

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

January 13, 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:** November 11, 2014 Board Action
4. **FINANCIAL REPORT:** Treasurer's Report and Approve October 2014 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 Tennis Court Bids Board Action
 2. Discuss/Approve/Disapprove Tree Maintenance Board Action
 3. Discuss/Approve/Disapprove Storage of Files Board Action
9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Modified street program/tennis court parking
 2. Upcoming Bids For The Year
 3. Xeriscape Strategy

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 February 10, 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.

Please remember to winterize your unit if it is vacant and do not let the temperature get below 55 inside. Also unhook your garden hose from the bib. Cleaning of the gutters is the homeowners responsibility. Do not allow leaves and pine needles to build up. This is a fire hazard. If you have any concerns regarding landscape maintenance and snow removal, 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>

Speed Limit is 15mph – Please Do Not Speed In Your Community

PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

February 10, 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:** November 11, 2014 **Board Action**
4. **FINANCIAL REPORT:** Treasurer’s Report and Approve December 2014 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 estimate for pest control **Board Action**
 2. Discuss/Approve/Disapprove backflow devices **Board Action**
 3. Discuss/Approve/Disapprove St. Patrick’s Day party expenses **Board Action**
 4. Discuss/Approve/Disapprove Road Work RFP **Board Action**
 5. Discuss/Approve/Disapprove Document Retention Policy **Board Action**
9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Remaining Street Paving
 2. Irrigation

10. CORRESPONDENCE

11. RESIDENT’S FORUM

Members/Residents

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NEXT MEETING March 10, 2015

12. ADJOURNMENT

Board Action

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

March 10, 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:** February 10, 2015 **Board Action**
4. **FINANCIAL REPORT:** Treasurer’s Report and Approve January 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 JP’s proposal for irrigation and backflow devices **Board Action**
 2. Discuss/Approve/Disapprove proposals for street work **Board Action**
 3. Discuss/Approve/Disapprove roof and gutter cleanup **Board Action**
 4. Discuss/Approve/Disapprove increase in Robert’s Salary **Board Action**
 5. Discuss/Approve/Disapprove fire safety **Board Action**
9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Draft Budget: Board to approve no later than May 13th for May 30th mailing
 2. Side streets-reconstruction vs. overlay
 3. Future projects: dryer vents, etc.

10. CORRESPONDENCE

11. RESIDENT’S FORUM

Members/Residents

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NEXT MEETING April 14, 2015

12. ADJOURNMENT

Board Action

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

April 14, 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:** March 10, 2015 **Board Action**
4. **FINANCIAL REPORT:** Treasurer’s Report and Approve February 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 new Reserve Study **Board Action**
 3. Discuss/Approve/Disapprove fire safety **Board Action**
 4. Discuss/Approve/Disapprove roof cleaning **Board Action**
 5. Discuss/Approve/Disapprove Revision of Sections 3.2.6 and 10 Rules & Regs **Board Action**
9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Draft Budget: Board to approve no later than May 12th for May 30th mailing
 2. Set meeting date for Budget Ratification Meeting May 27th at 11:00AM Clubhouse
 3. Future projects: dryer vents, etc
 4. A.D.T.

10. CORRESPONDENCE

11. RESIDENT’S FORUM

Members/Residents

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NEXT MEETING May 12, 2015

12. ADJOURNMENT

Board Action

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

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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

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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

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NEXT MEETING June 9, 2015

12. **ADJOURNMENT** Board Action

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Parkwood Homeowners Association

Budget Ratification Meeting

Time: May 27, 2015 at 11:00AM – 11:15AM
Place: Parkwood Clubhouse, 4200 Millbrook, Reno, NV

AGENDA

- I. CALL MEETING TO ORDER**
 - A. Roll Call**
- II. MEMBERS FORUM**
- III. 2015-2016 BOARD APPROVED BUDGET**
- IV. BUDGET RATIFICATION**
- V. ADJOURNMENT**

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

May 27, 2015 – 11:15AM - at the Clubhouse

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:** Not at this time Board Action
 4. **FINANCIAL REPORT:** Not at this time Information
 5. **PRESIDENTS REPORT:** Not at this time Information
 6. **MAINTENANCE REPORT / PROPERTY REPORTS:** Not at this time Information
 7. **COMMITTEES –** Not at this time Information
 8. **ACTION ITEMS**
 1. Discuss/Approve/Disapprove Removal of Sequoia trees on Angela Board Action
 9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Not at this time
 10. **CORRESPONDENCE:** Not at this time
 11. **RESIDENT’S FORUM** Members/Residents

