuss/Approve/Disapprove |
| IX | NEW BUSINESS
1. Street Repair/Concrete work Proposals
2. Announce Candidates for Board of Directors | Discuss/Approve/Disapprove
Information |
| X | CORRESPONDENCE | Board Review |
| XI | MEMBER’S OPEN FORUM
Members Forum is a period devoted to comments by unit <u>owners</u> and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. <u>The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.</u> | Members |
| XII | NEXT MEETING: September 11, 2012 Annual Homeowners Meeting | Board Action |
| XIII | ADJOURNMENT | Board Action |

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Parkwood HOA ~ Your Life, Your Home, Your Community. Get Involved

Parkwood Homeowners Association
ANNUAL MEMBERSHIP MEETING AGENDA

September 11, 2012 – 5:30PM

Parkwood Clubhouse 4200 Millbrook Lane, Reno, NV 89509

- I. **Call Meeting to Order** **President**
 - A) Welcome Members
 - B) Introductions of Board Members
- II. **Selection of Inspectors of Election** – Ask for three volunteers to count and tabulate ballots.
- III. **Proof of Notice of Meeting** The annual meeting notification was sent out in accordance with the NRS 116.3108 not less than (15) days before said meeting.
- IV. **Roll Call (Quorum)** A quorum is no longer needed to hold an Election of Directors.
- V. **Membership Forum**
This period is devoted to comments by members and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the next meeting agenda pursuant to NRS 116.
- VI. **Minutes**
2011 Annual Meeting Minutes. **Motion** to waive the reading and adopt as presented.
- VII. **Old Business**
 - A) **President's Report:** An overview of the accomplishments, tasks and issues addressed by the Board throughout the 2011 year. **President**
 - B) **Financial Report by the Treasurer**
Overview of the 2011-2012 Year financial condition of the Association **Treasurer**
- VIII. **Election Results**
- IX. **Adjournment: Board Action.** Immediately after Adjournment, the newly elected Board Members will meet and conduct an organizational meeting to elect officers.

Organizational Board Meeting To Elect Officers

- I. **Call Meeting To Order** **Board Action**
- II. **Board to Elect Officers (President, Vice President, Treasurer and Secretary)** **Board Action**
- III. **Members Forum**
- IV. **Signature cards to be signed** **Board Action**
- V. **Fill Out NRS & Fiduciary Forms** **Board Action**
- VI. **Members Forum**
- VII. **Adjournment** **Board Action**

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MAINTAIN, PROTECT AND ENHANCE

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

October 09, 2012 at 5:30 p.m. at the Clubhouse

Agenda

1. **CALL TO ORDER – Roll Call – Announce Recording** **President**

2. **MEMBER’S FORUM – Agenda Items Only** **Members**
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3. **APPROVAL OF PREVIOUS MEETING MINUTES** Board of Directors Meeting – August 10, 2012 **Board Action**

4. **FINANCIAL REPORT:** Treasurer’s Report + Review and Accept: July and August 2012 Financials **Information**

5. **PRESIDENTS REPORT** **Information**

6. **MAINTENANCE REPORT** **Information**

7. **COMMITTEES –** Infrastructure; Social/Newsletter; B. G. A.; Advisory **Information**

8. **PROPERTY REPORTS:** Architectural Requests; Work Orders **Information**

9. **OLD BUSINESS**
 1. Discuss/Approve/Disapprove Plan for Concrete Work on Clyde Ct. and Millbrook **Board Action**
 2. Discuss/Approve/Disapprove Plan for Asphalt Work on Millbrook after TMWA’s **Board Action**
 3. response regarding Jean Ct. **Board Action**

10. **NEW BUSINESS**
 1. Discuss/Approve/Disapprove Snow Removal Proposals **Board Action**
 2. Discuss/Approve/Disapprove RV Lot Fix-up: Funds need to be allocated to start this fix-up process (not to exceed the income we are receiving from the RV Lot. **Board Action**
 3. Discuss/Approve/Disapprove Distribution of Alarm Code and Kitchen keys to all Board Members **Board Action**
 4. Discuss/Approve/Disapprove HAS Software: Board to issue a Cease & Desist Order to terminate the parkwoodhoa website **Board Action**

