

PARKWOOD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, January 8, 2019
Held at Clubhouse at Parkwood

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

I. CALL MEETING TO ORDER/ROLL CALL

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

II. MEMBER'S FORUM – Agenda Items Only

A. Jim Howerton

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

III. APPROVAL OF PREVIOUS MEETING MINUTES

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

The meeting minutes were reviewed by the Board.

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

IV. REPORTS

A. Architectural Requests; Work Orders

Nothing new.

B. Maintenance Report

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

C. Management Report

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

D. Social Committee

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

E. Safety and Security Committee

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

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

F. Landscape Committee

Nothing reported.

G. President's Report

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

H. Treasurers Report

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

V. FINANCIAL REPORTS

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

The financial report was reviewed by the Board.

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

VI. UNFINISHED BUSINESS

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

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

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

B. Property Management Proposals

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

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

VII. NEW BUSINESS

A. Landscaping Proposals

The Board reviewed several proposals for landscaping services.

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

B. Side-Street Repaving RFP

The Board reviewed the RFP that was presented at this meeting for Side Street Repaving. Dan Matsui believes that the RFP should be rewritten to request each street be bid individually to enable cost estimates for paving to streets most in need. Current plan to repave all 10 streets essentially at the same time (June/July, 2019) may deplete reserves, and ability to repave in two phases one year apart would not only allow repaving worst streets this year and the rest one year later but also be more in line with special assessment receipts, which were required to reinforce reserves during the two years of higher expenses in our reserve account.

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

C. Snow Maintenance Contract

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

D. Shrub and Tree Trimming in Limited Common Areas

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

VIII. ANNOUNCEMENTS:

None.

IX. NEXT MEETING:

February 12, 2019

X 2ND MEMBER'S FORUM

A. Homeowner

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

B. Sheryl Lipari

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

C. Homeowner

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

XI. ADJOURNMENT

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

Respectfully Submitted,

Rebeka Wiggins, Recording Secretary

Rebeka Wiggins, Recording Secretary

Board of Directors

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

Tuesday, February 12, 2019
Held at Clubhouse at Parkwood

Board Members Present:	Hans Scheurer, Dan Matsui, Carol Thorpe, Peter Hunt and Art Chapman
Board Members Absent:	None.
EBMC:	Kevin Berg, Community Manager
Other:	None.
Homeowners Present:	List on File with Management

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. Erika Barret

Homeowner stated that the landscaping company did a great job with snow removal and there was no hump in front of her driveway.

III. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve January 8, 2019 Board Meeting Minutes

There were no minutes available at this meeting for review. The January minutes will be reviewed at the March meeting.

IV. REPORTS

A. Architectural Requests; Work Orders

There were two work orders that were reviewed at this meeting. Robert stated that they are waiting for the snow to melt to make the necessary repairs, they did come out and put up a tarp to mitigate damage. In addition, a work order was submitted to address a tree that is dripping sap. Robert stated that this particular tree has been dripping sap for a long time and short of removing the tree, there is not much that can be done. He agreed to take another look.

B. Maintenance Report

Nothing reported at this meeting.

C. Management Report

Kevin stated that there was nothing new to add at this time.

D. Social Committee

Nothing reported at this meeting.

E. Safety and Security Committee

Dan Matsui stated that the committee has submitted two communications for discussion later in the meeting. They have been working on lighting which is an ongoing project. They have just adopted some new rules for fuel fired appliances, but there are some restrictions for appliances that use liquids that can spill. The new rules will be posted on the website, look at section 15. The committee will be meeting again at 5 p.m. on Monday the 25th and everyone is welcome to attend.

F. Landscape Committee

Peter Hunt stated that he has sent out a request for quote to get the entire Parkwood trees trimmed and identified for disease. So far he has not heard back from any of the companies. He will continue to work on getting the proposals. Robert Lipari stated that he has discussed the trees with several contractors, and they will likely not walk the property and assess the trees for nothing, they are going to want to be compensated for their time. Carol stated that they have had a tree inspection/inventory done before, many years ago.

G. President's Report

Hans Scheurer stated that he was charged with finding a new snow removal company. He met with Newmarker and was able to get a new contract secured quickly and they were on property early in the morning and the snow removal was completed by 7am. He was pleased.

H. Treasurer's Report

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

V. FINANCIALS

A. Review and Approve Financial Report for December 2018.

The financial report was reviewed by the Board.

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

VI. UNFINISHED BUSINESS

A. Ratification of Snow Removal Contract

Hans Scheurer explained that at the last Board meeting he had been charged with securing a new snow removal company. Because we are obviously in the snow season, this issue was an emergency and could not have waited until the March Board Meeting. He obtained and presented a proposal submitted by Newmarker Lawn to the Board via email and it was approved. Now that approval needs to be ratified.

Motion: Carol Thorpe to ratify the Board's decision to accept the snow removal contract as presented by Newmarker Lawn. The motion was seconded by Peter Hunt and unanimously approved.

