

# PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

January 9, 2018 - 5:15PM - at the Clubhouse

1. CALL TO ORDER – Roll Call – Announce Recording President
  2. MEMBER’S FORUM – Agenda Items Only Members

Members Forum is a period devoted to comments by unit owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.
  3. APPROVAL OF PREVIOUS MEETING MINUTES for November 14, 2017 meeting Board Action
  4. FINANCIAL REPORT: Treasurer’s Report / Accept October 2017 Financials Information
  5. PRESIDENTS REPORT Information
  6. MAINTENANCE REPORT / PROPERTY REPORTS: Arch. Requests; Work Orders; EBMC Information
  7. COMMITTEES – Social; Safety & Security; Information
  8. Action Items – ACTION MAY BE TAKEN ON THE FOLLOWING ITEMS
    1. Discuss/Approve/Disapprove EBMC renewal Board Action
    2. Discuss/Approve/Disapprove Insurance renewal Board Action
    3. Discuss/Approve/Disapprove Acquisition of new Clubhouse video surveillance system Board Action
    4. Review/Approve/Disapprove 2018 side street repaving RFP Board Action
    5. Review/Approve/Disapprove 4166 Marigene work order authorization Board Action
    6. Review/Approve/Disapprove Website domain and webhosting renewal Board Action
  9. CORRESPONDENCE
  10. RESIDENT’S FORUM Members/Residents

Resident’s Forum is a period devoted to comments by unit residents and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.
  11. NEXT MEETING: February 13, 2018
- ADJOURNMENT Board Action

**Please remember to clean your gutters. Also please unhook all garden hoses from the hose bibs during the winter.  
Please keep the indoor temperature set at least to 55 degrees or higher.**

If you have any concerns regarding landscape maintenance, please contact management.  
at 775.828.3664 or kevinberg@ebmc.com

Reno Police: 334-2121; Secret Witness: Anonymously report information regarding any crime or suspicious behavior by calling 775-322-4900 or at the City of Reno link: <http://applications.reno.gov/coplogic/start-report.html> The official Parkwood website is: <http://parkwoodreno.org>

All homeowners have a right to have a copy of the minutes or a summary of the minutes of this meeting distributed to him upon request if he pays the association the cost of making the distribution. (NRS.116 3108 Section 2 (a)). Agendas are available from the on site Maintenance office 10 days prior to the meeting. These documents are also available for downloading and printing at [www.parkwoodreno.org](http://www.parkwoodreno.org). The Board of Directors may not take action on items and issues not on this agenda.

Parkwood HOA ~ Your Life, Your Home, Your Community. Get Involved.  
***MAINTAIN, PROTECT AND ENHANCE***

# PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

February 13, 2018 - 5:15PM - at the Clubhouse

1. **CALL TO ORDER – Roll Call – Announce Recording** President
2. **MEMBER'S FORUM – Agenda Items Only** Members  
*Members Forum is a period devoted to comments by unit owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.*
3. **APPROVAL OF PREVIOUS MEETING MINUTES** for January 9, 2018 meeting Board Action
4. **FINANCIAL REPORT:** Treasurer's Report / Accept December 2017 Financials Information
5. **PRESIDENTS REPORT** Information
6. **MAINTENANCE REPORT / PROPERTY REPORTS:** Arch. Requests; Work Orders; EBMC Information
7. **COMMITTEES –** Social; Safety & Security; Information
8. **Action Items – ACTION MAY BE TAKEN ON THE FOLLOWING ITEMS**
  1. Discuss/Approve/Disapprove Side street paving bid award Board Action
  2. Discuss/Approve/Disapprove Insurance policy renewal Board Action
  3. Discuss/Approve/Disapprove Safety & Security update Board Action
  4. Review/Approve/Disapprove Obtain proposal for re-keying pool, clubhouse and gates Board Action
  5. Review/Approve/Disapprove Property management update Board Action
9. **CORRESPONDENCE**
10. **RESIDENT'S FORUM** Members/Residents  
*Resident's Forum is a period devoted to comments by unit residents and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.*
11. **NEXT MEETING: March 6, 2018 (Please take note. Meeting will be one week earlier.)**
12. **ADJOURNMENT** Board Action

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at 775.828.3664 or kevinberg@ebmc.com

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# PARKWOOD HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING AGENDA

