

PARKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

REVISED 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.*

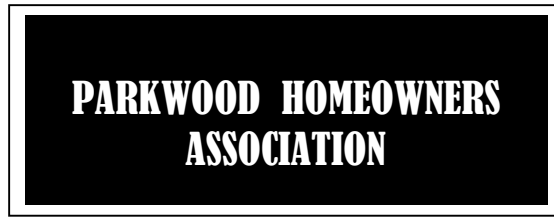
TIME & DATE: January 8, 2019 – 5:15pm – PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

- 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 – November 13, 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 latest 2018 financials** **Review/Motion**
- VI. UNFINISHED BUSINESS**
- | | |
|---|----------------------|
| a. Review new rule for gas BBQ’s only for patio | Review/Motion |
| b. Property Management Proposals | Review/Motion |
- VII. NEW BUSINESS**
- | | |
|--|----------------------|
| a. Landscaping Proposals | Review/Motion |
| b. Side-Street Repaving RFP | Review/Motion |
| c. Snow Maintenance Contract | Review/Motion |
| d. Shrub and Tree Trimming in Limited Common Areas | Review/Motion |
- VIII. ANNOUNCEMENTS -**
- IX. NEXT BOARD MEETING DATE – February 12, 2019**
- 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 owner have the right to: Have 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.

"The official Parkwood Association website is www.parkwoodreno.org, where all public documents are available."

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



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Darleen Reed CAM
Email: darleen@equusmanagement.com

BOARD OF DIRECTORS MEETING
February 12, 2020 REVISED 2-3-2020
5:15 PM

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

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

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM
2. MEMBERS FORUM: (Items on the agenda only) *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](#)*
3. APPROVAL OF JANUARY 17, 2020 MINUTES
4. Actions Taken by the Board of Directors Since Last Board Meeting
Approval of Association Insurance for two year coverage at \$40,867 per year.
5. REPORTS: ALL ARE ACTION ITEMS
 - a. Architectural Requests; Work Orders
 - b. Maintenance Report
 - c. Management Report
 - d. Social Committee
 - e. Safety & Security Committee
 - f. Landscape Committee
 - g. President's Report
 - h. Treasurer's Report
6. FINANCIALS:
Approval of Unaudited Financials for December 2019 Action Item
7. UNFINISHED BUSINESS:
 - a. Review & Possible Approval of Bid for Tree Maintenance Action Item
 - b. Review & Possible Approval of Parking Rules & Regulations & Fine Policy Action Item
 - c. Discussion Regarding Fog Seal vs Gilsonite GSB78 Oil Based Sealer & Bid Approval Action Item
 - d. Discussion & Possible Approval of Updated Reserve Study Action Item
8. NEW BUSINESS:
 - a. Review & Possible Change of Scope of Landscape Work Action Item
 - b. Review & Possible Change of Dog Control Violations Action Item
 - c. Discussion Regarding Reimbursement Policy for Water Leaks Action Item
 - d. Approval of the 2018-2019 Audit by Eide Bailly Action Item
9. ANNOUNCEMENTS
10. NEXT BOARD OF DIRECTORS MEETING DATE: March 11, 2020
11. 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.*
12. ADJOURNMENT

An Executive Session meeting may be held after the General Meeting to discuss delinquencies, CC&R violations and any legal issues pursuant to NRS 116. The agenda of the meeting of the executive board must comply with the provisions of [NRS 116.3108](#). Unit owner have the right to: Have 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

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: March 12, 2019 – 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 – February 12, 2019 Board of Directors Meeting Minutes **Review/Motion**

IV. REPORTS

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

V. FINANCIALS – Review and acceptance of the latest financials **Review/Motion**

VI. UNFINISHED BUSINESS

- | | |
|---|----------------------|
| a. Ratification of Tree Removal at Tennis Court Bid | Review/Motion |
| b. Reserve Study 5-Year Update | Review/Motion |
| c. 10' Skylight Repair | Review/Motion |
| d. Street Paving Bids | Review/Motion |

VII. NEW BUSINESS

- | | |
|--|----------------------|
| a. Repair of Retro-Fit Skylights | Review/Motion |
| b. Reminder to homeowners about rules regarding unleashed dogs and dog waste | Review/Motion |
| c. Notice to homeowners about reporting fire lane parking violations and enforcement | Review/Motion |
| d. Pool rules enforcement procedures | Review/Motion |

VIII. ANNOUNCEMENTS -

IX. NEXT BOARD MEETING DATE – April 9, 2019

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

AGENDA

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TIME & DATE: April 10, 2019 – 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 – March 12, 2019 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. Landscape Committee
- g. Presidents Report
- h. Treasurers Report

