

# PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 9, 2018 Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe and Peter Hunt</b>
<b>Board Members Absent:</b>	<b>None.</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>

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## I. CALL MEETING TO ORDER/ROLL CALL

Tim York called the meeting to order at 5:15 p.m.

## II. MEMBER'S FORUM – Agenda Items Only ; No Homeowner's spoke during this time.

## III. APPROVAL OF PREVIOUS MEETING MINUTES

### A. Review and Approve November 14, 2017 Board Meeting Minutes

The meeting minutes were reviewed by the Board.

Motion: Carol Thorpe made a motion to approve the November 14, 2017 minutes as written. The motion was seconded by Peter Hunt and unanimously approved.

## IV. FINANCIAL REPORTS

### A. Review and Approve Financial Report for October & November 2017.

Carol Thorpe gave a brief financial report. She noted no out of line conditions. She added that the Association has suffered many unscheduled plumbing issues that were not budget for, and they will be looking at the budget for the next fiscal year in February.

Motion: Peter Hunt made a motion to accept the financial report for October & November 2017 as presented. The motion was seconded by Dan Matsui and unanimously approved.

## V. PRESIDENT'S REPORT

Tim York gave a brief financial report. He added that the Willowbrook units are being refurbished and sold to individuals so hopefully that will improve the situation there.

## VI. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC

Robert stated that he is working on the fences that were blown down in the storm. The low hanging branches have been trimmed. He is working on obtaining proposals for replacing the garage doors and will continue to work on the lights.

## VII COMMITTEE REPORTS – Social; Safety & Security

### A. Social/Newsletter Committee

The was not report from the Social/Newsletter Committee.

### B. Safety and Security

We have been working on adding a security system for the common areas and will continue working on lighting. We have a meeting scheduled and will be looking into additional improvements. He welcomed additional participation from the Homeowners. The meeting will be at 4pm on Sunday.

## VIII. ACTION ITEMS

### A. Discuss/Approve/Disapprove EBMC Renewal

The Board discussed the issue of renewing the Management contract with EBMC. The idea was that the Board believed that obtaining proposals from management companies would be diligent since they have been with EBMC for many years. Hans Scheurer and Dan Matsui agreed to contact Management Companies to obtain proposals.

Motion: Carol Thorpe made a motion to approve the renewal of the contract as presented by EBMC including the \$5.00 per month increase for the period beginning 07/01/2017 and ending 06/30/2018. The motion was seconded by Hans Scheurer and unanimously approved.

**B. Discuss/Approve/Disapprove Insurance Renewal**

Tim York explained that the Board has met with Ron Wright to discuss renewal options. Management stated that the renewal policy and premiums are not yet available, so this issue will be postponed until the February meeting.

**C. Discuss/Approve/Disapprove Acquisition of new Clubhouse video surveillance system.**

Tim York explained that they have been working on upgrading the Security system in the clubhouse for several months. If we upgrade the system in the Clubhouse, then they can relocate the existing system to one of the entrances.

Motion: Hans Scheurer made a motion to approve the acquisition of new clubhouse video surveillance system for the clubhouse not to exceed \$2,500.00. The motion was seconded by Peter Hunt and unanimously approved.

**D. Discuss/Approve/Disapprove 2018 side street repaving RFP**

Tim York presented an RFP for a Two-phase plan for paving at Parkwood. SNC has suggested that there is a potential for cost savings to do both phases or all ten streets in 2018. Dan Matsui was opposed to moving on all 10 streets in 2018 due to concerns that the total cost of this project has the potential of overly depleting our reserves, which may be required for not only planned structural and infrastructural repairs, but also unexpected expenses for repairs that appear to be increasing due to our aging structures and infrastructures. As an alternative, he suggested doing, at most, only one phase or five streets, or just the two or three worst streets to further conserve reserves. To enable consideration of this less costly approach, Dan Matsui suggested that the RFP should be issued with separate estimates for each individual street, in addition to the ten street plan.

Motion: Carol Thorpe made a motion to accept the RFP which included all ten streets as presented. The motion was seconded by Hans Scheurer and approved with (TY, CT, PH,HS) in favor and (DM) abstained.

**E. Discuss/Approve/Disapprove 4166 Marigene work order authorization**

Robert Lipari explained that he has been looking for this leak and he is unable to find it, he believes that it may be coming through the sliding glass door. He believes that replacing the door and if it fixes the leak the Homeowner will pay for half of the replacement.

Motion: Hans Scheurer made a motion to approve the proposal as presented by APS in the amount of \$2,541.00. The motion was seconded by Carol Thorpe and unanimously approved.

**F. Discuss/Approve/Disapprove Website domain and webhosting renewal.**

Tim York stated that it will cost \$310.71 to renew for three years

Motion: Carol Thorpe made a motion to approve the Website and webhosting renewal for three years. The motion was seconded by Hans Scheurer and unanimously approved.

**IX CORRESPONDENCE:** None.

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

**A. Robert Lipari**

Homeowner believes that all of the streets are in bad shape and need to be repaired urgently. He also believes that additional funds need to be set aside for concrete.

**B. Homeowner**

Homeowner asked the process by which fences are being replaced. Tim York explained that the fences are being repaired/replaced as needed.

**C. Homeowner**

Homeowner asked if there was an annual budget for concrete. Tim responded that there was a standard amount, but they have been setting limits based on need.

**D. Homeowner**

Homeowner asked about community trees. The Board agreed to take a look at the trees in the common area near her home.

**NEXT MEETING:** February 13,2018

**VI ADJOURNMENT**

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Hans Scheurer and unanimously approved. The meeting adjourned at 6:03 p.m.

Respectfully Submitted,

*Rebeka Wiggins, Recording Secretary*

Rebeka Wiggins, Recording Secretary

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Board of Directors

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

Tuesday, February 13, 2018  
Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe via telephone and Peter Hunt</b>
<b>Board Members Absent:</b>	<b>None.</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>

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

Tim York called the meeting to order at 5:15 p.m.

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

No Homeowner's spoke during this time of the meeting.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve January 9, 2018 Board Meeting Minutes**

The meeting minutes were reviewed by the Board. Dan Matsui submitted a correction. Tim York stated that the minutes will be posted on the website once they have been corrected.

Motion: Hans Scheurer made a motion to approve the January 9, 2018 minutes as changed. The motion was seconded by Peter Hunt and unanimously approved.

**IV. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for December 2017.**

Carol Thorpe gave a brief financial report.

Motion: Hans Scheurer made a motion to accept the financial report for December 2017 as presented. The motion was seconded by Dan Matsui and unanimously approved.

Hans Scheurer left the meeting at 4:49 p.m.

**V. PRESIDENT'S REPORT**

Tim York stated that we have had a dry/mild winter and they are likely going to have to turn the irrigation on in March or early April. He also stated that they are still working out some details for the strategic plan for next year. Our contract with Reno Green is done this year and the next contractor will likely cost about 20% more.

**VI. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC**

Robert Lipari reported that the RV lot fence is now complete, and the new keys have been distributed. We lost a few fences in the last windstorm and once he has finished with the fences he will get started on the security cameras.

**VII. COMMITTEE REPORTS – Social Committee/Infrastructure etc.**

**A. Social/Newsletter Committee**

Sheryl Lipari reported that they really have nothing going on until the pool opening party.