VII. NEW BUSINESS

A. Side-Street Repaving RFP

Kevin explained that the RFP went out with a return date of March 2, 2019 so we will have to review at the March meeting.

B. Trimming Trees and Shrubs in Limited Common Areas

Dan Matsui explained that both the Landscaping and Safety and Security Committees have equally become concerned about trees/shrubs that are located in the limited common areas of Parkwood. These trees can increase risks of damages to Association Property such as roofs and fences. The Committees have proposed a notice to be sent to the Homeowner's asking them to take care of the trees/shrubs located in the limited common area and reminding them that it is their responsibility. Carol stated that they have made this request in the past and the Homeowner's have complied.

Motion: Carol Thorpe made a motion to accept the letter as it was presented. The motion was seconded by Art Chapman and unanimously approved.

C. Snow Removal Notice

Dan Matsui explained that now that we have a good snow removal service that actually shows up in the morning, they are having a problem with vehicles being parked on the streets preventing them from doing a great job. Dan is recommending that the Homeowner's might need a reminder to park their vehicles along Millbrook or at the tennis court or somewhere that they won't be in the way or perhaps be buried. This will allow Newmarker to do a more effective job for the entire community.

Motion: Carol Thorpe made a motion to approve the snow removal notice as presented. The motion was seconded by Art Chapman and unanimously approved.

D. Gate Repair/Replacement

The Board reviewed several proposals that were presented at this meeting for Gate Repair/Replacement. Dan Matsui asked if the design would be the same and if it would work. Robert stated that the design would be the same and that the gate was failing because it had been damaged.

Motion: Carol Thorpe made a motion to accept the proposal as presented by Silver State Fence for items 2, 3 and 4 in the amount of \$5,173.00. The motion was seconded by Peter Hunt and unanimously approved.

E. Tree Removal at Tennis Court

The Board discussed removing a large tree from the tennis court area. The roots of the tree will potentially damage the storm drain if the tree is not removed. It was determined that additional proposals were needed for the Board to make a decision.

F. Reserve Study 5-Year Update

Hans explained that they have contacted Mary Jo Betterly to obtain an updated Reserve Study update. They have scheduled a meeting with her for February 20 at 1 p.m. We should have an update at the next Board Meeting.

VIII. ANNOUNCEMENTS

Kevin stated that he included three updated proposals for the skylight. They have finally received three viable estimates for resolving the skylight issues at 3900 Greenbriar. Peter Hunt recommended getting a drywall company to take a look at the

CEB

drywall repairs that will be needed. Hans Scheurer recommended that the HOA get the Homeowner to sign off on the project before the work has begun.

Motion: Art Chapman made a motion to accept the proposal as presented by APS in the amount of (No Amount given on tape) to replace two skylights and repair drywall at 3900 Greenbriar. The motion was seconded by Carol Thorpe and unanimously approved.

IX. NEXT MEETING:

March 12, 2019

X. 2ND MEMBER'S FORUM

A. Erika Barrett

Homeowner asked if Parkwood would get a credit for the scrap metal when they remove the gate.

B. Shannon (314 Lorraine Ct.)

Homeowner stated that her unit used to be a rental, but she kept receiving violation notices. She stated that she also received many parking violations. She complained that Bill Whipple parks his snowplow in Parkwood. She has seen many vehicles parked within Parkwood without parking tags. She has also witnessed many dogs pooping on her lawn. She has also seen another resident parking in front of their garage, but she has been noticed for doing the same. She believes that she has been discriminated against. Carol recommended that she send in a complaint notification so that her concerns can be addressed.

C. Jim Howerton

Asked if there was a leash law because there are dogs running loose all over Parkwood.

D. Theresa

Homeowner asked what can be done about vehicles that just sit in Parkwood without licenses or passes or whatever. Hans stated that when he was notified, he notified Kevin and they had the vehicle towed.

XI. ADJOURNMENT

Carol Thorpe made a motion to adjourn the meeting. It was seconded by Peter Hunt and unanimously approved. The meeting adjourned at 6:31 p.m.

Respectfully Submitted,

Rebeka Wiggins, Recording Secretary

Rebeka Wiggins, Recording Secretary



Board of Directors

Board of Directors

Hans Scheurer, President
Art Chapman, Vice President
Carol Thorpe, Treasurer
Dan Matsui, Secretary
Peter Hunt, Director

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ASSOCIATION**

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Board of Directors Meeting
April 10, 2019
Minutes

1. CALL MEETING TO ORDER & ESTABLISH A QUORUM

The meeting was called to order at 5:19pm. Board members present were Art Chapman (via skype), Peter Hunt, Dan Matsui, Hans Scheurer and Carol Thorpe; therefore a quorum was established. Darleen Reed with Equus Management Group was also present.

2. MEMBERS FORUM

None at this time.

3. APPROVAL OF MINUTES

Ms. Thorpe moved to approve the revised minutes from January 8, 2019. Upon Mr. Hunt seconding the motion, it passed unanimously.