V. FINANCIALS – Review and acceptance of the latest financials **Review/Motion**

VI. UNFINISHED BUSINESS

- a. Side-Street Repaving RFP **Review/Motion**
- b. Gate Repair/Replacement **Review/Motion**
- c. Reserve Study 5-Year Update **Review/Motion**
- d. Tree Trimming Proposal **Review/Motion**

VII. NEW BUSINESS

- a. 2019-20 Budget **Review/Motion**
- b. Review Parking Rules and Regulations **Review/Motion**
- c. Signing of Bank Documents

VIII. ANNOUNCEMENTS -

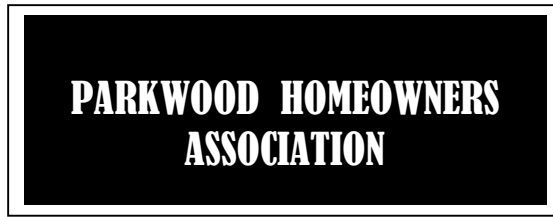
IX. NEXT BOARD MEETING DATE – May 8, 2019

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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Darleen Reed CAM
Email: darleen@equusmanagement.com

BOARD OF DIRECTORS MEETING

MAY 8, 2019

5:15 PM

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

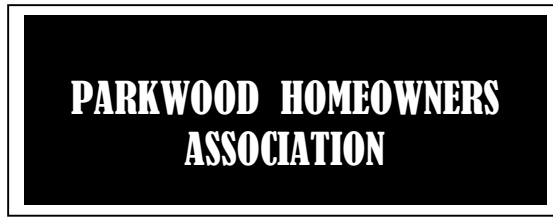
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3. APPROVAL OF April 10, 2019 MINUTES Action Item
4. REPORTS:
 - a. Architectural Requests; Work Orders
 - b. Maintenance Report
 - c. Management Report
 - d. Social Committee
 - e. Safety & Security Committee
 - f. Landscape Committee
 - g. President's Report
 - h. Treasurer's Report
5. FINANCIALS:
Approval of Unaudited Financials for February 2019 Action Item
6. UNFINISHED BUSINESS:
 - a. Side Street Repaving Action Item
 - b. Update on Review of Parking Rules & Regulations Action Item
 - c. Tree Trimming Proposal Action Item
7. NEW BUSINESS:
 - a. Separation from EBMC Action Item
 - b. Coupon Ordering for Owners Action Item
8. ANNOUNCEMENTS
9. NEXT BOARD OF DIRECTORS MEETING DATE: JUNE 12, 2019
10. 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.*
11. ADJOURNMENT

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BOARD OF DIRECTORS MEETING

June 12, 2019

5:15 PM

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

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1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM
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3. APPROVAL OF May 8, 2019 MINUTES Action Item
4. REPORTS:
 - a. Architectural Requests; Work Orders
 - b. Maintenance Report
 - c. Management Report
 - d. Social Committee
 - e. Safety & Security Committee
 - f. Landscape Committee
 - g. President's Report
 - h. Treasurer's Report
5. FINANCIALS:
Approval of Unaudited Financials for April 2019 Action Item
6. UNFINISHED BUSINESS:
 - a. Side Street Repaving Action Item
 - b. Separation from EBMC
7. NEW BUSINESS:
 - a. Board Review of Parking Rules & Regulations Action Item
 - b. Review Bids for Tree Evaluation Action Item
8. ANNOUNCEMENTS
9. NEXT BOARD OF DIRECTORS MEETING DATE: JULY 10, 2019
10. 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.*
11. ADJOURNMENT

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REMINDER THE SPECIAL RESERVE ASSESSMENT IS DUE BY JUNE 30, 2020

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

July 10, 2019

5:15 PM

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

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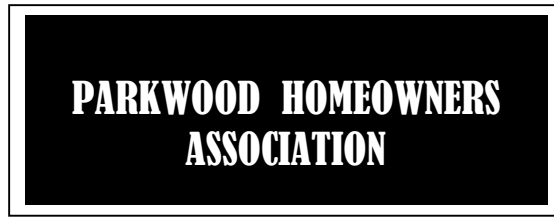
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3. APPROVAL OF June12, 2019 MINUTES Action Item
4. REPORTS:
 - a. Architectural Requests; Work Orders
 - b. Maintenance Report
 - c. Management Report
 - d. Social Committee
 - e. Safety & Security Committee
 - f. Landscape Committee
 - g. President's Report
 - h. Treasurer's Report
5. FINANCIALS:
Approval of Unaudited Financials for April & May2019 Action Item
6. UNFINISHED BUSINESS:
 - a. Side Street Repaving Action Item
 - b. Separation from EBMC Action Item
 - c. Review & Possible Approval of Bid for Tree Maintenance Action Item
 - d. Review & Possible Approval of Parking Rules & Regulations Action Item
 - e. Discussion, Review & Possible Approval of Bid to Repair Trip Hazards Action Item
7. NEW BUSINESS:
 - a. Discussion and Possible Approval of Eide Bailly CPAs to Perform Annual Audit Action Item
 - b. Discussion and Possible Approval of Stewardship Horticulture as a Consultant Action Item
8. ANNOUNCEMENTS
9. NEXT BOARD OF DIRECTORS MEETING DATE: AUGUST 14, 2019
10. 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.*
11. ADJOURNMENT