**B. Safety and Security Committee**

Dan Matsui gave no report because he will discuss the issues of the Committee once we get to the action items.

**VIII. ACTION ITEMS**

**A. Discuss/Approve/Disapprove Side street paving bid award**

Tim York explained that he really wanted to get the paving completed this year. To save some money they are trying to get all ten streets done at the same time, but they just do not have the funds are not available because we have a few other projects scheduled this year that absolutely HAVE to get done. Hopefully, the Reserves will recover next fiscal year and we will be able to get all ten streets done next then. Several paving proposals were presented at this meeting to be reviewed by the Board. Dan

Matsui asked if there was any value in doing a few of the worst streets this year instead of waiting until next year. This item will be postponed until a future meeting.

**B. Discuss/Approve/Disapprove Insurance policy renewal**

Tim stated that the insurance policy has been renewed and the premium went up by 7% we are not planning to increase the deductible because the savings was not worth it, but he asked what the Board would prefer. The consensus was that there would be no benefit to the Association to increase the deductible. The Board agreed that the letter from Mike Menath Insurance can be sent to the Homeowners with no changes.

**C. Discuss/Approve/Disapprove Safety & Security update**

Tim Matsui explained that the Safety and Security Committee has been working with 5 suggestions to improve safety and security at Parkwood. We have been trying to implement changes that were simple and inexpensive. The first suggestion would be to trim bushes and trees that are blocking the lights which would allow additional light. Carol Thorpe recommended removing the Juniper's. Sheryl Lipari added that the bushes could be trimmed to allow better access to sidewalks. There was some discussion about putting out an RFP for landscaping services to obtain proposals for the next Board Meeting. There was additional discussion about coordinating with Reno Green to work on getting these trimmings done. Then there was some discussion about the lighting. Dan Matsui added that lighting is the second item on the list. Kevin Berg stated that they are experience some improvement implementing solar lighting for their common areas. Tim York explained that NOT all streets in Parkwood would be able to accommodate solar lighting. Tim believes that we could get Reno Green get this trimming done with hounding, but added that, in some case, consent from the Homeowner should be obtained to remove the trees/bushes. Kevin Berg agreed to get a list of street lights that are being obstructed by the trees/bushes. Then back to item two, Dan Matsui asked about the replacement of the yellow lighting. Tim York stated that this project is on-going, and they are still working on it. Item #3 would be to add battery operated motion lighting in the dark areas. The costs to install wired lighting would be prohibitive, but these battery-operated lights would be relatively inexpensive. Tim believed that we had, at one point, asked the Homeowner's to install lighting in their limited common areas. He added that the sprinklers might trigger the motion lights. Tim York believes that the motion sensor lights needs to be further researched if the idea is to increase security. The Board agreed that lights could be purchased and tested once the sprinklers were turned back on. Dan Matsui stated that the next item that the committee discussed would be to install a key system that would track who is using the pool and possibly disable keys when residents/homeowner's move out. Tim York believes that possibly just re-keying the pool/clubhouse and gates might be a compromise. Additionally, it might be time for a new security system. The Board agreed to add this item to the April agenda for consideration. The last item that the committee is considering would be to add security gates to the community. Dan stated that it has been difficult getting proposals for adding the gates and it might be beneficial to send out a polling to the Homeowner's to determine if there really is interest in the project. Tim thought it might be even more beneficial to put together a presentation so that the Homeowner's can be educated on what the costs might be as well as how the gates might benefit the Community. The Board also discussed the options at to how the gates might be paid for, if they were to be added. Dan reiterated that he just wants to determine as to whether the Homeowner's really do have interest in adding gates to the Community so basically just to determine if the Committee should or should not continue to spend time working on this issue. The consensus of the Board was that in order for the Homeowner's to make an informed decision about the gates.

**D. Discuss/Approve/Disapprove Obtain proposal for re-keying pool, clubhouse and gates**

This issue was postponed until the April meeting.

**E. Discuss/Approve/Disapprove Property management update**

This issue was postponed until the April meeting.

**IX. CORRESPONDENCE:**

None.

**X. 2<sup>ND</sup> MEMBER'S FORUM**

**A. Homeowner**

Homeowner thanked the Board for their service. He also asked questions regarding the upcoming elections. He also stated that the light in the men's bathroom in the clubhouse is out and has been out for several months. The Homeowner stated that he has even offered to pay to have an electrician take a look at the issue. Robert Lipari agreed to contact the electrician that the Homeowner has recommended.

**XI. NEXT MEETING:**

Tim explained that because there is only three weeks from the typically scheduled March meeting we will not be having a March meeting.

The next meeting was scheduled for April 10, 2018.

**XII. ADJOURNMENT**

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Dan Matsui and unanimously approved. The meeting adjourned at 6:26 p.m.

Respectfully Submitted,

*Rebeka Wiggins, Recording Secretary*

Rebeka Wiggins, Recording Secretary

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Board of Directors

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

Tuesday, April 10, 2018  
Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe and Peter Hunt</b>
<b>Board Members Absent:</b>	<b>None.</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>

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

Tim York called the meeting to order at 517 p.m.

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

**1. Jim Howerton (455 Shady Lane Ct.)**

Homeowner wanted to know if the special assessment is enough, he would hate to have to do it again. He also asked why they chose \$20. He was concerned about the upcoming roofs that will need to be done and the last time they did them there was a special assessment of \$5,000. Also the landscapers are not doing their job.

**2. Art Chapman**

Homeowner asked if the Assessment was discussed in January, what is the Special Assessment for?

**3. Alana Mezzo (4016 Ruth Ct.)**

Homeowner asked about the Assessment. She stated that she had heard that the tennis courts cost \$74,000 more and no one plays tennis. Can the minutes be distributed in the same way as the calendar?

**4. Homeowner (3935 Henry Ct.)**

Homeowner asked about the Assessment and when are they going to start the streets. Tim and Carol attempted to explain some of the issues that have resulted in the Special Assessment.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**1. Review and Approve February 13, 2018 Board Meeting Minutes**

The meeting minutes were reviewed by the Board. Dan Matsui was concerned that the minutes were excessively long. He submitted an amended section of the minutes.

Motion: Peter Hunt made a motion to approve the February 13, 2018 minutes as written. The motion was seconded by Hans Scheurer and unanimously approved.

**IV. FINANCIAL REPORTS**

**1. Review and Approve Financial Report for January & February 2018.**

Carol Thorpe thanked everyone for coming and noted that she had not seen this many Homeowner's at a meeting since the last Special Assessment. Carol Thorpe gave a brief financial report. She noted no out of line conditions.

Motion: Hans Scheurer made a motion to accept the financial report for January & February 2018 as presented. The motion was seconded by Peter Hunt and unanimously approved.

**V. PRESIDENT'S REPORT**

Tim York outlined the issues with the Budget and the Reserve Special Assessment. He stated that he has been involved in the budget process for several years and last year's budget was quite a challenge. No-one is satisfied with Reno Green and any change will result in an increase plus an increase in insurance premiums and there has not been an increase since 2010. The Reserve Special Assessment is based on a recommendation from our Reserve Study Specialist because we will be projected to fall below 50% which is her recommendation. To reduce the Reserves below 50% is not advised because it will have adverse effects on Homeowners or potential Homeowners attempting to get financing. In addition, we do have the roofs coming up at some point. The tennis courts should be complete soon and valley gutters and concrete repair will be done this year which will hopefully reduce the costs for streets next year. The Special Assessment will hopefully replenish the Reserves so that all of the projects can be completed without additional assessments. Peter Hunt gave a more detailed description of the impact that allowing the Reserve Account to fall below the recommended balances could have for Homeowner's who are looking to

potentially sell their homes. Tim York added that he was, at first, opposed to the Special Assessment, but after meeting with the Reserve Study Specialist that the Assessment is, in fact, necessary.