4. REPORTS:

a. Architectural Requests; Work Orders
None

b. Maintenance Report
Robert Lipari was absent so no report was given

c. Management Report
Darleen gave a brief report on the change of management companies.

d. Social Committee
There will be a pool party on May 19, 2019 at 5:00pm for all in the Parkwood HOA. The Board will send out flyers.

e. Safety & Security Committee
Mr. Matsui stated flyers had been sent regarding fire lane parking and pet waste disposal. The committee is working on a quarterly newsletter to be distributed shortly. The next committee meeting is Monday, April 15, 2019 at 5pm and is open to anyone interested in attending and/or contributing to the meeting discussions.

f. Landscape Committee
American Tree Arborists was present to give a presentation regarding the tree mapping process and the benefits of the HOA having one done. This will not include trees in the limited common area as they are the responsibility of the individual homeowner. The cost is approximately \$2.95 per tree and the Association has approximately 400 trees.

g. President's Report
Mr. Scheurer said a problem has arisen with EBMC: they are claiming a \$10,000 payment for retaining on-site maintenance employees. The Board will respond to the letter from EBMC since the Board was not informed of the certain contract changes prior to the then new contract being signed on October 15, 2013, in addition to other issues.

h. Treasurer's Report
Ms. Thorpe gave the report from January as she did not have a current report from EBMC. Equus Management is still in transition for financial reports at this time.

5. FINANCIALS

Due to management changes, there was not a current financial report.

6. a. Side-Street Repaving RFP

Ms. Thorpe discussed the various bids received. She advised not using Sierra Strippers or Sierra Nevada Construction due to non-competitive factors. Other bids came from Kustom Koating and Apex that were more comprehensive.

Ms. Thorpe moved to have all ten (10) streets done using Apex for \$233, 865. Mr. Matsui seconded the motion but no vote was taken as Ms. Thorpe withdrew her motion as the Board would like to have some referrals checked on Kustom Koating. Ms. Thorpe will check references and let the Board know. The Board will then vote via email with the understanding they cannot move forward with the contract unless 100% of the Board approves the vote via email.

b. Gate Repair/Replacement

The deposit has been mailed; however no start date has been given.

c. Reserve Study 5-year Update

Ms. Thorpe moved to approve the Full Reserve Study provided by Better Reserve Consultants. Mr. Hunt seconded the unanimously passed motion.

d. Tree Trimming Proposal

Mr. Hunt moved to accept the proposal from American Arborists to map the trees. Ms. Thorpe seconded the unanimously passed motion.

7. NEW BUSINESS

a. 2019-20 Budget

Ms. Thorpe moved to approve the proposed 2019-20 budget as presented. Mr. Hunt seconded the motion which passed with a majority vote. Mr. Chapman, Mr. Hunt, Mr. Scheurer and Ms. Thorpe voted for and Mr. Matsui voted against approval of the motion.

b. Review Parking Rules & Regulations

Mr. Matsui moved that with the Board's approval, the safety committee will review & evaluate the current rules & regulations. The committee will then revise the rules & regulation if necessary for the Board's approval. Ms. Thorpe seconded the unanimously passed motion.

c. Signing of Bank Documents

Documents were signed to open new Operating and Reserve Accounts.

8. The Association will host a pool party on Sunday, May 19, 2019 at 5:00pm. The Association will provide hamburgers, hotdogs and buns. Members coming should bring side dishes and beverages.

9. The next meeting will be May 8, 2019 at 5:15pm in the Parkwood HOA Clubhouse.

10. Items discussed:

Pre-emergent has been applied throughout the common area of the Association

A leak over a sliding door was reported and the information will be given to Robert.

Patches of landscape are missing at 305 Lorraine & 4016 Ruth. Darleen will let the landscapers know.

The meeting was adjourned at 5:23pm

Certified by:

Board of Directors

Hans Scheurer, President
Art Chapman, Vice President
Carol Thorpe, Treasurer
Dan Matsui, Secretary
Peter Hunt, Director

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ASSOCIATION**

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**BOARD OF DIRECTORS MEETING
MAY 8, 2019
MINUTES**

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

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

2. MEMBERS FORUM

Items discussed:

Safety issues may arise when walking on the streets

The Board was asked whether the City of Reno can pave our streets. The streets within Parkwood HOA are all privately owned by the HOA therefore the City of Reno will not pay to have them maintained or repaved.

3. APPROVAL OF April 10, 2019 MINUTES

Mr. Hunt moved to approve the minutes of the April 10, 2019 meeting. Mr. Matsui seconded the motion which passed unanimously.

4. REPORTS:

a. Architectural Requests; Work Orders

Robert reported the fences on Lorraine were all done.

b. Maintenance Report

1. Robert stated CAD will be on site to perform pest control spraying. They will be treating around the foundations, bushes, as well as front and back patio areas.

