

PARKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

February 12, 2020

MINUTES

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

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

Guest Speakers: Michael & Sherry from Milne Towing.

The Board of Directors has signed a contract to have Milne Towing perform the towing service for the Association. The contract specifies who can authorize a towing. Milne Towing will follow Parkwood's Parking Rules.

Both guests discussed the services Milne Towing delivers.

Parkwood has their fire lanes clearly marked with red curbs and signs. This will help Milne to see if cars parked in a health, safety violation and be able to tow them immediately. Robert stated he has followed the guidelines given to him by the Fire Marshall. He will locate the confirmation letter it was done correctly.

There are two types of towing; Private Party and General Authorization Agreement.

Private Party towing will allow vehicles to be towed for any reason with the signature of an authorized signatory.

This requires a 48 hour tow notice to be placed on the vehicle prior to towing.

General Authorization Agreement will allow anyone to request a tow without a signature and no 48 hour tow notice.

This type of towing is used if a vehicle is parked in a fire lane, blocking a fire hydrant, in a handicap parking space or blocking a driveway.

There are fees for certain types of towing that will involve a fee. The fee will vary from \$200 - \$800 for vehicle and \$3000 for RVs. This would be if the vehicle is only a shell and cannot be sold at auction. For example if the tires were removed and the vehicle was stripped of usable parts.

2. MEMBERS FORUM

None.

3. APPROVAL OF JANUARY 17, 2020 MINUTES

Ms. Thorpe moved to approve the minutes. Upon Mr. Hunt seconding the motion, it passed unanimously.

4. Actions Taken by the Board of Directors Since Last Board Meeting

Approval of Association Insurance for two year coverage at \$40,867 per year.

5. REPORTS: ALL ARE ACTION ITEMS

a. Architectural Requests; Work Orders

Request to move a fence 1 Ft past the planter box for a dog run was made. Mr. Chapman moved to approve the ARC request and Mr. Hunt seconded the unanimously passed motion.

b. Maintenance Report

Robert reported all the lights have been changed to white LED lights and the water leak at 455 Shady Lane was repaired.

c. Management Report

Darleen gave her report.

d. Social Committee

The latest newsletter is being prepared for the Board to review for distribution.

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e. Safety & Security Committee

Sections 3 & 9 were amended with Ms. Thorpe moving to amend the changes. Mr. Chapman seconded the unanimously passed motion. Darleen will send the documents to the attorney once she receives a clean copy.

f. Landscape Committee

Mr. Hunt stated Battle Born Arborists suggested removing approximately 28 trees and American Arborists suggested 5-10 trees more. Ms. Thorpe moved to have Battle Born remove the trees they suggested. Mr. Matsui seconded the Motion which passed unanimously. Mr. Hunt will contact NV Energy to have utility boxes moved. Mr. Hunt will seek a bid from Battle Born to treat the Birch trees for pitch moth prevention.

Mr. Hunt left the meeting at 6:30pm.

g. President's Report

Mr. Scheurer thanked the Safety Committee for their work on the parking regulations.

h. Treasurer's Report

Ms. Thorpe review the financials standing of the Association.

6. FINANCIALS:

Approval of Unaudited Financials for December 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.

7. UNFINISHED BUSINESS:

a. Review & Possible Approval of Bid for Tree Maintenance

See discussion and decisions under the Landscape Committee report.

b. Review & Possible Approval of Parking Rules & Regulations & Fine Policy

See discussion and decisions under the Safety Committee report.

c. Discussion Regarding Fog Seal vs Gilsonite GSB78 Oil Based Sealer & Bid Approval

Gilsonite bids were opened from Kustom Koating for \$6634, SNC for \$8090 and Vega for \$6232. Ms. Thorpe moved Approve the bid from Kustom Koating. Mr. Chapman seconded the motion which passed unanimously. Ms. Thorpe will coordinate the application with Kustom Koating.

d. Discussion & Possible Approval of Updated Reserve Study

This item is postponed to the next meeting.

8. NEW BUSINESS:

a. Review & Possible Change of Scope of Landscape Work

This item is postponed to the next meeting.

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b. Review 2020 Landscape Contract for Renewal

This item is postponed to the next meeting.

c. Review & Possible Change of Dog Control Violations

This item is postponed to the next meeting.

d. Discussion Regarding Reimbursement Policy for Water Leaks

This item is postponed to the next meeting.

e. Approval of the 2018-2019 Audit by Eide Bailly

Ms. Thorpe moved to approve the 2018-2019 audit from Eide Bailly. Upon Mr. Matsui seconding the motion, it passed unanimously.

9. ANNOUNCEMENTS

Mr. Matsui will contact the Association's insurance regarding the liability for towing vehicles.

10. NEXT BOARD OF DIRECTORS MEETING DATE: March 11, 2020

11. MEMBER'S FORUM

None.

12. ADJOURNMENT

The meeting was adjourned at 6:46pm.

Certified by:

Dan Matsui, Secretary for Parkwood HOA Board of Directors