## **VI. MAINTENANCE REPORT/PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC**

Robert Lipari stated that they are working on the sprinklers they should be on by the end of the week. We have installed 8 new cameras and the balance should be installed once he gets the sprinklers up and running. Tim York asked him to obtain proposals to correct the structural issues with the double sliding doors.

## **VII. COMMITTEE REPORTS – Social Committee/Infrastructure etc.**

### **1. Social/Newsletter Committee**

Nothing reported at this meeting.

### **2. Safety & Security Committee**

Dan Matsui stated that they have been making some project. They have been installing cameras which will help identify problems. Robert has been trimming the shrubs back from the lights and we have been replacing lighting to get increased illumination for the community. We will continue to work to find additional projects that can be completed inexpensively for the community. Dan explained that we cannot force Homeowners to keep their lights on at night, but they are working on getting information to Homeowner's that will recommend these improvements for safety and security in the Community. Dan Matsui added that they are looking at adding some battery powered, motion detecting lights as a trial in some of the darker areas. Assuming they do not trigger with the sprinklers, there is a possibility of adding them to some of the darker areas.

## **VIII. ACTION ITEMS**

### **1. 2018-2019 Budget Approval with \$20 Monthly Increase**

The Board reviewed the budget as proposed.

Motion: Hans Scheurer made a motion to approve the budget as it was presented with the \$20 monthly increase. The motion was seconded by Dan Matsui and unanimously approved.

### **2. Reserve Study Update Approval**

The board reviewed the Reserve Study update as presented.

Motion: Carol Thorpe made a motion to adopt the Reserve Study dated April 2, 2018 as presented. The motion was seconded by Hans Scheurer and unanimously approved.

### **3. Special Assessment Approval: \$1,000/yr for 2 years, effective July 1, 2018**

As discussed earlier in this meeting.

Motion: Peter Hunt made a motion to implement a Reserve Assessment of \$1,000 per year for two years. The motion was seconded by Hans Scheurer and unanimously approved.

### **4. Landscaping Contract Proposals**

Tim York explained that it might be beneficial to continue with Reno Green for this season. We have been working out the kinks and we do have a new contact who does seem much more responsive.

Motion: Carol Thorpe made a motion to postpone the review of the landscaping proposals until October 2018. The motion was seconded by Peter Hunt and unanimously approved.

### **5. Retaining Wall Proposals**

The Board reviewed several proposals to repair/replace two retaining walls. This issue was postponed until the May meeting so that the revised proposal from APS can be obtained. Peter Hunt also asked if he could send the scope of work to two additional contractors

### **6. Concrete List Approval: Valley gutters, rolled curb, priority #1 driveways, and sidewalks**

The Board reviewed the list of the Valley Gutters, Rolled Curb and Driveways that need to be repaired this year.

Motion: Carol Thorpe made a motion to accept the complete A list for concrete repairs and submit to contractors for an estimate. The motion was seconded by Hans Scheurer and unanimously approved.

### **7. Pool Rekeying Proposals**

The Board agreed to postpone the cost of rekeying the pool. We have added cameras so hopefully they will deter serious incident.



**8. Property Management Update**

Hans Scheurer stated they still have not completed their work on this issue so this discussion should be postponed until the May meeting.

**9. Safety & Security Update**

As previously discussed.

**10. Gate Questionnaire Approval**

This issue will remain on the agenda for the May meeting.

**11. CAD Pest Control Approval**

CAD Pest Control will be performing pest control services again this year.

**IX. CORRESPONDENCE:**

None.

**X. 2<sup>ND</sup> MEMBER'S FORUM**

**1. Homeowner**

Homeowner asked if the Special Assessment will be sent to the Homeowner's for a vote. He believes that the Board just decreased their property values.

**2. Mary Ann**

Homeowner asked why a Reserve Assessment and dues increase.

**3. Homeowner**

Homeowner added that the ratio of rentals could affect the availability of financing as well.

**4. Erika Barret**

Homeowner asked when the trees were scheduled to be trimmed.

**5. Mary Ann**

Homeowner asked who is monitoring the cameras.

**XI. NEXT MEETING:**

May 8, 2018

**XII. ADJOURNMENT**

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Hans Scheurer and unanimously approved. The meeting adjourned at 6:42 pm.

Respectfully Submitted,

*Rebeka Wiggins, Recording Secretary*

Rebeka Wiggins, Recording Secretary

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Board of Directors

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

Tuesday, May 8, 2018  
Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe and Peter Hunt</b>
<b>Board Members Absent:</b>	<b>None.</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>

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

Tim York called the meeting to order at 5:13 p.m.

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

No Homeowner's spoke during this time at the meeting.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve April 10, 2018 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

Motion: Carol Thorpe made a motion to approve the April 10, 2018 minutes as written. The motion was seconded by Dan Matsui and unanimously approved.

**IV. REPORTS**

**A. Architectural Requests; Work Orders**

Several Architectural requests have been received and approved.

**B. Maintenance Report**

The pool is scheduled to be opened around the 17<sup>th</sup> or 18<sup>th</sup> if all goes well with the inspection. Robert Lipari explained that he has been working with Waste Management about the tree trimming. Waste Management is trying to get a variance to allow them not to go down several streets within the Community which would mean that some of the Homeowner's/residents would have to push their trash to the end of their streets to be picked up.

**C. Manager's Report**

As your community manager, I would make the following recommendations: The best option for special assessment payments would be to treat it as a separate payment from the regular assessments. The funds should be accounted for separately until the prescribed period for the special assessment closes.

**D. Social Committee**

There was no one present from the Social Committee.

**E. Safety and Security Committee**

Dan Matsui said that the fire lanes are not painted, but they are on the list. He added that they are posting meeting summaries on the bulletin board in the Clubhouse. The Committee is trying to come up with ideas that are inexpensive and reasonably simple to implement that may be beneficial to the Community. The next Committee Meeting will be on Monday, May 14, 2018 at 5 p.m. Carol Thorpe explained an issue she has been having with drivers driving on the wrong side of the road to get around her when she is trying to get into her driveway. The Committee has presented a flyer to be included in the next mailing. Dan explained that the Committee has suggested that Homeowners could plant, in their limited common areas, plants that might deter individuals from coming too near their homes. Peter Hunt explained that the Committee has been looking into costs for having a security company drive through the Community periodically to see what the options and costs might be.

**F. Presidents Report**

No specific report was given.

**G. Treasurers Report**

Carol Thorpe gave a brief financial Report. She noted no out of line conditions.

## V. FINANCIAL REPORTS

### A. Review and Accept Financial Report for March 2018.

Carol Thorpe gave a brief financial Report. She noted no out of line conditions.