2. The pool inspection is scheduled for May 17, 2019.

3. The repair at 466 Anne Marie is completed.

4. Fences at 311& 340 Lorraine have been repaired.

At this time Ms. Thorpe moved to allow Robert up to \$1000 without Board approval. Mr. Hunt seconded the unanimously passed motion.

c. Management Report

Darleen gave her report which is attached to these minutes.

d. Social Committee

Announcement for the pool party to be held on May 19, 2019 starting at 5pm.

e. Safety & Security Committee

Mr. Matsui reported the committee is updating the Parking Rules and Regulation to make them easier to understand, fairer for the majority of homeowners, easier to enforce to encourage compliance. The committee's report is attached to these minutes. The next committee meeting will be May 14th at 5pm.

f. Landscape Committee

1. Mr. Hunt reported there are too many signs within the HOA. The fire lane signs must remain, but others will be reviewed to see if some can be removed.

2. Mr. Hunt introduced Mike Orlick and Sara Harland with Battle Born Tree Service. Mr. Orlick gave a detailed description of the service they are proposing to provide for the HOA.

Mr. Hunt moved to approve \$250 for the mapping project to be performed by Battle Born Tree Service. Upon Mr. Matsui seconding the motion, it passed unanimously.

3. Mr. Hunt went to Moana Nursery to find out what they would charge to look at the bushes in the HOA and make replacement recommendations. Their fee is \$180 per hour. Suggestions were made to see about UNR, Newmarker Landscape, The City of Reno or Washoe County having any advice on this matter. He will do further research on this.

g. President's Report

1. Mr. Scheurer stated it is a pleasure to work with Darleen who is the new Community Association Manager for the Association. All calls are returned in a timely manner and communications are open with her.

2. Mr. Scheurer stated there is a letter going out to EBMC to contest their claim to a \$10,000 penalty for retaining Robert Lipari and Kendra Jackson as Parkwood employees.

h. Treasurer's Report

Ms. Thorpe stated at the end of February there was \$32,383 in the operating account and \$407,511 in the reserve account. At the end of March the operating account was \$20,848 and the reserve account balance was \$474,579.

5. FINANCIALS:

Approval of Unaudited Financials for February & March 2019

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

A. A current year-to-date financial statement of the association;

B. A current year-to-date schedule of revenues and expenses for the operating account and the reserve account, compared to the budget for those accounts;

C. A current reconciliation of the operating account of the association;

D. A current reconciliation of the reserve account of the association;

E. The latest account statements prepared by the financial institution in which the accounts of the association are maintained; and

F. The current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.

Mr. Hunt moved to approve the financials as presented. Mr. Matsui seconded motion which passed unanimously.

6. UNFINISHED BUSINESS:

a. Side Street Repaving

This item is postponed until after the tree report is completed.

b. Update on Review of Parking Rules & Regulations

Mr. Matsui gave a report earlier in the meeting.

c. Tree Trimming Proposal - Robert

This item is postponed until later.

7. NEW BUSINESS:

a. Separation from EBMC

See the President's Report given earlier by Mr. Scheurer.

b. Coupon Ordering for Owners

Darleen will be ordering coupon books for owners after the Budget Ratification meeting on May 29, 2019 at 5pm.

8. ANNOUNCEMENTS

Reminder of the pool party on May 19, 2019 at 5pm.

9. NEXT BOARD OF DIRECTORS MEETING DATE: JUNE 12, 2019 at 5:15pm.

10. MEMBER'S FORUM

If you are removing an old satellite dish, it can be placed in your recycle bin.

11. ADJOURNMENT

The meeting was adjourned at 6:07pm.

Certified by:

Dan Matsui, Secretary for Parkwood HOA Board of Directors

Board of Directors

Hans Scheurer, President
Art Chapman, Vice President
Carol Thorpe, Treasurer
Dan Matsui, Secretary
Peter Hunt, Director

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BOARD OF DIRECTORS MEETING

June 12, 2019

Minutes

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

The meeting was called to order at 5:17pm. Board members present were Art Chapman, Peter Hunt, Dan Matsui, Hans Scheurer and Carol Thorpe; therefore a quorum was present. Darleen Reed with Equus Management Group was also present.

2. MEMBERS FORUM:

None at this time

3. APPROVAL OF May 8, 2019 MINUTES

Mr. Chapman moved to approve the minutes from May 8, 2019. Upon Mr. Hunt seconding the motion, it passed unanimously.

4. REPORTS:

a. Architectural Requests; Work Orders

Ms. Thorpe moved to approve the proposals from KFC Building Concepts to replace sliders at 4310 Clyde Court and 311 Lorraine. Mr. Matsui seconded the motion. The motion passed with Mr. Chapman, Mr. Matsui, Mr. Scheurer and Ms. Thorpe voting yes and Mr. Hunt voting no.

Deck repair at 4016 Ruth is still pending as the owners have not selected a new slider. Owner states they will contact APS and take care of this.

b. Maintenance Report

Roofing repairs have been made for 3904 Henry Ct and 446 Anne Marie.

