

PARKWOOD HOA  
BOARD OF DIRECTORS MEETING  
November 13, 2019  
Minutes

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

The meeting was called to order at 5:15PM. Board members present were Peter Hunt, Dan Matsui, Hans Scheurer and Carol Thorpe; therefore a quorum was present. Art Chapman was absent. Darleen Reed with Equus Management Group was also present.

2. MEMBERS FORUM

None

3. APPROVAL OF October 14, 2019 MINUTES

The minutes were not presented for approval at this time.

4. REPORTS:

a. Architectural Requests; Work Orders

Robert stated there is nothing to report on at this time.

b. Maintenance Report

Robert reported the water leak on Angela has been repaired. The trip hazards throughout the have been abated. Planting Has been completed on Clyde Court and plans are made to resume the other plantings to begin in the spring.

c. Management Report

Darleen gave her report.

d. Social Committee

The Christmas party has been moved to December 15, 2019 at 5pm.

e. Safety & Security Committee

Mr. Matsui discussed the parking poll and security. He suggested performing an annual inspection, maybe in July, for trip and fall hazards. Vehicles with "junk" in them is a nuisance and a rule needs to be added to the parking regulations. Darleen reported the VMS system can track vehicles related to each unit in the Association. Owners would need to notify Darleen and Robert of all guest vehicles so they will not be towed. Milne towing is updating their policy on towing. They will probably complete it by the February 12, 2020 HOA meeting. Mr. Matsui will have the final parking rules and regulations ready for approval at the January 8, 2020 meeting.

f. Landscape Committee

All plantings are done for 2019. New plantings will start again in the spring of 2020. Mr. Hunt is working on the tree trimming report. He needs to obtain bids for tree removal.

g. President's Report

Mr. Scheurer reported the trip hazard removal went well. The Violation policy needs to be sent to Gayle Kern for review.

h. Treasurer's Report

Ms. Thorpe gave an update on the Association's finances. She will be out of town for April 2020 so she will be working on the 2020-2021 budget in March.

The pool table is old and need to either be refurbished or replaced. Ms. Thorpe moved to refurbish it for a cost of \$575. Mr. Hunt seconded the unanimously passed motion.

5. FINANCIALS:

Approval of Unaudited Financials for October 2019

The Executive Board then reviewed the following financial information as required in NRS 116.31083:

1. Current year-to-date financial statement of the association;
2. A current year-to-date schedule of revenues and expenses for the operating account and the reserve account, compared to the budget for those accounts;

3. A current reconciliation of the operating account of the association;
4. A current reconciliation of the reserve account of the association;
5. The latest account statements prepared by the financial institution in which the accounts of the association are maintained; and
6. The current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.

Mr. Matsui moved to approve the financials and Mr. Hunt seconded the unanimously passed motion.

6. UNFINISHED BUSINESS:

a. Review & Possible Approval of Bid for Tree Maintenance  
Tabled until the January 2020 meeting.

b. Update, Review & Possible Approval of Parking Rules & Regulations  
Tabled until the January 2020 meeting.

c. Approve Concrete Bids for Walkways  
The bids were signed.

d. Update on Towing Contract  
Contract was signed and will be sent to Milne Towing.

7. NEW BUSINESS:

a. Discussion and Possible Approval of Position Description and Minimum Performance Requirements for Assistant Maintenance Person  
Changes were made to the job description. The new assistant will need to take the CPO Class to become certified to maintain the pool chemicals and a background check is advised. Robert will email the amended document to Darleen.

b. Discussion & Possible Approval of Hiring Assistant Maintenance Person  
Ms. Thorpe moved to approve hiring a new assistant maintenance person using the guidelines discussed. Mr. Hunt seconded the motion which passed unanimously.

c. RFP for Street Sealing  
Ms. Thorpe has not completed the document. She will send it to Darleen when ready for Darleen to obtain bids.

8. ANNOUNCEMENTS

It was reported the trip hazard at 4318 Clyde Ct, was not repaired. Also the street light at the end of Clyde Ct. is not bright enough and needs to be replaced.

9. NEXT BOARD OF DIRECTORS MEETING DATE: January 8, 2020

10. MEMBER'S FORUM

None

11. ADJOURNMENT

The meeting adjourned at 6:28pm.

Certified by:

---

Dan Matsui, Secretary for Parkwood HOA Board of Directors