April 10, 2018 - 5:15PM - at the Clubhouse

1. **CALL TO ORDER – Roll Call – Announce Recording** President
2. **MEMBER’S FORUM – Agenda Items Only** Members  
Members Forum is a period devoted to comments by unit owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Each unit owner wishing to speak will be asked to sign-in at the beginning of the meeting. The Board will hear only one owner at a time for a three (3) minute period. An owner may speak to the Board for only one three (3) minute period. An owner may not interrupt the meeting of the Board or ask questions or voice concerns and opinions during the Board meeting session.
3. **APPROVAL OF PREVIOUS MEETING MINUTES** for February 13, 2018 meeting Board Action
4. **FINANCIAL REPORT:** Treasurer’s Report / Accept January 2018 Financials Information
5. **PRESIDENTS REPORT** Information
6. **MAINTENANCE REPORT / PROPERTY REPORTS:** Arch. Requests; Work Orders; EBMC Information
7. **COMMITTEES –** Social; Safety & Security; Information
8. **Action Items – ACTION MAY BE TAKEN ON THE FOLLOWING ITEMS** Board Action
  1. 2018-2019 Budget Approval with \$20 Monthly Increase
  2. Reserve Study Update Approval
  3. Special Assessment Approval: \$1,000/year for 2 years, effective July 1, 2018
  4. Landscaping Contract Proposals
  5. Retaining Wall Proposals
  6. Concrete List Approval: valley gutters, rolled curb, priority #1 driveways, and sidewalks
  7. Pool Rekeying Proposals
  8. Property Management Update
  9. Safety & Security Update
  10. Gate Questionnaire Approval
  11. CAD Pest Control Approval
9. **CORRESPONDENCE**
10. **RESIDENT’S FORUM** Members/Residents  
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11. **NEXT MEETING: May 8, 2018**
12. **ADJOURNMENT** Board Action

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# PARKWOOD BOARD OF DIRECTORS MEETING

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## AGENDA

*\*Action may be taken on any item listed on this agenda & revisions to this agenda may be made up to the day of the meeting\**

*Copies of the agenda are available through management, the association website, and will be available at the meeting.*

**TIME & DATE:** May 8<sup>th</sup>, 2018 – 5:15pm – **PLACE:** Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

- I. CALL MEETING TO ORDER – ROLL CALL – Announce Recording**
- II. MEMBERS FORUM: (For Items on The Agenda) a period devoted to comments by unit owners and discussion of those comments. Comments may be limited to 3-minutes per person. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been included on an agenda as an item upon which action may be taken pursuant to [NRS116.3108](#)**
- III. APPROVAL OF MINUTES - April 10, 2018 Board of Directors Meeting Minutes Review/Motion**
- IV. REPORTS**
- |  |                                  |
|--|----------------------------------|
| a. Architectural Requests; Work Orders | e. Safety and Security Committee |
| b. Maintenance Report                  | f. Presidents Report             |
| c. Managers Report                     | g. Treasurers Report             |
| d. Social Committee                    |                                  |
- V. FINANCIALS – Review and acceptance of the March 2018 financials Review/Motion**
- VI. UNFINISHED BUSINESS**
- |   |                      |
|---|----------------------|
| a. Ratify the Special Assessment Resolution                             | <b>Review/Motion</b> |
| b. Driveway, Sidewalk, Rolled Curb and Valley Gutter Concrete Bid Award | <b>Review/Motion</b> |
| c. Retaining Wall Replacement/Repair Bid Award                          | <b>Review/Motion</b> |
| d. Community Management Update  |                      |
- VII. NEW BUSINESS**
- |  |                      |
|--|----------------------|
| a. Reno Board of Realtors Presentation on possible FHA Certification for HOA | <b>Review/Motion</b> |
| b. Parkwood Parliamentary Procedures Policy                                  | <b>Review/Motion</b> |
| c. Two Structural Patio Door Repairs Proposal Award                          | <b>Review/Motion</b> |
| d. Set Date and Budget for Memorial Day Pool Party BBQ                       | <b>Review/Motion</b> |
- VIII. ANNOUNCEMENTS**
- IX. NEXT BOARD MEETING DATE – June 12, 2018**
- X. MEMBER’S FORUM: (Open Forum) Open forum is a period devoted to all comments by unit owners and discussion of those comments. Comments limited to 3-minutes per person.**

*The agenda of the meeting of the executive board must comply with the provisions of [NRS 116.3108](#). Unit owners have the right to: Obtain a copy of the audio recording, the minutes or a summary of the minutes of the meeting provided to the unit’s owner upon request, in electronic format at no charge to the unit’s owner or, if the association is unable to provide the copy or summary in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter, speak to the association or executive board, unless the executive board is meeting in executive session. Please address with management company.*

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# PARKWOOD BOARD OF DIRECTORS MEETING

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## AGENDA

*\*Action may be taken on any item listed on this agenda & revisions to this agenda may be made up to the day of the meeting\**

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**TIME & DATE: June 12, 2018 – 5:15pm – PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509**