11. **CORRESPONDENCE**

12. **RESIDENT’S FORUM** **Members/Residents**

13. **NEXT MEETING – November 13, 2012** **Board Action**

14. **ADJOURNMENT** **Board Action**

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

November 13, 2012 at 5:30 p.m. at the Clubhouse

Agenda

1. **CALL TO ORDER – Roll Call – Announce Recording** President
2. **MEMBER’S FORUM – Agenda Items Only** Members

Members Forum is a period devoted to comments by unit owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.
3. **APPROVAL OF PREVIOUS MEETING MINUTES Board of Directors Meeting – October 9, 2012** Board Action
4. **FINANCIAL REPORT: Treasurer’s Report + Review and Accept: September 2012 Financials** Information
5. **PRESIDENTS REPORT** Information
6. **MAINTENANCE REPORT** Information
7. **COMMITTEES – Infrastructure; Social/Newsletter; B. G. A.; Advisory** Information
8. **PROPERTY REPORTS: Architectural Requests; Work Orders** Information
9. **OLD BUSINESS**
 1. Discuss/Approve/Disapprove RV Lot fix-up: Funds need to be allocated to start this fix-up process (not to exceed the income we are receiving from the RV lot) Board Action
 2. Discuss/Approve/Disapprove Distribution of Alarm Code and Kitchen keys to all Board members
 3. Discuss/Approve/Disapprove HAS Software: Board to terminate Parkwood HOA website Board Action
 4. Discuss/Approve/Disapprove Report on Scope Of Work for Snow Removal Board Action
10. **NEW BUSINESS**
 1. Discuss/Approve/Disapprove Parkwood Association Pool Inspection: Discussion of alternative for addressing this issue Board Action
 2. Discuss/Approve/Disapprove Allocation monies for tree trimming Board Action
11. **CORRESPONDENCE**
12. **RESIDENT’S FORUM** Members/Residents

Resident’s Forum is a period devoted to comments by unit owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.
13. **NEXT MEETING – December 11, 2012** Board Action
14. **ADJOURNMENT** Board Action

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

December 11, 2012 at 5:30 p.m. at the Clubhouse

Agenda

1. **CALL TO ORDER – Roll Call – Announce Recording** President
2. **MEMBER'S FORUM – Agenda Items Only** Members

Members Forum is a period devoted to comments by unit owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.
3. **APPROVAL OF PREVIOUS MEETING MINUTES** Board of Directors Meeting – Nov. 13, 2012 Board Action
4. **FINANCIAL REPORT:** Treasurer's Report + Review and Accept: October 2012 Financials Information
5. **PRESIDENTS REPORT** Information
6. **MAINTENANCE REPORT** Information
7. **COMMITTEES** – Infrastructure; Social/Newsletter; B. G. A.; Advisory Information
8. **PROPERTY REPORTS:** Architectural Requests; Work Orders; EBMC Information
9. **OLD BUSINESS**
 1. Discuss/Approve/Disapprove Distribution of Alarm Code and Kitchen Keys to all Board members Board Action
 2. Discuss/Approve/Disapprove HAS Software: Board to terminate Parkwood HOA website Board Action
 3. Discuss/Approve/Disapprove swimming pool repairs. Board Action
10. **NEW BUSINESS**
 1. Discuss/Approve/Disapprove Tennis Court Xeriscape Proposal Board Action
11. **CORRESPONDENCE**
12. **RESIDENT'S FORUM** Members/Residents

Resident's Forum is a period devoted to comments by unit owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.
13. **NEXT MEETING – January 08, 2013** Board Action
14. **ADJOURNMENT** Board Action

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If you have any concerns regarding landscape maintenance and or snow removal,
please call management at 775.828.3664

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