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

## VI. UNFINISHED BUSINESS

### A. Ratify the Special Assessment Resolution

Dan Matsui explained that how the Special Assessment would be paid for. He wanted to raise the question about allowing Homeowner's to take until June of 2020 to pay the Assessment. He is concerned that the funds will not be available when needed if the Board allows the Assessment to be paid next Fiscal Year. He believes that the Assessment should be due and paid monthly so that the funds can be available for large expenditures. The Board believes that the Reserve Account will recover. Dan Matsui stated that he is not opposed to the Special Assessment, just the mechanics of collection.

Motion: Hans Scheurer made a motion to ratify the Special Assessment Resolution as presented. The motion was seconded by Carol Thorpe and approved with (CT,TY,HS,PH) in favor and (DM) against.

### B. Driveway, Sidewalk, Rolled Curb and Valley Gutter Concrete Bid Award

Several proposals were presented at this meeting for review by the Board.

Motion: Hans Scheurer made a motion to accept the proposal in the amount of \$34,531 as presented by APS. The motion was seconded by Carol Thorpe and unanimously approved.

### C. Retaining Wall Replacement/Repair Bid Award

Several proposals were presented at this meeting for review by the Board.

Motion: Carol Thorpe made a motion to accept the proposal as presented by Newmarker Lawn & Garden for the replacement of two retaining walls. The motion was seconded by Hans Scheurer and unanimously approved.

### D. Update on Electronic Gates

There was no update available.

### E. Community Management Update

Hans Scheurer explained that he has been working on creating an RFP so that it can be presented to area Management Companies for the purpose of obtaining proposals for Management. Tim York explained that he would like to commit to getting the proposals by the next Board meeting because this has been going on for several months. Tim York would like to renew the current contract with EBMC for two years to get through the Special Assessment period.

## VII. NEW BUSINESS

### A. Reno Board of Realtors Presentation on possible FHA Certification For HOA

Sherry Williams with Reno Sparks Association of Realtors and she explained that they are working on getting the HOA's approved for FHA Financing.

### B. Parkwood Parliamentary Procedures Policy

The Board reviewed the Parkwood Parliamentary Procedures Policy.

Motion: Carol Thorpe made a motion to adopt the Parkwood Parliamentary Procedures Policy as presented. The motion was seconded by Peter Hunt and unanimously approved.

### C. Two Structural Patio Door Repairs Proposal Award

There were no proposals available for review at this meeting.

### D. Set Date and Budget for Memorial Day Pool Party BBQ

Carol Thorpe explained that for several years, she and Sheryl Lipari have been handling these parties primarily. She is not going to have help from Sheryl for this party so she needs some volunteers for setup. The summer pool party was scheduled for July 8, 2018. The plan was to send out a flyer and ask for volunteers.

Motion: Dan Matsui made a motion to approve \$250.00 to be spent on the Summer Pool party. The motion was seconded by Carol Thorpe and unanimously approved.

## VIII. ANNOUNCEMENTS

None.

## IX. NEXT MEETING:

June 12, 2018

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

### A. Art Chapman

Homeowner asked if the FHA approval will result with any additional costs to the seller. Additionally, he wanted to know what would happen if they sell their property.

### B. Homeowner

Homeowner asked if we need a newsletter.

### C. Homeowner

Homeowner wanted to just everyone to know that her neighbor Diane Smith has passed away.

### D. Ramine

Homeowner suggested that the Board might survey the Homeowner's to see if they are happy with the Board actions. The Homeowner also added that the reason that the Homeowner's do not participate is because the Board does whatever they want to do and do not listen to them anyway. He believes that the Board needs to communicate with the Homeowner's.

### E. Larry Bird

Homeowner stated that they need to keep in mind that the Board actions are controlled by the NRS and all of their actions are monitored and governed. cause the Board does whatever they want to do and do not listen to them anyway.

### D. Ramine

Homeowner suggested that the Board might survey the Homeowner's to see if they are happy with the Board actions. The Homeowner also added that the reason that the Homeowner's do not participate is because the Board does whatever they want to do and do not listen to them anyway.

## VI ADJOURNMENT

Dan Matsui made a motion to adjourn the meeting. It was seconded by Carol Thorpe and unanimously approved / by General Consent. The meeting adjourned at 6:50 p.m.

Respectfully Submitted,

*Rebeka Wiggins, Recording Secretary*

Rebeka Wiggins, Recording Secretary

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Board of Directors

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

Tuesday, June 12, 2018  
Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe and Peter Hunt</b>
<b>Board Members Absent:</b>	<b>None.</b>
<b>EBMC:</b>	<b>Kevin Berg, Julanne Kaufman and Rebeka Wiggins</b>
<b>Other:</b>	<b>None.</b>
<b>Homeowners Present:</b>	<b>List on File with Management</b>

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

Tim York called the meeting to order at 5:15 p.m.

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

No Homeowner's spoke during this portion of the meeting.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve May 8, 2018 Board Meeting Minutes**

The meeting minutes were reviewed by the Board. It was noted that within Item X, E. there was an error made when noting a Homeowner's name. The correct name was Larry Shinn.

Motion: Carol Thorpe made a motion to approve the May 8, 2018 minutes as amended. The motion was seconded by Peter Hunt and unanimously approved.

**III. REPORTS**

**A. Architectural Requests; Work Orders**

Tim York stated that there were a few work orders submitted, copies were provided in the Board Packet, but most have been addressed.

**B. Maintenance Report**

Tim York explained that the Board meets with Maintenance each month to go over any pending projects.

**C. Management Report**

Management presented a report for the Board to review. Manager requested an opinion as to whether kerosene heaters would be allowed within the limited common area. The Board agreed to take a look at the situation. Dan Matsui agreed to take a look at the CC&R's as well as the fire codes. Julanne recommended that they consult with the insurance company to address any liability concerns.

**D. Social Committee**

There was no report submitted by the Social Committee. Tim York reminded everyone that we have a scheduled summer pool party for July 8, 2018 at 6 p.m. Carol Thorpe announced that EBMC staff has offered to help.

**E. Safety and Security Committee**

Dan Matsui gave a brief Safety and Security Committee report and stated that the next meeting is scheduled for Monday, June 18 at 5 p.m. Everyone is welcome to attend.

**F. Presidents Report**

Tim York announced that the tennis court is now complete and open for use. He explained that they added Pickle Ball and he will post a link on the website to help everyone understand how to play.

**G. Treasurer's Report**

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

**IV. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for April 2018.**

The financial report was reviewed by the Board.

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

## V. UNFINISHED BUSINESS

### A. FHA Certification

Sherry Williams with The Reno/Sparks Association of Realtors was present at this meeting to discuss the FHA Project. They are asking for a motion to move forward with obtaining FHA approval for Parkwood.

Motion: Hans Scheurer made a motion to approve the Reno/Sparks Association of Realtors to move forward with securing FHA approval for Parkwood. The motion was seconded by Dan Matsui and unanimously approved.

### B. Property Management Update

An RFP was reviewed by the Board with the intention of soliciting proposals from several Management Companies.

Motion: Carol Thorpe made a motion to accept the RFP as presented and submit to six management companies for the purpose of obtaining proposals. The motion was seconded by Peter Hunt and unanimously approved.

### C. Tennis Court Update

The tennis court is open.

## VII. NEW BUSINESS

### A. Approval of Two Patio Structural Repairs

One proposal was presented at this meeting. The Board determined that at least one more proposal would be necessary before a decision can be made.