- I. CALL MEETING TO ORDER – ROLL CALL – Announce Recording**
- II. MEMBERS FORUM: (For Items on The Agenda)** *a period devoted to comments by unit owners and discussion of those comments. Comments may be limited to 3-minutes per person. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been included on an agenda as an item upon which action may be taken pursuant to [NRS116.3108](#)*
- III. APPROVAL OF MINUTES - May 8, 2018 Board of Directors Meeting Minutes** **Review/Motion**
- IV. REPORTS**
- |  |                                  |
|--|----------------------------------|
| a. Architectural Requests; Work Orders | d. Safety and Security Committee |
| b. Maintenance Report                  | e. Presidents Report             |
| c. Social Committee                    | f. Treasurers Report             |
- V. FINANCIALS – Review and acceptance of the April 2018 financials** **Review/Motion**
- VI. UNFINISHED BUSINESS**
- |                               |                      |
|-------------------------------|----------------------|
| a. FHA Certification          | <b>Review/Motion</b> |
| b. Property Management Update | <b>Review/Motion</b> |
| c. Tennis Court Update        | <b>Review/Motion</b> |
- VII. NEW BUSINESS**
- |  |                      |
|--|----------------------|
| a. Approval of Two Patio Structural Repairs      | <b>Review/Motion</b> |
| b. Maintenance Supervisory Salary Increase       | <b>Review/Motion</b> |
| c. EBMC Two-Year Contract Extension              | <b>Review/Motion</b> |
| d. Possible Annual Calendar Board Meeting Notice | <b>Review/Motion</b> |
- VIII. ANNOUNCEMENTS**
- IX. NEXT BOARD MEETING DATE – July 10, 2018**
- X. MEMBER’S FORUM: (Open Forum)** *Open forum is a period devoted to all comments by unit owners and discussion of those comments. Comments limited to 3-minutes per person.*

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# PARKWOOD HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING

### AGENDA

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**TIME & DATE: July 10, 2018 – 5:15pm – PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509**

- I. CALL MEETING TO ORDER – ROLL CALL – Announce Recording**
- II. MEMBERS FORUM: (For Items on The Agenda) a period devoted to comments by unit owners and discussion of those comments. Comments may be limited to 3-minutes per person. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been included on an agenda as an item upon which action may be taken pursuant to [NRS116.3108](#)**
- III. APPROVAL OF MINUTES - June 12, 2018 Board of Directors Meeting Minutes** **Review/Motion**
- IV. REPORTS**
- |  |                                  |
|--|----------------------------------|
| a. Architectural Requests; Work Orders | e. Safety and Security Committee |
| b. Maintenance Report                  | f. President's Report            |
| c. Management Report                   | g. Treasurer's Report            |
| d. Social Committee                    |                                  |
- V. FINANCIALS – Review and acceptance of the May 2018 financials** **Review/Motion**
- VI. UNFINISHED BUSINESS**
- |  |                      |
|--|----------------------|
| a. FHA Certification                       | <b>Review/Motion</b> |
| b. Approval of 2 patio structural repairs. | <b>Review/Motion</b> |
| c. Property Management Update/Proposals    | <b>Review/Motion</b> |
- VII. NEW BUSINESS**
- |  |                      |
|--|----------------------|
| a. Rules & Regs updates for pool, clubhouse, and tennis courts                     | <b>Review/Motion</b> |
| b. Safety & Security Update  | <b>Review/Motion</b> |
| c. Board Election Reminder; Solicitation and candidate form to be mailed July 11th | <b>Review/Motion</b> |
- VIII. ANNOUNCEMENTS**
- IX. NEXT BOARD MEETING DATE – August 14, 2018**
- X. MEMBER'S FORUM: (Open Forum) Open forum is a period devoted to all comments by unit owners and discussion of those comments. Comments limited to 3-minutes per person.**

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# PARKWOOD BOARD OF DIRECTORS MEETING

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## AGENDA

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**TIME & DATE: August 14, 2018 – 5:15pm – PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509**

- I. **CALL MEETING TO ORDER – ROLL CALL** – Announce Recording
- II. **MEMBERS FORUM: (For Items on The Agenda)** *a period devoted to comments by unit owners and discussion of those comments. Comments may be limited to 3-minutes per person. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been included on an agenda as an item upon which action may be taken pursuant to [NRS116.3108](#)*
- III. **APPROVAL OF MINUTES** - July 10, 2018 Board of Directors Meeting Minutes **Review/Motion**
- IV. **REPORTS**
  - a. Architectural Requests; Work Orders
  - b. Maintenance Report
  - c. Management Report
  - d. Social Committee
  - e. Safety and Security Committee
  - f. Presidents Report
  - g. Treasurers Report
- V. **FINANCIALS** – Review and acceptance of the June 2018 financials **Review/Motion**
- VI. **UNFINISHED BUSINESS**
  - a. Property Management Proposals **Review/Motion**
  - b. Safety and Security Proposed Flyer **Review/Motion**
- VII. **NEW BUSINESS**
  - a. Fire Lane Compliance **Review/Motion**
  - b. Pool Rules Enforcement Proposal **Review/Motion**
- VIII. **ANNOUNCEMENTS**
- IX. **NEXT BOARD MEETING DATE** – September 11, 2018 Annual Membership Meeting
- X. **MEMBER’S FORUM: (Open Forum)** *Open forum is a period devoted to all comments by unit owners and discussion of those comments. Comments limited to 3-minutes per person.*