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- NEXT MEETING June 9, 2015**
12. **ADJOURNMENT** Board Action

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

June 9, 2015 - 5:30PM - at the Clubhouse

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** May 12th and 27th, 2015 Board Action
4. **FINANCIAL REPORT:** Treasurer's Report and Approve April 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 Process for removal of Sequoia on Angela Board Action
9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 - 1.
10. **CORRESPONDENCE**
11. **RESIDENT'S FORUM** Members/Residents

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NEXT MEETING July 14, 2015
12. **ADJOURNMENT** Board Action

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

July 14, 2015 - 5:30PM - at the Clubhouse

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 for May 27th and June 9, 2015** Board Action
 4. **FINANCIAL REPORT: Treasurer’s Report and Approve May 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. There are no items at this time Board Action
 9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Discuss future concepts for tennis court refurbishment.
 2. Discussion on home security.
 3. Mention of the dryer vent cleaning program.
 10. **CORRESPONDENCE**
 11. **RESIDENT’S FORUM** Members/Residents
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- NEXT MEETING August 11, 2015 and September 1st will be the Homeowners meeting**
12. **ADJOURNMENT** Board Action

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

August 11, 2015 - 5:30PM - at the Clubhouse

- 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 for July 14th, 2015** **Board Action**

- 4. FINANCIAL REPORT: Treasurer’s Report and Approve June 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 patio work at 429 Angela
RFP’s were sent to APS, KFC, Reno Renovators and R. Nelson **Board Action**
 2. Discuss/Approve/Disapprove RFP or Lorraine road work crack fill/slurry **Board Action**
 3. Discuss/Approve/Disapprove 2015-2016 snow contract **Board Action**

- 9. BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Concrete work for 2015
 2. Water use reduction report

- 10. CORRESPONDENCE**

- 11. RESIDENT’S FORUM** **Members/Residents**

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NEXT MEETING: September 8st will be the Homeowners meeting

- 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.

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Parkwood Homeowners Association
ANNUAL MEMBERSHIP MEETING AGENDA

September 8, 2015 at 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 (not at this time)**
- 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**
2014 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 2014-2015 year. **President**
B) **Financial Report by the Treasurer**
Overview of the 2014-2015 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 Appoint Officers/Directors**
(President, Vice President, Treasurer and Secretary, Director at Large) **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 AGENDA

October 13, 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 for August 11' 2015** Board Action
 4. **FINANCIAL REPORT: Treasurer’s Report and Approve July and August 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 – ACTION MAY BE TAKEN ON THE FOLLOWING ITEMS**
 1. Discuss/Approve/Disapprove authorize up to \$500.00 for Christmas Party Board Action
 2. Discuss/Approve/Disapprove concrete work Board Action
 3. Discuss/Approve/Disapprove roof/gutter cleaning Board Action
 4. Discuss/Approve adopt new Collection Policy per NRS effective October 1, 2015 Board Action
 9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 10. **CORRESPONDENCE**
 11. **RESIDENT’S FORUM** Members/Residents

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- NEXT MEETING: November 10, 2015**
12. **ADJOURNMENT** Board Action

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Remember, you are responsible for keeping your deck drains clear of debris, and also your gutters cleaned. If you have any concerns regarding landscape maintenance, please contact management at 775.828.3664 or kevinberg@ebmc.com

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PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

November 10, 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** for October 13, 2015 meeting Board Action
 4. **FINANCIAL REPORT:** Treasurer’s Report and Approve September 2015 Financials Information
 5. **PRESIDENTS REPORT** Information
 6. **MAINTENANCE REPORT / PROPERTY REPORTS:** Arch. Requests; Work Orders; EBMC Information
 7. **COMMITTEES –** Infrastructure; Social; B. G. A.; Advisory Information
 8. **ACTION ITEMS – ACTION MAY BE TAKEN ON THE FOLLOWING ITEMS**
 1. Discuss/Approve/Disapprove Christmas bonus for maintenance staff Board Action
 2. Discuss/Approve/Disapprove Robert's Annual Increase from October 1st Board Action
 3. Discuss/Approve/Disapprove roof/gutter cleaning Board Action
 9. **BOARD DISCUSSION ITEMS (NO ACTION CAN BE TAKEN) / NEXT MEETING ITEMS**
 1. Parking
 10. **CORRESPONDENCE**
 11. **RESIDENT’S FORUM** Members/Residents
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- NEXT MEETING: December 8, 2015**
12. **ADJOURNMENT** Board Action

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Christmas Party December 13, 2015, doors open at 5:30pm

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

MAINTAIN, PROTECT AND ENHANCE