### B. Maintenance Supervisory Salary Increase

Motion: Carol Thorpe made a motion to increase Robert Lipari's salary by 2.2% (\$20.37 per hour) and to cover the additional employee cost for Health Insurance retroactive from June 1, 2018 when said increase occurred. The motion was seconded by Hans Scheurer and unanimously approved.

### C. EBMC Two-Year Contract Extension

Tim York explained that the existing contract with EBMC expires on June 30, 2018. He is recommending that Parkwood extend this contract for two years, so we can get through the Reserve Assessment. Dan Matsui explained that he believes that a month to month contract with EBMC would be beneficial because they are looking for a higher level of service.

Motion: Carol Thorpe made a motion to extend the contract with EBMC for management services from 07/01/2018 to 06/30/2019. The motion was seconded by Dan Matsui and approved with (TY, CT, PH) in favor and (HS, DM) against.

### D. Possible Annual Calendar Board Meeting Notice

Julanne Kaufman explained that the purpose of posting an annual meeting calendar is to discontinue noticing each meeting by sending out an agenda. Tim York was not in favor of this process and believed that an agenda should be sent out prior to each Board meeting so that all Homeowners will be aware of what will be discussed. Julanne stated that agenda's could be posted and emailed to the Homeowner's.

Motion: Hans Scheurer made a motion to approve the annual calendar with agendas being mailed to every Homeowner who has not authorized email notification. The motion was seconded by Carol Thorpe and unanimously approved.

## IX. ANNOUNCEMENTS

None.

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

### A. Erika Barrett

Homeowner stated that Robert needs help.

### B. Mary

Homeowner thanked Carol for all of her hard work putting together parties for Parkwood and offered her assistance.

### C. Larry Shinn

Homeowner stated that his place really looks atrocious. Tim stated that Reno Green will resume trimming very soon.

### D. Ramine

Homeowner stated that the value of Parkwood should be either \$350-400K, but they are stuck at \$250-300K because of the amount of our Assessments. He asked that the Board please just look at ways to reduce costs and reduce Assessments.

Homeowner stated that the Reserves was depleted due to the costs of the tennis court. He also believes that work should be inspected to reduce costs.

**NEXT MEETING:**

July 10, 2018 @ 5:15 p.m.

**VI ADJOURNMENT**

Tim York adjourned the meeting by General Consent at 6:28 p.m.

Respectfully Submitted,

*Rebeka Wiggins, Recording Secretary*

Rebeka Wiggins, Recording Secretary

Board of Directors

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

Tuesday, July 10, 2018  
Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe and Peter Hunt</b>
<b>Board Members Absent:</b>	<b>None.</b>
<b>EBMC:</b>	<b>Kevin Berg, Community Manager; Juleanne Kaufman, Community Manager; Tedra Gavin, Recording Secretary</b>
<b>Homeowners Present:</b>	<b>List on File with Management</b>

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**I. CALL MEETING TO ORDER/ROLL CALL-** Tim York called the meeting to order at 5:15 p.m.

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

Kathleen commented on July 1<sup>st</sup>, there was a loud sound early in the morning that caused her alarm. After assessing the situation, she called the police as there was a young man trying to put something into his vehicle, which ended up being a television. Kathleen also noted that yesterday morning when she looked out to the grassy area she saw a bicycle laying in the grass, which seems odd. The bicycle is gone today, July 10<sup>th</sup>.

A homeowner asked if the security cameras pick up any of the activity off of Lorraine. The board confirmed that there are two security systems, which are working with eight cameras in place. They also commented that this security system is much better than the last system. Robert commented that if the police came out and took a report, they would have asked for the security tapes if they needed them.

Jim commented he was gone from late June through early July. When he returned, his neighbors informed him that a girl was sleeping in her car next to his residence. The next evening she moved to an area behind his residence.

Mr. Kam commented that he is hiring day laborers for construction and they are being paid less than \$17.00, so the board may be able to find a part time worker.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

- A. Review and Approve the June 12, 2018 Board Meeting Minutes-** The meeting minutes were reviewed by the Board. **MOTION:** A motion was made by Carol Thorpe and seconded by Dan Matsui to approve the minutes from the June 12, 2018 meeting as presented. **MOTION CARRIED UNANIMOUSLY.**

**IV. REPORTS**

- A. Architectural Requests; Work Orders-** Tim York stated that there was not much going on. There was one work order provided in the board packet for review.
- B. Maintenance Report-** Robert commented that he is working on the fencing around the Association. There is a fence falling down on Lorraine, where the resident is asking for an extension to a 14-foot length fence. The architectural committee will need to review the request for the fence extension from the residents and they will need to submit an architectural application/form. The board confirmed that the fence will be within regulations and will be an approved color. The basketball courts and tennis courts are finished. Robert will be planting some plants once the weather cools down a bit.
- C. Manager's Report-** Kevin Berg submitted a report for the board to review
- D. Social Committee-** Carol Thorpe thanked everyone for the help with the pool party and the BBQ. Everyone seemed to have a nice time and enjoy themselves.
- E. Safety & Security Committee-** Dan Matsui gave a brief report for the board and membership. Mr. Matsui mentioned that Kathleen's incident would have been a good time to test the cameras. Mr. Matsui confirmed that Erica called him the morning of the event and he took notes on the incident. Mr. Matsui believes that when a homeowner reports suspicious activity or safety issues around the property, the board should have a process in place and should be communicating with each other so that the video surveillance can be obtained and they can follow up with the appropriate parties if necessary. The board agreed that when incidents arise they should be more proactive in assisting the police or other parties with reports, information or video surveillance.



- F. **Presidents Report-** There was no report at this time.
- G. **Treasurers Report-** Carol Thorpe gave a report. The Association is on track and will be within the budget for the fiscal year. There are a large amount of people who have paid into the reserves, so the Association is within good standings. The tennis courts are paid for and the YTD actual amount allocated to this project is \$170,891.90.

## V. FINANCIAL REPORTS

- A. **Review and Accept Financial Report for May 2018-** Carol Thorpe gave a brief financial Report. **MOTION:** A motion was made by Dan Matsui and seconded by Peter Hunt to approve the June Financials as submitted. **MOTION CARRIED UNANIMOUSLY.**

## VI. UNFINISHED BUSINESS

- A. **FHA Certification-** Tim York confirmed that the Association will be FHA certified, which will open up funding options for potential buyers.
- C. **Approval of two patio structural repairs-** At the last meeting the board received a bid from KFC, who has been the contractor who has completed the previous patio work. The board postponed voting on the subject at the last meeting until they received another bid for the project. APS submitted a proposal, which the board reviewed and briefly discussed. **MOTION:** A motion made by Carol Thorpe and seconded by Dan Matsui to approve the bid from KFC in the amount of \$14,020. **MOTION CARRIED.** Peter Hunt was opposed to the vote.
- D. **Property Management Update/Proposals-** Hans Scheurer explained to the membership that the board sent out RFP's to bid on the management contract. There were five companies that responded with bids for the management contract. The board reviewed the monthly fees and what services are additional charges for each company. The companies that bid on the management contract were EBMC, Infinity Association Management, First Service Residential, Gaston & Wilkerson and Equus Management Group . Carol Thorpe noted that if the board hires a new management company and they would like to keep Robert on as maintenance, they would need to buy out the contract at a price of \$10,000. Ms. Thorpe also noted that she would like to see copies of Infinity Association Management's sample financial reports and to know where their physical office location is at. The board believes that the First Service Residential bid and the Gaston & Wilkerson bid can be discarded, as they are the highest bidders. Hans Scheurer and Peter Hunt would like for the board to meet to further to review the bids to compare them side by side and to add up the additional charges for each company versus what EBMC has been charging in the current contract. **MOTION:** A motion was made by Hans Scheurer and seconded by Carol Thorpe to eliminate the First Service Residential bid and the Gaston & Wilkerson bid and to further review the remaining bids to compare them more in depth. **MOTION CARRIED UNANIMOUSLY.**