Now pool sign have been made and installed.

Robert has the parking permits.

The HOA needs 3 new pool chairs.

Bids are coming in for the sidewalk concrete work as well as painting bids for the underside of some wooden decks.

The gates are almost complete however the contractor has slowed down on completing the project. Robert will contact Darleen if he needs help having them complete the project.

c. Management Report

Darleen gave her report.

d. Social Committee

It was reported everyone had a nice time at the HOA BBQ.

Sherry Lipari is working assimilating a newsletter.

e. Safety & Security Committee

The committee is going to walk thru the Association to check the common area, roofs, trees and shrubs. They will also check on trip hazards.

Precision Concrete submitted a bid to cut out the trip hazards for \$12,076.44. Ms. Thorpe moved to approve the contract and Mr. Matsui seconded the motion. Motion passed with Mr. Chapman, Mr. Matsui, Mr. Scheurer and Ms. Thorpe voting yes and Mr. Hunt voting no as he would like more bids. Ms. Thorpe and Mr. Matsui withdrew the motion.

f. Landscape Committee

Trimming of the shrubs is still going on.

Mr. Hunt is still doing a comparison of the American Arborist & Battle Born bids regarding tree care & maintenance for the common area only. Homeowners are responsible for their trees in backyards.

Mr. Hunt brought up the possibility of having a horticultural specialist evaluate the landscaping and advise the Board and Landscape Committee.

g. President's Report

Mr. Scheurer reported the Board of Directors is still trying to resolve the employee issue with EBMC.

h. Treasurer's Report

Ms. Thorpe reported she is going to meet with Jasmin and Jeff at Equus Management Group to have a better understanding of how the financial reports read and make some adjustments.

5. FINANCIALS:

Approval of Unaudited Financials for April 2019

Not approved at this time.

6. UNFINISHED BUSINESS:

a. Side Street Repaving

Ms. Thorpe moved to approve having both Phase I & Phase II of the asphalt work done at this time. Mr. Hunt seconded the motion.

This brought about a question not covered in the contract about concrete collars for the utilities. Ms. Thorpe moved to have the bid amended to cover this issue. Mr. Hunt seconded the motion. Ms. Thorpe will contact Steve at Kustom Koating to have a new contract written covering this concern and sent to Darleen. Once received, Mr. Scheurer will sign the contract if the Board approves the mention motion. The motion passed by a majority vote with Mr. Chapman, Mr. Hunt, Mr. Scheurer and Ms. Thorpe voting yes and Mr. Matsui voting no.

b. Separation from EBMC

This was discussed under the Presidents Report. The issue remains unresolved at this time.

7. NEW BUSINESS:

a. Board Review of Parking Rules & Regulations

Ms. Thorpe moved to postpone this item to a later date. Upon Mr. Matsui seconding the motion, it passed unanimously.

b. Review Bids for Tree Evaluation

Mr. Hunt is still collating the data from both companies.

8. ANNOUNCEMENTS

The next Safety Committee meeting will be July 30, 2019 at 5pm.

9. NEXT BOARD OF DIRECTORS MEETING DATE: JULY 10, 2019

10. MEMBER'S FORUM:

Planting was discussed. New plants will be done when the weather is appropriate.

11. ADJOURNMENT

The meeting adjourned at 6:32pm.

Certified by:

Dan Matsui, Secretary for Parkwood HOA Board of Directors

Board of Directors

Hans Scheurer, President
Art Chapman, Vice President
Carol Thorpe, Treasurer
Dan Matsui, Secretary
Peter Hunt, Director

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BOARD OF DIRECTORS MEETING

July 10, 2019

MINUTES

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

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

2. MEMBERS FORUM:

Item discussed: Road paving, Cars blocking driveways & overlapping into red curb fire lanes. Mr. Matsui stated he will call the fire department and they will tow the vehicle.

3. APPROVAL OF June 12, 2019 MINUTES

The minutes were not ready.

4. REPORTS:

a. Architectural Requests; Work Orders

Robert reported there were none at this time.

b. Maintenance Report

Robert reported he had completed several projects.

c. Management Report

Darleen reported she did her usual work projects for the Association.

d. Social Committee

Sherry Lipari reported she will have the newsletter out by July 12, 2019.

e. Safety & Security Committee

Mr. Matsui reported a survey will be sent out to homeowners regarding parking issues and contain a reminder for homeowners to maintain their limited common area. The committee is still reviewing the parking rules revisions.

f. Landscape Committee

Mr. Hunt is working on a comparison for the 2 tree companies for work to be done. Both companies will offer discounts to homeowners for any work to be done in their backyards.

Homeowners of 435 & 431 Rose Garden stated plants were removed last year but no replacements have been planted.

Trees over the parking areas need to be pruned. Bushes thru out the Association need to be pruned.

Robert is going to Moana Nursery to obtain information regarding what types of plants grow best in the soil here.

