

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

Tuesday, January 8, 2019  
Held at Clubhouse at Parkwood

---

<b>Board Members Present:</b>	<b>Hans Scheurer, Dan Matsui, Carol Thorpe and Art Chapman via Skype</b>
<b>Board Members Absent:</b>	<b>Peter Hunt</b>
<b>EBMC:</b>	<b>Kevin Berg, Community Manager, Rebeka Wiggins, Recording Secretary</b>
<b>Other:</b>	<b>None.</b>
<b>Homeowners Present:</b>	<b>List on File with Management</b>

---

**I. CALL MEETING TO ORDER/ROLL CALL**

Hans Scheurer called the meeting to order at 5:17 pm.

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

**A. Jim Howerton**

Homeowner asked if Shady Court was on the list for paving. He also commented on snow removal services.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve November 13, 2018 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

**Motion:** Carol Thorpe made a motion to approve the November 13, 2-018 minutes as written. The motion was seconded by Dan Matsui and unanimously approved.

**IV. REPORTS**

**A. Architectural Requests; Work Orders**

Nothing new.

**B. Maintenance Report**

Robert explained that he has been working on the repairs for the fire inspection. He has been working on getting bids for the fencing/gates. He has been replacing the exterior lights on the garages.

**C. Management Report**

Kevin stated that he has nothing new to add other than that he was extremely dissatisfied with the snow removal.

**D. Social Committee**

Sheri Lipari stated that the Christmas Party was great with around 42 people attending.

**E. Safety and Security Committee**

Dan Matsui thanked Robert for all of his work getting ready for the fire inspection. We are still working on getting battery operated motion sensor lighting in the extremely dark areas. Dan asked Robert to get a count of the number of lights needed. He also asked if proposals were available for shrub trimming. He stated that he had received a proposal and forwarded it to the Board. Dan added the Committee is working on a report that will provide options for video surveillance and lighting that can be given to the Homeowners. The next meeting will be 1/14 at 5 pm. Everyone is encouraged to attend.

**Motion:** Carol Thorpe made a motion to accept the proposal as presented by Aspen Tree Service to remove 22 Juniper trees and trim in the amount of \$6,400.00 as presented. The motion was seconded by Dan Matsui and unanimously approved.

**F. Landscape Committee**

Nothing reported.

**G. President's Report**

Hans Scheurer explained that the contract with Reno Green Landscaping Service has been cancelled. Hans also stated that he feels there may be a problem with supervision for the snow removal crew. Hans believes that having vehicles parked on the street inhibits the snow removal crew from really being able to do a great job. He added that hopefully the landscaping contractor will offer snow removal services so that we can enlist them for our Community.

**H. Treasurers Report**

Carol Thorpe gave a brief financial report. She noted no out of line conditions with the exception of the plumbing expenses.

## V. FINANCIAL REPORTS

### A. Review and Approve Financial Report for October & November 2018.

The financial report was reviewed by the Board.

Motion: Dan Matsui made a motion to accept the financial report for October & November 2018 as presented. The motion was seconded by Art Chapman and unanimously approved.

## VI. UNFINISHED BUSINESS

### A. Review new rule for gas BBQ's only for patio

Dan Matsui gave a brief overview of the proposed new rule. The Committee has been reviewing the options for BBQ's on the patios. The Committee has determined that open flame lighting such as tiki torches should be added to the prohibited list because the fire danger is too great. Art Chapman stated that tiki torches are really a very low heat source. The highest danger may be from the torches falling over. Dan explained that the Committee felt it would be more prudent to ban all open flame sources to prevent fire

Motion: Hans Scheurer made a motion to amend the rule for BBQ's as presented. The motion was seconded by Art Chapman and unanimously approved.

### B. Property Management Proposals

Hans Scheurer presented a worksheet that compared the costs of the three candidates for management. Dan Matsui explained that Equus has been very willing to attempt to meet our needs for one low cost. Equus may increase costs based on the actual time that it will take to service the account.

Motion: Art Chapman made a motion to accept the proposal as presented by Equus Property Management to begin April 1, 2019. The motion was seconded by Dan Matsui and unanimously approved.

## VII. NEW BUSINESS

### A. Landscaping Proposals

The Board reviewed several proposals for landscaping services.

Motion: Carol Thorpe made a motion to accept the proposal as presented by Newmarker Lawn & Garden in the amount of \$4,497 per month. The motion was seconded by Art Chapman and unanimously approved.

### B. Side-Street Repaving RFP

The Board reviewed the RFP that was presented at this meeting for Side Street Repaving. Dan Matsui believes that the RFP should be rewritten to request each street be bid individually.

Motion: Carol Thorpe made a motion to accept the RFP as presented and send it to Sierra Stripers, Custom Coatings and Sierra Nevada Construction for proposals. The motion was seconded by Art Chapman approved with (HS, CT, AC) in favor and (DM) against.

### C. Snow Maintenance Contract

Hans explained that they would be approaching the new Landscaping Contractor for snow removal.

### D. Shrub and Tree Trimming in Limited Common Areas

Hans believes that tree trimming in limited common areas should be more defined. The Board agreed that a notice should be mailed to remind Homeowners of their personal responsibility. Art believed that the Landscaping Committee might be charged with this task.

## VIII. ANNOUNCEMENTS:

None.

## IX. NEXT MEETING:

February 12, 2019

## X 2<sup>ND</sup> MEMBER'S FORUM

### A. Homeowner

Homeowner thanked Robert and staff for making their Holiday Party so special.

### B. Sheryl Lipari

Homeowner suggested that a reminder that snow removal services would benefit from Homeowner's moving their vehicles.

JAN 4

C. Homeowner

Homeowner commented on the storm damage to trees. She was wondering who would be responsible for the cleanup.


XI. ADJOURNMENT

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Dan Matsui and unanimously approved. The meeting adjourned at 6:39 pm.

Respectfully Submitted,

Rebeka Wiggins, Recording Secretary

Rebeka Wiggins, Recording Secretary

  
Board of Directors

Board of Directors

Correction of Jan. 8 minutes:

...to enable cost estimates of streets in order of greatest need. The cost to repave all 10 streets basically at the same time may unnecessarily deplete reserves. Since there is no need to repave all the streets at the same time, doing them in two phases a year apart might be more prudent in terms of reserves. Having estimates for each street would let us do the worst streets this year and know what it would cost.