## VII. NEW BUSINESS

- A. **Rules & Regs updates for pool, clubhouse, and tennis courts -**Tim York commented that in the current rules there is a note about lighting at the tennis courts. There are no longer lights at the tennis courts, so this section has been updated. Also, a few years ago, the age of an adult was changed from 14 years to 18 years. The law in the State of Nevada only applies age limits to pools with no lifeguards, where 14 years is the minimum age to swim without an adult present. There will be a limit of one hour for all activities, i.e. basketball, pickle ball, tennis, etc. **MOTION:** A motion was made by Carol Thorpe and seconded by Hans Scheurer to approve the modification of the rules as presented. **MOTION CARRIED UNANIMOUSLY.**
- B. **Safety & Security Update-** Dan Masui commented that there is a new project throughout the Association that is being addressed, which deals with the fire safety codes for the streets. Mr. Masui met with fire inspector a few weeks ago and the inspector commented that the property is in decent shape and there are no major issues. The fire codes are meant to keep the access for fire trucks clear and well-marked, so that residents know where to park and not to park. The streets need to be accessible to fire trucks. The inspector noted that there are a few signs that need to be changed or updated, red curbs need to be painted, and trees need to be trimmed. The inspector checked the fire hydrants and noted these need to be inspected as well. The common area buildings need to be inspected as well. Carol Thorpe asked if there is another company that will check the fire hydrants other than TMWA. Kevin Berg confirmed that ABC fire extinguishers can perform the work
- C. **Board Election Reminder; Solicitation and Candidate form to be mailed July 11<sup>th</sup>-** The board reminded residents that there is a blood drive at the Atlantis on the 11<sup>th</sup> of July. Board of Directors candidate forms need to be submitted by July 11<sup>th</sup>. Tim York confirmed that he is not running for another term

VIII. ANNOUNCEMENTS- None at this time

IX. NEXT MEETING- The next Board of Directors meeting is scheduled for August 14, 2018 in the clubhouse

X. SECOND MEMBER'S FORUM

A homeowner asked to confirm the one-hour limitation for activities. Tim York commented that if nobody is waiting to use the area, the residents are allowed to use the facilities as long as they wish.

Mr. Kam asked what measures have been taken since the last meeting to reduce the operating costs of the property. Mr. Kam would like to remind the board that conversations in the board meeting are legally binding. He also felt like his comments were not being taken seriously. Mr. Kam commented that the operating costs for the Association are much higher than other properties and it is causing the property values to decline and properties are depreciating. Tim York commented that in the annual budget, there is not a large amount of room to cut costs as many of the costs are fixed costs. Mr. Kam disagreed and believes that there are ways to maintain the same standards of living and to reduce cost at the same time.

Joe Vosmick commented that as a board it would be nice to go out and look at some other complexes to get an idea of where they stand comparatively to other Associations. The pool fence has rust all over and it needs to be maintained. Tim York confirmed that the tennis court was compacted to 95% and no permit was necessary as it was a repair to an existing facility

VI ADJOURNMENT

There being no further business, a motion was made by Carol Thorpe and seconded by Dan Matsui to adjourn the meeting at 6:35 p.m. The motion carried unanimously.

Respectfully Submitted,

*Tedra Gavin, Recording Secretary*

Tedra Gavin, Recording Secretary

Board of Directors

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

Tuesday, August 14, 2018  
Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Tim York, Hans Scheurer, Dan Matsui, Carol Thorpe and Peter Hunt</b>
<b>Board Members Absent:</b>	<b>None.</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>

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

Tim York called the meeting to order at 5:16 p.m.

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

**A. Frank Glasgow**

Homeowner was concerned about the upkeep on the tennis courts. He believes that the tennis courts should be maintained on a more regular basis.

**B. Cheryl Lipari**

Homeowner commented about Equus as a Management Company. She stated that she and Robert did not have a very good experience with a previous transition. She does not believe it is a great time for a change with the Special Assessment going. Cheryl Lipari submitted a statement and asked that it be attached to the minutes of this meeting.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve July 10, 2018 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

Motion: Carol Thorpe made a motion to approve the July 10, 2018 minutes as written. The motion was seconded by Hans Scheurer and unanimously approved.

**IV. REPORTS**

**A. Architectural Requests; Work orders**

Robert Lipari stated that they have just received one architectural request for a fence repair and it has been repaired. They have also received some maintenance requests that have been passed on to Reno Green Landscaping.

**B. Maintenance Report**

There were several areas discussed that need to be checked. It appears that Reno Green Landscaping used some full-strength chemicals near a tree and have killed the lawn. Tim agreed to forward the photos to Reno Green to have them correct the issue. Another Homeowner interjected that the garden area needs to be cleaned up. Robert Lipari explained that he has been knocking down the weeds and will clean up the area. Robert explained that they have someone coming out on the 21<sup>st</sup> to repair several of the street lights that are out. Apparently, there is a short somewhere in the system. Carol Thorpe stated that they have made the decision to go out to bid for Landscaping services in October.

**C. Management Report**

Kevin Berg stated that he has nothing to add at this time.

**D. Safety and Security Committee**

Dan Matsui stated that they have a few items in Business. The Committee has been meeting monthly the Monday after the Board Meeting. We have been getting a lot of good suggestions for improvements. We are making progress thanks to the Homeowner's that attend and input so he wanted to let everyone know that they are always welcome.

**E. Presidents Report**

Tim announced that Parkwood is now FHA Certified. Next month is the Annual meeting. We have three candidates. The gutters are almost finished. They are now just working on the rolled curb. We are installing a basketball hoop and have purchased new exercise equipment.

## V. FINANCIAL REPORTS

### A. Review and Approve Financial Report for June 2018.

Carol Thorpe stated that June is the end of our fiscal year. She noted no out of line conditions.

Motion: Hans Scheurer made a motion to accept the financial report for June 2018 as presented / clarified. The motion was seconded by Dan Matsui and unanimously approved.

## VI. UNFINISHED BUSINESS

### A. Property Management Proposals

Hans Scheurer stated that this item should be postponed until October 2018 meeting. Tim York recommended that they extend the EBMC contract through June 30, 2020 to get through the Special Assessment period. Carol recommended that they simply continue with EBMC and abled until the end of the current contract and renegotiate at that time. No action would be necessary to continue on the current contract. The Board asked that this issue be postponed until the October meeting.

### B. Safety and Security Proposed Flyer

Dan Matsui stated that the Safety and Security Committee has recommended a flyer be distributed to recommend several prowler deterrent shrubs that can be planted around their private homes.

Motion: Hans Scheurer made a motion to distribute the flyer as presented. The motion was seconded by Carol Thorpe and unanimously approved.