Mr. Scheurer will contact Newmarker Landscaping regarding a pruning schedule.

g. President's Report

The Board is still gathering information to support their claim regarding retention of HOA employees. The next step is to request a copy of the signed handbooks.

h. Treasurer's Report

Ms. Thorpe stated currently there is \$50,943 in the operating account and \$454,553 for the reserve account.

5. FINANCIALS:

Approval of Unaudited Financials for April 2019

Not approved at this time.

6. UNFINISHED BUSINESS:

a. Side Street Repaving

Notices for the work is posted on both websites and has been mailed out to owners.

b. Separation from EBMC

See President's report.

c. Review & Possible Approval of Bid for Tree Maintenance

This is still a work in progress.

d. Review & Possible Approval of Parking Rules & Regulations

This is still a work in progress.

e. Discussion, Review & Possible Approval of Bid to Repair Trip Hazards

Robert reported he is going to do more research as the bid from Precision Concrete is a time & materials bid approximately \$12,000.

7. NEW BUSINESS:

a. Discussion and Possible Approval of Eide Bailly CPAs to Perform Annual Audit

Ms. Thorpe moved to approve the annual audit to be completed by Eide Bailly. Upon Mr. Matsui seconding the motion, it passed unanimously.

b. Discussion and Possible Approval of Stewardship Horticulture as a Consultant

At this time no approval was given to Hire Steward Horticulture. Mr. Hunt and Robert will be going to Moana Nursery to obtain information regarding suitable plants for this area.

c. Replacement Sliding Door on Ruth Court

The owner needs to select the door and notify APS to make arrangements for the payment and installation. APS will then repair the deck.

8. ANNOUNCEMENTS

None

9. NEXT BOARD OF DIRECTORS MEETING DATE: AUGUST 14, 2019

10. MEMBER'S FORUM

Silver State needs to come back to complete the installation of the gate and locks.

11. ADJOURNMENT

The meeting adjourned at 6:17pm.

Certified by:

Dan Matsui, Secretary for Parkwood HOA Board of Directors

Board of Directors

Hans Scheurer, President
Art Chapman, Vice President
Carol Thorpe, Treasurer
Dan Matsui, Secretary
Peter Hunt, Director

**PARKWOOD HOMEOWNERS
ASSOCIATION**

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BOARD OF DIRECTORS MEETING

August 14, 2019

Minutes

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

The meeting was called to order at 5:15pm. Board members present were Peter Hunt, Dan Matsui, Hans Scheurer and Carol Thorpe; therefore a quorum was present. Art Chapman came in at 5:39pm. Darleen Reed with Equus Management Group was also present.

2. MEMBERS FORUM

None

3. APPROVAL OF June 12 & July 10, 2019 MINUTES

The minutes from June 12, 2019, and July 10, 2019, were approved as amended.

4. REPORTS:

a. Architectural Requests; Work Orders

Robert reported there were none at this time.

b. Maintenance Report

Robert submitted a proposal to have a pine tree on Marigene and 4 evergreens removed and stump ground for \$1750 on Lorraine. Ms. Thorpe moved to approve expense and Mr. Matsui seconded the unanimously passed motion. Robert reported he had a verbal bid from Aspen for \$2000 for the same work.

c. Management Report

Darleen gave her report.

d. Social Committee

No report given.

e. Safety & Security Committee

Mr. Matsui reported that the committee's review and revisions of parking rules and enforcement are a work in progress, including adding to Parkwood's Rules and Regulations a new option for fines and new language to incorporate changes in towing laws that became effective July 1, 2019.

f. Landscape Committee

There have been 9 shrubs planted on Rose Garden. The plan is to work on Clyde Court next and continue on street by street. Mr. Hunt reported the data for the trees has been collated and he is now checking on the priorities.

g. President's Report

Mr. Scheurer stated the largest expense for this year has been the asphalt work. He added Kustom Koating had been very accommodating and thanked Ms. Thorpe for taking the lead on the project. Kustom Koating will return on August 21st to make some minor repairs.

h. Treasurer's Report

Ms. Thorpe stated she met with Jeff and Jasmine at Equus Management Group to have the financial reports print out as she would like them. She is certain everything will balance out in the August financial reports.

Ms. Thorpe will contact Tony with Mutual of Omaha regarding CD rates.

5. FINANCIALS:

Approval of Unaudited Financials for April, May & June 2019

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

1. Current year-to-date financial statement of the association;
2. A current year-to-date schedule of revenues and expenses for the operating account and the reserve account, compared to the budget for those accounts;
3. A current reconciliation of the operating account of the association;
4. A current reconciliation of the reserve account of the association;
5. The latest account statements prepared by the financial institution in which the accounts of the association are maintained; and
6. The current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.

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

6. Board Actions Outside Since the Last Meeting

- a. Approval of paving for maintenance lot.

7. UNFINISHED BUSINESS:

- a. Separation from EBMC

EBMC has responded to the letter requesting copies of signatures on the handbooks; however they did not include the copies. Darleen send a letter requesting the copies again but has not had a response to date.