An Executive Session meeting may be held after the General Meeting to discuss delinquencies, CC&R violations and any legal issues pursuant to NRS 116. The agenda of the meeting of the executive board must comply with the provisions of NRS 116.3108. Unit owner have the right to: Have 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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REMINDER THE SPECIAL RESERVE ASSESSMENT IS DUE BY JUNE 30, 2020

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



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BOARD OF DIRECTORS MEETING

August 14, 2019

5:15 PM

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

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1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM
2. MEMBERS FORUM: (Items on the agenda only) *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](#)*
3. APPROVAL OF June 12 & July 10, 2019 MINUTES
4. REPORTS:
 - a. Architectural Requests; Work Orders
 - b. Maintenance Report
 - c. Management Report
 - d. Social Committee
 - e. Safety & Security Committee
 - f. Landscape Committee
 - g. President's Report
 - h. Treasurer's Report
5. FINANCIALS:

Approval of Unaudited Financials for April, May & June 2019 Action Item
6. Board Actions Outside Since the Last Meeting
 - a. Approval of paving for maintenance lot
6. UNFINISHED BUSINESS:
 - a. Separation from EBMC Action Item
 - b. Review & Possible Approval of Bid for Tree Maintenance Action Item
 - c. Review & Possible Approval of Parking Rules & Regulations Action Item
 - d. Discussion, Review & Possible Approval of Bid to Repair Trip Hazards Action Item
7. NEW BUSINESS:
 - a. Homeowner Poll Regarding Parking Issues Action Item
 - b. Approval of the New Collection Policy containing AB 393 Action Item
8. ANNOUNCEMENTS
9. NEXT BOARD OF DIRECTORS MEETING DATE: SEPTEMBER 11, 2019 THIS IS THE ANNUAL MEETING.
10. 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.*
11. ADJOURNMENT

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REMINDER THE SPECIAL RESERVE ASSESSMENT IS DUE BY JUNE 30, 2020

PARKWOOD HOMEOWNERS' MEETING

SEPTEMBER 11, 2019

ANNUAL MEMBERS MEETING

5:15 PM

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

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1. CALL MEETING TO ORDER & ESTABLISHMENT OF A QUORUM
2. MEMBERS FORUM
3. APPROVAL OF 2018 ANNUAL MEETING MINUTES
4. PRESIDENT'S REPORT
5. TREASURER'S REPORT
6. BOARD MEMBERS COMMENTS
7. ELECTION – There will be no opening of ballots due to legislative law (AB 251) which briefly states that as in our case if the number of candidates nominated for membership on the Board is equal to or less than the number of Members to be elected to the Board the Association will not prepare or mail ballots, the nominated candidates will be duly elected.

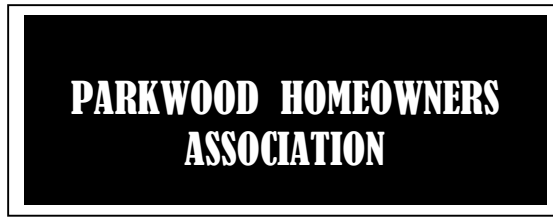
Two (2) seats were available and two (2) candidates submitted candidate forms. Therefore, Hans Scheurer and Carol Thorpe are duly elected to the Board of Directors to serve two year terms.

8. ADJOURNMENT

**AN ORGANIZATIONAL BOARD OF DIRECTORS MEETING WILL BE HELD
IMMEDIATELY FOLLOWING FOR THE SELECTION OF OFFICERS AND
OTHER BOARD BUSINESS**

All members of the Association have the right to obtain a copy or a summary of the meeting minutes distributed to them upon request if they pay the cost of the distribution [NRS116.3108 Section 3(a)]

Board of Directors
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ORGANIZATIONAL & BOARD OF DIRECTORS MEETING