## VII. NEW BUSINESS

### A. Fire Lane Compliance

Tim York stated that they have painted the red curbs and had the hydrants serviced. There is also some tree trimming on the maintenance list.

### B. Pool Rules Enforcement Proposal

Dan Matsui stated that even though summer is coming to a close. He has heard some complaints about people jumping the fence to get to the pool. There really are no fool proof enforcement options. The Committee has determined that maintenance personnel and the property manager are responsible to police the pool. He offered that maybe just a contact for someone for the Homeowner's to call to assist with enforcement. He would like to have the Board approve a flyer to inform the Homeowner's whom they should contact for pool rule enforcement. Carol Thorpe believes that the Board would be responsible to enforce the rules on site. Dan Matsui believes that there should just be some recourse. Tim York stated that he has personally asked several persons to leave the pool area. Tim agreed that the Board should be responsible as they are on site. Dan Matsui was adamant that something be decided tonight.

Motion: Hans Scheurer made a motion to amend the current pool rules to include the emergency number for the Management company and an emergency number for Maintenance staff. The motion was seconded by Peter Hunt and unanimously approved.

## VIII. ANNOUNCEMENTS

Tim York announced that the Annual meeting is next month.

## IX. NEXT MEETING:

The next meeting is scheduled for September 11, 2018 @ 5:15 p.m.

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

### A. Homeowner

Homeowner wanted to make sure that everyone understands just how much work Robert really does at Parkwood.

### B. Homeowner

Homeowner stated that Joe Vosmik put out a letter a month or so ago and he was right. He believes that Parkwood looks like crap. He mentioned the parking, people don't use their garage. Many cars are parked and don't move for months. Homeowner also stated that he submitted a letter about the tennis courts and no action was ever taken. They tore up his street to fix the drain and no one ever told them. He added that the landscaping looks like crap, he's thinking about trimming his own shrubs. He also complained about a dumpster that was placed near a home for renovation and he doesn't like where the dumpster was placed. He added walk around and look at the place, it looks like crap.

### C. Tori (4010 Bluegrass)

Tori is here to speak for Karen Elder. Karen wants to address three maintenance request forms to ask that someone address the leak in her garage. She believes that since the problem has been ongoing, there may be further damage. The requests

have been placed in the box near the maintenance office which is what she has been instructed to do. Robert Lipari explained that he has sent D&D roofing to the home multiple times to correct the issue. He added that he also has personally caulked around the area to attempt to correct the issue.

**D. Homeowner**

Homeowner stated that he had a similar problem at his house and the shower drain was causing the leak into the garage.

**E. Joe Vosmik**

Homeowner stated that he is learning to wear blinders when he walks around Parkwood. The fence that Robert built is Architecturally wrong. He asked if the tennis court was in the budget that we were over only slightly. Carol Thorpe explained the difference between the Operating and Reserve Budgets. That he had a similar problem at his house and the shower drain was causing the leak into the garage. He is trying to figure out how Parkwood possibly spent \$180,000 on the tennis courts.

**C. Cheryl Lipari**

Homeowner stated that if you are not going to be part of the solution, then you are part of the problem. She does see the problems in the community. She is tired of hearing all of the complaints, she says that Robert is doing the very best he can do with the resources that he has. He has no help and he is doing the best he can.

**C. Carol Thorpe**

Homeowner stated that Mr. Vosmik is just started coming to the meetings for the last few months and it is wrong of him to come to the meetings and be disruptive.

**C. Peter Hunt**

Homeowner/Board Member is interested in starting a committee for Landscaping and Architectural Committee to increase the aesthetic appearance of Parkwood. He is having an informal meeting to discuss the parameters of this new committee this Thursday. The Board agreed to review his Committee proposal at the next Board meeting.

**XI. ADJOURNMENT**

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Peter Hunt and unanimously approved. The motion was unanimously approved. The meeting adjourned at 6:38 p.m.

Respectfully Submitted,

*Rebeka Wiggins, Recording Secretary*

Rebeka Wiggins, Recording Secretary



Board of Directors

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

Tuesday, October 9, 2018  
Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Hans Scheurer, Dan Matsui, Carol Thorpe, Peter Hunt and Art Chapman</b>
<b>Board Members Absent:</b>	<b>None.</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>

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

Hans Scheurer called the meeting to order at 5:15 p.m.

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

**A. Jim Howerton**

Homeowner stated that he wrote a letter to the mayor regarding some of the issues on Baker Lane and Peckham. He stated that he has already received two responses to his letter. Hans Scheurer asked if he would be interested in sharing his letter with the Board.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve July 10 and August 14, 2018 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

Motion: Carol Thorpe made a motion to approve the July 10 and August 14, 2018 minutes as written. The motion was seconded by Art Chapman and unanimously approved.

**IV. COMMITTEE REPORTS – Social Committee/Infrastructure etc.**

**A. Architectural Requests; Work Orders**

There were no new architectural requests discussed at this meeting.

**B. Maintenance Report**

Carol Thorpe stated that they had a maintenance meeting last week but she was unable to meet with Robert to go over the items to determine what has been completed. She will update the list and report back at the next Board meeting.

**C. Management Report**

Kevin gave a brief Management Report discussing items noted that need to be reviewed by the Board.

**D Social Committee**

There was no report provided by the Social Committee.

**E. Safety and Security Committee**

Dan Matsui stated that have two proposals from the Committee that will be discussed in the Business section of this meeting. They are working on identifying bushes that are blocking lighting. They are working with maintenance to mark fire lanes and paint curbs and update street signs.

**F. Presidents Report**

Hans Scheurer gave a brief report.

**G. Treasurer's Report**

Carol Thorpe gave a brief financial report she noted no out-of-line conditions. She added that they just found two water leaks that will likely cost the Association about \$9,000.

**V. FINANCIAL REPORTS**

**A. Review and Approve Financial Report for August 2018.**

The financial report was reviewed by the Board.

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

## VI. UNFINISHED BUSINESS

### A. Property Management Proposals.

Hans Scheurer stated that he has been working on obtaining proposals from three major Management companies. They will be sitting down within the next few days to go over the proposals that have been received.

## VII. NEW BUSINESS

### A. Board to fill out bank signature form, NRS form and Fiduciary form

### B. Board review Landscape Scope of work/RFP

The Board reviewed a Scope of work for Landscaping Maintenance. Hans believed that some of the explanation of services were too broad and would like some additional definitions included in the RFP.

### C. Meeting Synopsis for homeowners – Art Chapman

Art explained that he believes that minutes could be available for the Homeowners to review earlier instead of waiting for the Approved versions to come out. He believes that a more pro-active approach would be better for communication.

### D. Approve Creation and Objectives of Landscape and Architecture Committee.

Peter Hunt explained that they have recently met with the City of Reno Arborist to come up with a plan for uniformity throughout Parkwood. We have scheduled a meeting for next Tuesday at 5:30 at the Clubhouse to discuss aesthetic possibilities for Parkwood.

### E. Approve Resurrection of Community Newsletter: Purpose, Contents, Logistics

Dan Matsui believes that a quarterly newsletter would be beneficial for Parkwood to show that the Board is listening to the Homeowners. This would be a great way to open up Communications with the Homeowners. Kevin explained that the newsletter can be distributed electronically and through the mail.