- b. Review & Possible Approval of Bid for Tree Maintenance

Mr. Hunt is doing a final review and will advise on tree removal at a later date.

Mr. Chapman is writing a new RFP for this project.

Robert was asked to obtain a bid to remove the tree in the limited common area on Greenbriar.

- c. Review & Possible Approval of Parking Rules & Regulations

Mr. Matsui said the Safety and Security Committee is revising Section 3 (Street Use and Parking) of Parkwood's Rules and Regulations and, when in suitable form, will email a working draft to board members. He also stated that there are currently in Section 9 (Fines, etc.) only two ways to handle violations (of governing documents, including, but not limited to, parking):

1) Suspension of certain privileges to use Association facilities and/or to vote; and 2) send a notice of violation with an opportunity to cure the violation within 14 days to avoid a fine. However, NRS statutes also allow an HOA to send a notice of violation and fine (without time to cure the violation) with an opportunity for a hearing to contest the violation and/or fine. Darleen stated that you must have a hearing prior to imposing a fine. **Darleen also asked about the HOA's Violation Policy and was told there is none at this time.** ????? I am not clear about what is meant by Violation Policy ?????

- d. Discussion, Review & Possible Approval of Bid to Repair Trip Hazards

Ms. Thorpe moved to approve the bid from Precision to remove the trip hazards for \$8634.75. Upon Mr. Matsui seconding the motion, it passed unanimously.

8. NEW BUSINESS

- a. Homeowner poll regarding parking issues and a new policy option for fines (see 7.c above): The Safety and Security Committee would like to: 1) Send out a homeowners' poll on the subject of parking concerns; and 2) Propose adding the new option for imposing fines. Discussion/approval/disapproval was tabled until a subsequent board meeting.

- b. Approval of the New Collection Policy containing AB 393

This item is postponed until a later meeting.

- c. Painting Decks over Garages

Ms. Thorpe moved to approve the proposal from Parker Painting for \$15,400. Upon Mr. Matsui seconding the motion, it passed unanimously. Mr. Hunt asked if any other bids had been received. They were no other bids.

9. ANNOUNCEMENTS

None

10. NEXT BOARD OF DIRECTORS MEETING DATE: SEPTEMBER 11, 2019 - THIS IS THE ANNUAL MEETING.

Mr. Scheurer stated this will be a short meeting for elections and no Executive meeting.

11. MEMBER'S FORUM

Mr. Hunt will speak with Newmarker Landscape to discuss the bald spots in the lawns.

Newmarker is now 6 months into the contract and their work should be evaluated.

12. ADJOURNMENT

The meeting was adjourned at 6:25pm.

Certified by:

Dan Matsui, Secretary for Parkwood HOA Board of Directors

PARKWOOD HOMEOWNERS' ASSOCIATION

ORGANIZATIONAL & BOARD OF DIRECTORS MEETING

September 11, 2019

MINUTES

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

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

2. SELECTION OF OFFICERS

Ms. Thorpe moved the officers stay the same as this year. Upon Mr. Matsui seconding the motion, it passed unanimously for the following:

President: Hans Scheurer, Vice President: Art Chapman, Treasurer: Carol Thorpe, Secretary: Dan Matsui with Peter Hunt as Director at Large.

3. MEMBERS FORUM:

None

4. APPROVAL OF AUGUST 14, 2019 MINUTES

Mr. Chapman moved to approve the minutes from August 14, 2019. Upon Mr. Hunt seconding the motion, it passed unanimously.

5. ACTIONS TAKEN BY THE BOARD SINCE THE LAST BOARD MEETING

Approval of Parker's Painting contract

Approval to have a parking survey; following a discussion, Ms. Thorpe moved to approve sending out the parking poll. Mr. Chapman seconded the motion. Darleen will email & mail out the notice to those owners without an email. The deadline to return the poll is October 4th so Mr. Matsui will have time to tabulate the responses by the next meeting on October 9, 2019.

6. NEW BUSINESS:

- a. Discussion and Possible Approval of New Collection Policy

This item is postponed to the October 8th meeting.

7. ANNOUNCEMENTS

None

8. NEXT BOARD OF DIRECTORS MEETING DATE: OCTOBER 9, 2019

9. MEMBER'S FORUM:

Items discussed: Pruning of shrubs and removal of trees not completed, and Robert will follow up on a report that likely fraudulent emails are asking homeowners to reply; homeowners should beware of responding to these emails.

10. ADJOURNMENT

The meeting was adjourned at 5:51pm.

Certified by:

Dan Matsui, Secretary for Parkwood HOA Board of Directors

PARKWOOD ASSOCIATION
BOARD OF DIRECTORS MEETING

October 9, 2019

Minutes

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

The meeting was called to order at 5:51PM. Board members present were Peter Hunt, Dan Matsui, Hans Scheurer and Carol Thorpe; therefore a quorum was present. Art Chapman was absent. Darleen Reed with Equus Management Group was also present.