September 11, 2019

To Follow Annual Members Meeting

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

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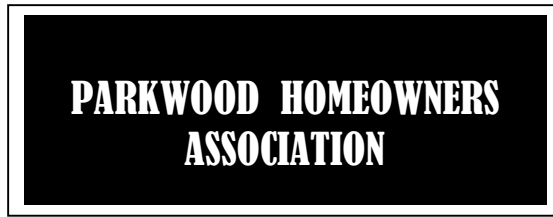
1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM
2. SELECTION OF OFFICERS
3. MEMBERS FORUM: (Items on the agenda only) *a period devoted to comments by unit owners and discussion of those comments. Comments may be limited to 3-minutes per person. Except in emergencies, no action may be taken upon a matter 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](#)*
4. APPROVAL OF AUGUST 14, 2019 MINUTES
5. ACTIONS TAKEN BY THE BOARD SINCE THE LAST BOARD MEETING
 - Approval of Parker's Painting contract
 - Approval to have a parking survey
6. NEW BUSINESS:
 - a. Discussion and Possible Approval of New Collection Policy Action Item
7. ANNOUNCEMENTS
8. NEXT BOARD OF DIRECTORS MEETING DATE: OCTOBER 9, 2019
9. 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.*
10. ADJOURNMENT

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BOARD OF DIRECTORS MEETING

October 9, 2019

5:15 PM

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

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1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM
2. MEMBERS FORUM: (Items on the agenda only) *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](#)*
3. APPROVAL OF SEPTEMBER 11, 2019 MINUTES
4. REPORTS:
 - a. Architectural Requests; Work Orders
 - b. Maintenance Report
 - c. Management Report
 - d. Social Committee
 - e. Safety & Security Committee
 - f. Landscape Committee
 - g. President's Report
 - h. Treasurer's Report
5. FINANCIALS:

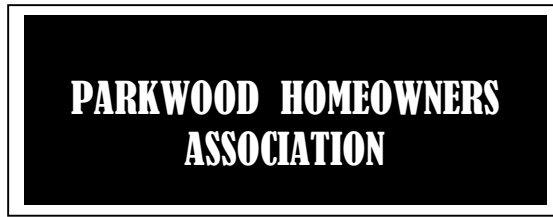
Approval of Unaudited Financials for July 2019 Action Item
6. UNFINISHED BUSINESS:
 - a. Separation from EBMC Action Item
 - b. Review & Possible Approval of Bid for Tree Maintenance Action Item
 - c. Review & Possible Approval of Parking Rules & Regulations After Poll Results Action Item
 - d. Review & Possible Approval of Towing Services Action Item
7. NEW BUSINESS:
 - a. Discussion and Possible Approval of New Collection Policy Action Item
 - b. Select details for Christmas party Action Item
8. ANNOUNCEMENTS
9. NEXT BOARD OF DIRECTORS MEETING DATE: November 13, 2019
10. 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.*
11. ADJOURNMENT

An Executive Session meeting may be held after the General Meeting to discuss delinquencies, CC&R violations and any legal issues pursuant to NRS 116. The agenda of the meeting of the executive board must comply with the provisions of [NRS 116.3108](#). Unit owner have the right to: Have 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.

"The official Parkwood Association website is www.parkwoodreno.org, where all public documents are available."

REMINDER THE SPECIAL RESERVE ASSESSMENT IS DUE BY JUNE 30, 2020

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



Professionally Managed by Equus Mgmt.
5480 Reno Corporate Dr. #100
Reno, NV 89511
775-852-2224 – Fax 775-852-4901
Darleen Reed CAM
Email: darleen@equusmanagement.com

BOARD OF DIRECTORS MEETING

November 13, 2019

5:15 PM

MEETING PLACE: Clubhouse: 4200 Millbrook Lane, Reno, NV 89509

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

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM
2. MEMBERS FORUM: (Items on the agenda only) *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](#)*
3. APPROVAL OF October 14, 2019 MINUTES
4. REPORTS:
 - a. Architectural Requests; Work Orders
 - b. Maintenance Report
 - c. Management Report
 - d. Social Committee
 - e. Safety & Security Committee
 - f. Landscape Committee
 - g. President's Report
 - h. Treasurer's Report
5. FINANCIALS:

Approval of Unaudited Financials for October 2019 Action Item
6. UNFINISHED BUSINESS:
 - a. Review & Possible Approval of Bid for Tree Maintenance Action Item
 - b. Review & Possible Approval of Parking Rules & Regulations Action Item
7. NEW BUSINESS:
 - a. Discussion and Possible Approval of Position Description and Minimum Performance Requirements for Assistant Maintenance Person Action Item
 - b. Discussion & Possible Approval of Hiring Assistant Maintenance Person Action Item
8. ANNOUNCEMENTS
9. NEXT BOARD OF DIRECTORS MEETING DATE: January 8, 2020
10. 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.*
11. ADJOURNMENT

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