Motion: Dan Matsui made a motion to resurrect the Community Newsletter. The motion was seconded by Art Chapman and unanimously approved.

### F. Review/Discuss/Approve Proposal from Safety and Security Committee to Prohibit Open-Flame Wood-Burning Appliances/Devices (CC&R's and Rules and Regulations Do not specifically regulate outdoor heating or cooking appliances/equipment)

Dan Matsui explained that the Committee believes that a flyer could be distributed explaining the current fire codes codes and the necessary precautions for outdoor heating/cooking. Kevin explained that open flame wood burning devices can be prohibited with a change of the Rules and Regulations of the Association.

### G. Approve Christmas Bonus for maintenance.

Carol Thorpe stated that she believes that \$200 for Robert and \$50 for Kendra would be fair.

Motion: Carol Thorpe made a motion to approve a \$200 holiday bonus for Robert Lipari and \$50 for Kendra. The motion was seconded by Peter Hunt and unanimously.

### H. Approve \$300 for Christmas Party expenses.

Carol Thorpe stated that Parkwood will once again provide the meat for the party and everyone should plan to bring a side dish or a desert.

Motion: Carol Thorpe made a motion to approve \$300 for Christmas Party expenses. The motion was seconded by Peter Hunt and unanimously approved.

### I. Review/Discuss/Approve Advisory Communications from Safety and Security Committee to inform homeowners about indoor security systems at low-cost, easy-to-install outdoor lighting and surveillance devices.

Dan Masui stated that he had nothing to add at this time.

## VIII. ANNOUNCEMENTS – Christmas Party date and time.

The Christmas Party was scheduled for December 16, 2018 @ 5 p.m.

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

### A. Homeowner (435 Rose Garden Ct.)

Homeowner stated that the shrubs in front of her house were removed and they have not been replaced. The Homeowner asked if the City would possibly consider speed bumps.

**B. Homeowner (4303 Clyde Ct.)**

Homeowner stated that she has branches from the tree in front of her house that are hanging down over her driveway. She would like to have them trimmed.

**X. NEXT MEETING:**

November 13, 2018

**XI. ADJOURNMENT**

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Dan Matsui and unanimously approved. The meeting adjourned at 6:03 p.m.

Respectfully Submitted,

*Rebeka Wiggins, Recording Secretary*

Rebeka Wiggins, Recording Secretary

*Dan K. Matsui*

Board of Directors



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

Tuesday, November 13, 2018  
Held at Clubhouse at Parkwood

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<b>Board Members Present:</b>	<b>Hans Scheurer, Dan Matsui, Carol Thorpe, Peter Hunt and Art Chapman</b>
<b>Board Members Absent:</b>	<b>None.</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>

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**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. Homeowner**

Homeowner asked about the Barbeque rule proposal. She does not understand exactly why it is necessary. Dan Matsui explained that the Safety and Security Committee is proposing a survey be submitted for input prior to determining what changes may be necessary.

**B. Jim Howerton (455 Shady Lane Court)**

Homeowner stated that he had submitted a letter to the City of Reno regarding hazardous weeds, they responded that they will not be doing anything as the weeds are not high enough to be a danger. He also discussed issues with parking on Baker Lane, it was determined that nothing could really be done about this issue either. There was some discussion regarding enforcement in Reno.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve October 9, 2018 Board Meeting Minutes**

The meeting minutes were reviewed by the Board.

Motion: Carol Thorpe made a motion to approve the October 9, 2018 minutes as written. The motion was seconded by Peter Hunt and unanimously approved.

**IV. REPORTS**

**A. Architectural Requests; Work Orders**

The Board discussed a work order for siding repairs on 3900 Greenbriar Ct. Hans stated that Robert has discussed a plan to complete this repair.

**B. Maintenance Report**

Hans stated that the curbing has been painted. Robert added that the irrigation system has been turned off. They have not blown out the system, but Hans stated that he would contact RGL to discuss getting it done. Robert stated that if anyone needs tree trimming to let him know. Management was instructed to obtain proposals to replace the large skylight at 3900 Greenbriar lane with two smaller skylights. It was determined that the skylight itself is the responsibility of the HOA, but if they want to add the motor to open and close, that would be at the Homeowner's expense.

**C. Management Report**

Kevin Berg gave a brief Management Report. He stated that many of the items were already discussed in the maintenance meeting.

**D. Social Committee**

Holiday Party is scheduled for December 16, 2018 at 5:00 p.m. Bring a side dish and your favorite beverage.

**E. Safety and Security Committee**

Dan Matsui stated that thanks to Robert we are pretty good for our meeting with the Fire Department on Thursday. The striping has been added to protect the fire lanes. Robert also took care of some of the necessary trimming for visibility that the Committee has noted.

**F. Presidents Report**

Hans Scheurer stated that they have finished the interviews with the three Management Companies. He has been working with the attorney's to hammer out the details. He is also concerned about all of the water line breaks. These are costly to replace.

**G. Treasurer's Report**

Carol Thorpe gave a brief financial report. She noted no out of line conditions with the exception of the water lines that needed to be replaced.

**V. FINANCIALS**

**A. Review and Approve Financial Report for September 2018.**

The financial report was reviewed by the Board.

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

**VI. UNFINISHED BUSINESS**

**A. Board To Review Landscape Scope of Work/RFP**

The Board reviewed the Scope of Work as presented.

Motion: Carol Thorpe made a motion to approve the Landscape Scope of Work to be presented to multiple contractors for proposals requesting that all proposals be returned by December 15, 2018. The motion was seconded by Peter Hunt and unanimously approved.

**B. Review new rule for gas BBQ's only for patio**

Dan Matsui explained that they are going to send out a survey to the Homeowner's, to be included in the newsletter, to get input regarding the new rule for gas BBQ's on the patio.

**C. Property Management Proposals**

Hans Scheurer again stated that he is waiting for a response for the attorney regarding an item in the submitted contract. So no action will be taken at this time.

**D. Approve Creation and Objectives of Landscape and Architecture Committee**

Peter Hunt explained that the Board had discussed and approved the creation of the Objectives of Landscape and Architecture Committee, but stated that they would also need a formal vote in order to create the committee officially.

Motion: Peter Hunt made a motion to approve the creation and objectives of Landscape and Architecture Committee. The motion was seconded by Carol Thorpe and unanimously approved.

**E. Approve of Landscape Committee**

Same as above.

**VII. NEW BUSINESS:**

**A. Ratify snow removal contract with Butterfly Landscape**

Because of the timing, the Board reviewed proposals for snow removal and have chosen Butterfly Landscape for snow removal services.

Motion: Carol Thorpe made a motion to ratify the contract as submitted by Butterfly Landscape for snow removal services. The motion was seconded by Art Chapman and unanimously approved.

**VIII. ANNOUNCEMENTS – Christmas Party is December 16<sup>th</sup> at 5:00 p.m.**

**IX. NEXT BOARD MEETING DATE - TBD**

January 8, 2019

**X. 2<sup>ND</sup> MEMBER'S FORUM**

None.


**VI. ADJOURNMENT**

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Peter Hunt and unanimously approved / by General Consent. The meeting adjourned at 5:52 p.m.

Respectfully Submitted,

*Rebeka Wiggins, Recording Secretary*  
Rebeka Wiggins, Recording Secretary

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Board of Directors

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