2. MEMBERS FORUM

None at this time.

3. APPROVAL OF SEPTEMBER 11, 2019 MINUTES

Mr. Matsui moved to approve the minutes from September 11, 2019. Upon Mr Hunt seconding the motion, it passed unanimously.

4. REPORTS:

a. Architectural Requests; Work Orders

None

b. Maintenance Report

Robert reported he contacted SNC about the sink hole on Ann Marie. The repair should be covered under the warranty. A homeowner stated the concrete apron in front of her garage is not level and is causing water to go under the garage door into her garage. Robert will check the downspout to see if it needs adjusting to solve the problem.

c. Management Report

Darleen gave her report.

d. Social Committee

The Christmas party will be held on December 8, 2019 at 5pm. There is a budget of \$300.

e. Safety & Security Committee

Mr. Matsui went over the results of the parking poll and discussed the proposed fine policy and towing. This is still an ongoing item to be left on the agenda.

f. Landscape Committee

Mr. Hunt stated they are moving ahead on Clyde Court with plantings between the driveways and areas up to doors. After They complete Clyde Court, they will move on to another street. Mr. Hunt moved to approve a \$500 maximum budget for plants. Mr. Matsui seconded the unanimously passed motion.

Shrubs are hanging over the fence on Ruth Court. Robert will send Darleen a list of addresses to send letters to owners. Also, all owners need to be notified to prune trees if limbs are touching the roofs with a deadline date for the work to be completed by the owner or the HOA will have it done and bill back the owner.

Mr. Hunt will send the Board the bids he is obtaining to repair the brick wall at Clyde & Millbrook.

Mr. Hunt asked about approving Leslie Lyles to evaluate the trees. The Board will take this under consideration but did not approve the expense.

g. President's Report

Mr. Scheurer stated there is currently nothing to report regarding EBMC at this time. Irrigation will be turned off in late October.

h. Treasurer's Report

Ms. Thorpe reported the Association's finances are in good condition.

5. FINANCIALS:

Approval of Unaudited Financials for July, August & September 2019

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

1. Current year-to-date financial statement of the association;
2. A current year-to-date schedule of revenues and expenses for the operating account and the reserve account, compared to the budget for those accounts;
3. A current reconciliation of the operating account of the association;
4. A current reconciliation of the reserve account of the association;
5. The latest account statements prepared by the financial institution in which the accounts of the association are maintained; and
6. The current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.

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

6. UNFINISHED BUSINESS:

a. Separation from EBMC

Nothing new at this time.

b. Review & Possible Approval of Bid for Tree Maintenance

Will have for the November meeting.

c. Review & Possible Approval of Parking Rules & Regulations After Poll Results

There is still a need to clarify the rules on this before voting on them and enforcing them.

d. Review & Possible Approval of Towing Services

Contract was signed with authorized persons to sign for towing: Hans Scheurer, Carol Thorpe, Dan Matsui, Robert Lipari and Darleen. Darleen will send them the contract.

7. NEW BUSINESS:

a. Discussion and Possible Approval of New Collection Policy

Mr. Matsui moved to approve the collection policy. Mr. Hunt seconded the motion which passed unanimously.

b. Select details for Christmas party

The Christmas party will be December 8, 2019 at 5pm. Mr. Hunt moved to approve a budget of \$300 for expenses. Upon Mr. Matsui seconding the motion, it passed unanimously.

8. ANNOUNCEMENTS

Ms. Thorpe announced AARP is sponsoring a document shredding on October 12, 2019 at the Atlantis.

9. NEXT BOARD OF DIRECTORS MEETING DATE: November 13, 2019

10. MEMBER'S FORUM

Ms. Lipari stated she will not be able to send out a quarterly newsletter at this time.

11. ADJOURNMENT

The meeting was adjourned at 6:40pm.

Certified by:

Dan Matsui, Secretary for Parkwood HOA Board of Directors

PARKWOOD HOA
BOARD OF DIRECTORS MEETING
November 13, 2019
Minutes

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

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

2. MEMBERS FORUM

None

3. APPROVAL OF October 14, 2019 MINUTES

The minutes were not presented for approval at this time.

4. REPORTS:

a. Architectural Requests; Work Orders

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

b. Maintenance Report

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

c. Management Report

Darleen gave her report.

d. Social Committee

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

e. Safety & Security Committee

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

f. Landscape Committee

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

g. President's Report

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

h. Treasurer's Report

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

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

5. FINANCIALS:

Approval of Unaudited Financials for October 2019

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

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

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

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

6. UNFINISHED BUSINESS:

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

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

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

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

7. NEW BUSINESS:

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

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

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

8. ANNOUNCEMENTS

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

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

10. MEMBER'S FORUM

None

11. ADJOURNMENT

The meeting adjourned at 6:28pm.

Certified by:

Dan Matsui, Secretary for Parkwood HOA Board of Directors