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**TIME & DATE:** October 9, 2018 – 5:15pm – **PLACE:** Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

**I. CALL MEETING TO ORDER – ROLL CALL – Announce Recording**

**II. MEMBERS FORUM: (For Items on The Agenda)** *a period devoted to comments by unit owners and discussion of those comments. Comments may be limited to 3-minutes per person. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been included on an agenda as an item upon which action may be taken pursuant to [NRS116.3108](#)*

**III. APPROVAL OF MINUTES -** September 11, 2018 Board of Directors Meeting Minutes **Review/Motion**

**IV. REPORTS**

- |  |                                  |
|--|----------------------------------|
| a. Architectural Requests; Work Orders | e. Safety and Security Committee |
| b. Maintenance Report                  | f. Presidents Report             |
| c. Management Report                   | g. Treasurers Report             |
| d. Social Committee                    |                                  |

**V. UNFINISHED BUSINESS**

- a. Property Management Proposals **Review/Motion**

**VI. NEW BUSINESS**

- |  |                      |
|--|----------------------|
| a. Board to fill out bank signature form, NRS form and Fiduciary form  | <b>Review/Motion</b> |
| b. Board review Landscape Scope of work / RFP  | <b>Review/Motion</b> |
| c. Meeting Synopsis for homeowners – by Art Chapman  | <b>Review/Motion</b> |
| d. Approve Creation and Objectives of Landscape and Architecture Committee   | <b>Review/Motion</b> |
| e. Approve Resurrection of Community Newsletter: Purpose, Contents, Logistics  | <b>Review/Motion</b> |
| 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) | <b>Review/Motion</b> |
| g. Approve Christmas bonus for maintenance   | <b>Review/Motion</b> |
| h. Approve \$300 for Christmas Party expenses  | <b>Review/Motion</b> |
| i. Review/Discuss/Approve Advisory Communications from Safety and Security Committee to inform homeowners about indoor security systems and low-cost, easy-to-install outdoor lighting and surveillance devices                              | <b>Review/Motion</b> |

**VII. ANNOUNCEMENTS -** Christmas Party date and time

**VIII. NEXT BOARD MEETING DATE –** November 13, 2018

**IX. MEMBER'S FORUM: (Open Forum)** *Open forum is a period devoted to all comments by unit owners and discussion of those comments. Comments limited to 3-minutes per person.*

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**TIME & DATE:** November 13, 2018 – 5:15pm – **PLACE:** Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

**I. CALL MEETING TO ORDER – ROLL CALL – Announce Recording**

**II. MEMBERS FORUM: (For Items on The Agenda)** *a period devoted to comments by unit owners and discussion of those comments. Comments may be limited to 3-minutes per person. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been included on an agenda as an item upon which action may be taken pursuant to [NRS116.3108](#)*

**III. APPROVAL OF MINUTES -** October 9, 2018 Board of Directors Meeting Minutes **Review/Motion**

**IV. REPORTS**

- |  |                                  |
|--|----------------------------------|
| a. Architectural Requests; Work Orders | e. Safety and Security Committee |
| b. Maintenance Report                  | f. Presidents Report             |
| c. Management Report                   | g. Treasurers Report             |
| d. Social Committee                    |                                  |

**V. UNFINISHED BUSINESS**

- |  |                      |
|--|----------------------|
| a. Board review Landscape Scope of work / RFP                              | <b>Review/Motion</b> |
| b. Review new rule for gas BBQ's only for patio                            | <b>Review/Motion</b> |
| c. Property Management Proposals   | <b>Review/Motion</b> |
| d. Approve Creation and Objectives of Landscape and Architecture Committee | <b>Review/Motion</b> |
| e. Approval of Landscape Committee   | <b>Review/Motion</b> |

**VI. NEW BUSINESS**

- |  |                      |
|--|----------------------|
| a. Ratify snow removal contract with Butterfly Landscape | <b>Review/Motion</b> |
|--|----------------------|

**VII. ANNOUNCEMENTS –** Christmas Party is December 16<sup>th</sup> at 5:00pm

**VIII. NEXT BOARD MEETING DATE –** TBD

**IX. MEMBER'S FORUM: (Open Forum)** *Open forum is a period devoted to all comments by unit owners and discussion of those comments. Comments limited to 3-minutes per person.*

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