

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

Tuesday, February 12, 2019
Held at Clubhouse at Parkwood

Board Members Present:	Hans Scheurer, Dan Matsui, Carol Thorpe, Peter Hunt and Art Chapman
Board Members Absent:	None.
EBMC:	Kevin Berg, Community Manager
Other:	None.
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER/ROLL CALL

Hans Scheurer called the meeting to order at 5:15 p.m. Announcement that the meeting is being recorded.

II. MEMBER'S FORUM – Agenda Items Only

A. Erika Barret

Homeowner stated that the landscaping company did a great job with snow removal and there was no hump in front of her driveway.

III. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve January 8, 2019 Board Meeting Minutes

There were no minutes available at this meeting for review. The January minutes will be reviewed at the March meeting.

IV. REPORTS

A. Architectural Requests; Work Orders

There were two work orders that were reviewed at this meeting. Robert stated that they are waiting for the snow to melt to make the necessary repairs, they did come out and put up a tarp to mitigate damage. In addition, a work order was submitted to address a tree that is dripping sap. Robert stated that this particular tree has been dripping sap for a long time and short of removing the tree, there is not much that can be done. He agreed to take another look.

B. Maintenance Report

Nothing reported at this meeting.

C. Management Report

Kevin stated that there was nothing new to add at this time.

D. Social Committee

Nothing reported at this meeting.

E. Safety and Security Committee

Dan Matsui stated that the committee has submitted two communications for discussion later in the meeting. They have been working on lighting which is an ongoing project. They have just adopted some new rules for fuel fired appliances, but there are some restrictions for appliances that use liquids that can spill. The new rules will be posted on the website, look at section 15. The committee will be meeting again at 5 p.m. on Monday the 25th and everyone is welcome to attend.

F. Landscape Committee

Peter Hunt stated that he has sent out a request for quote to get the entire Parkwood trees trimmed and identified for disease. So far he has not heard back from any of the companies. He will continue to work on getting the proposals. Robert Lipari stated that he has discussed the trees with several contractors, and they will likely not walk the property and assess the trees for nothing, they are going to want to be compensated for their time. Carol stated that they have had a tree inspection/inventory done before, many years ago.

G. President's Report

Hans Scheurer stated that he was charged with finding a new snow removal company. He met with Newmarker and was able to get a new contract secured quickly and they were on property early in the morning and the snow removal was completed by 7am. He was pleased.

H. Treasurer's Report

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

V. FINANCIALS

A. Review and Approve Financial Report for December 2018.

The financial report was reviewed by the Board.

Motion: Peter Hunt made a motion to accept the financial report for December 2018 as presented. The motion was seconded by Dan Matsui and unanimously approved.

VI. UNFINISHED BUSINESS

A. Ratification of Snow Removal Contract

Hans Scheurer explained that at the last Board meeting he had been charged with securing a new snow removal company. Because we are obviously in the snow season, this issue was an emergency and could not have waited until the March Board Meeting. He obtained and presented a proposal submitted by Newmarker Lawn to the Board via email and it was approved. Now that approval needs to be ratified.

Motion: Carol Thorpe to ratify the Board's decision to accept the snow removal contract as presented by Newmarker Lawn. The motion was seconded by Peter Hunt and unanimously approved.

VII. NEW BUSINESS

A. Side-Street Repaving RFP

Kevin explained that the RFP went out with a return date of March 2, 2019 so we will have to review at the March meeting.

B. Trimming Trees and Shrubs in Limited Common Areas

Dan Matsui explained that both the Landscaping and Safety and Security Committees have equally become concerned about trees/shrubs that are located in the limited common areas of Parkwood. These trees can increase risks of damages to Association Property such as roofs and fences. The Committees have proposed a notice to be sent to the Homeowner's asking them to take care of the trees/shrubs located in the limited common area and reminding them that it is their responsibility. Carol stated that they have made this request in the past and the Homeowner's have complied.

Motion: Carol Thorpe made a motion to accept the letter as it was presented. The motion was seconded by Art Chapman and unanimously approved.

C. Snow Removal Notice

Dan Matsui explained that now that we have a good snow removal service that actually shows up in the morning, they are having a problem with vehicles being parked on the streets preventing them from doing a great job. Dan is recommending that the Homeowner's might need a reminder to park their vehicles along Millbrook or at the tennis court or somewhere that they won't be in the way or perhaps be buried. This will allow Newmarker to do a more effective job for the entire community.

Motion: Carol Thorpe made a motion to approve the snow removal notice as presented. The motion was seconded by Art Chapman and unanimously approved.

D. Gate Repair/Replacement

The Board reviewed several proposals that were presented at this meeting for Gate Repair/Replacement. Dan Matsui asked if the design would be the same and if it would work. Robert stated that the design would be the same and that the gate was failing because it had been damaged.

Motion: Carol Thorpe made a motion to accept the proposal as presented by Silver State Fence for items 2, 3 and 4 in the amount of \$5,173.00. The motion was seconded by Peter Hunt and unanimously approved.

E. Tree Removal at Tennis Court

The Board discussed removing a large tree from the tennis court area. The roots of the tree will potentially damage the storm drain if the tree is not removed. It was determined that additional proposals were needed for the Board to make a decision.

F. Reserve Study 5-Year Update

Hans explained that they have contacted Mary Jo Betterly to obtain an updated Reserve Study update. They have scheduled a meeting with her for February 20 at 1 p.m. We should have an update at the next Board Meeting.

VIII. ANNOUNCEMENTS

Kevin stated that he included three updated proposals for the skylight. They have finally received three viable estimates for resolving the skylight issues at 3900 Greenbriar. Peter Hunt recommended getting a drywall company to take a look at the

C&B

drywall repairs that will be needed. Hans Scheurer recommended that the HOA get the Homeowner to sign off on the project before the work has begun.

Motion: Art Chapman made a motion to accept the proposal as presented by APS in the amount of (No Amount given on tape) to replace two skylights and repair drywall at 3900 Greenbriar. The motion was seconded by Carol Thorpe and unanimously approved.

IX. NEXT MEETING:

March 12, 2019

X. 2ND MEMBER'S FORUM

A. Erika Barrett

Homeowner asked if Parkwood would get a credit for the scrap metal when they remove the gate.

B. Shannon (314 Lorraine Ct.)

Homeowner stated that her unit used to be a rental, but she kept receiving violation notices. She stated that she also received many parking violations. She complained that Bill Whipple parks his snowplow in Parkwood. She has seen many vehicles parked within Parkwood without parking tags. She has also witnessed many dogs pooping on her lawn. She has also seen another resident parking in front of their garage, but she has been noticed for doing the same. She believes that she has been discriminated against. Carol recommended that she send in a complaint notification so that her concerns can be addressed.

C. Jim Howerton

Asked if there was a leash law because there are dogs running loose all over Parkwood.

D. Theresa

Homeowner asked what can be done about vehicles that just sit in Parkwood without licenses or passes or whatever. Hans stated that when he was notified, he notified Kevin and they had the vehicle towed.

XI. ADJOURNMENT

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Peter Hunt and unanimously approved. The meeting adjourned at 6:31 p.m.

Respectfully Submitted,

Rebeka Wiggins, Recording Secretary
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Board of Directors