

PARKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

January 12, 2021

Minutes

1. **CALL TO ORDER & ESTABLISHMENT OF A QUORUM**

The meeting was called to order at 5:15 pm and held Via GoToMeeting due to Covid-19. Board members present were President; Hans Scheurer, Vice President; Dan Matsui, Treasurer; Carol Thorpe, and Secretary; Kate High; therefore a quorum was present. Kirsten McElveney with Equus Management Group was also present.

2. **MEMBERS FORUM**

No homeowner comments were made.

3. **APPROVAL OF NOVEMBER 10, 2020 MINUTES**

Dan Matsui moved to approve the November 10, 2020 minutes. Carol Thorpe seconded the motion. Motion approved unanimously.

4. **REPORTS:**

A. Architectural Requests

No submitted ARC's at this time.

B. Maintenance Report; Work

Robert Lipari reported the following:

- Fence bids for 424 Angela Place and the broken fence between Baker Place and Parkwood located on Millbrook next to the maintenance office.
- CAD provided the annual dormant spray to the bushes.
- The tennis court wall painting/sealing was completed.
- A work order for 4319 Clyde – Exterior Deck – Top boards are rotted and need replaced. Robert has that almost completed.
- A trailer was removed by an owner from the Rv lot.
- All but 2 units have picked up the new parking passes. Robert will laminate the parking list and provide it to management.

C. Management Report

Kirsten reported that she was placed on a forced quarantine through Washoe County School District. Kirsten then reported another quarantine due to Covid-19 and on quarantine for 2 more Weeks. Kirsten reported due to her absence that the paint bid revisions were not submitted to contractors in a timely manner. The revised bids will be available for the board to review and vote on in the February 2021 Board of Directors meeting.

D. Social Committee

No reports/updates at this time.

E. Safety & Security Committee

Dan Matsui suggested the Parkwood Association provide better security for the RV lot. Hans Scheurer requested management look into the insurance coverage for Parkwood to verify what is and isn't covered by insurance.

F. Landscape Committee

Kate High mentioned she has received complaints regarding a walkway in Parkwood that has been overlooked for maintenance and cleanup. Hans Scheurer requested management research the landscaping contract to verify if Newmarker is supposed to be providing maintenance to that portion of Parkwood.

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G. President's Report

Hans Scheurer reported that not much was going on in the Association due to the holidays. Hans communicated he was happy Kirsten had returned back to work, and felt Robert was doing a great job.

H. Treasurer's Report

Carol Thorpe presented the October, November, 2020 financials for Parkwood:

- Operating balance for October, 2020 is \$27,600.00.
- Operating balance for November, 2020 is \$32,261.00.
- Reserve balance in October, 2020 is \$525,954.00.
- Reserve balance in November, 2020 is \$539,538.00.

5. FINANCIALS:

A. Unaudited Financials for October and November, 2020

Dan Matsui moved to accept the Unaudited Financials for October and November, 2020. Carol Thorpe seconded the motion. Motion approved unanimously.

6. UNFINISHED BUSINESS:

A. Bids for Painting

Carol Thorpe moved to table this agenda item. Hans Scheurer seconded the motion. Motion approved unanimously.

B. Bids for Tree Removal/Maintenance

Management received 2 revised bids for the tree removal/maintenance. Sunlight Tree Care in the amount of \$34,000.00. The bid contains a finish clause of 25 days from the start of the project. No spray included. Sunlight Tree Care does not recommend spraying the trees.

Noah's Park Tree Care in the amount of \$78,500.00 for pruning/removal of 385 trees.

C. Bids for FOB Entry Pool/Clubhouse

Management verified the board had accepted a bid in the November 10, 2020 meeting from Dunseath to rekey/replace 7 locks and 120 new keys for the pool, clubhouse, and tennis court for \$4,643.96.

D. Trip Hazard Report

Carol Thorpe moved to table this agenda item. Hans Scheurer seconded the motion. Motion approved unanimously.

7. NEW BUSINESS

A. Renewal of the Website and the Webhosting Company

Tim York explained the renewal would last 3 years and cost the association a total of \$313.17. Carol Thorpe moved to approve the renewal of the Website and the Webhosting for a term of 3 years for a total price of \$313.17. Kate High seconded the motion. Motion approved unanimously.

8. ANNOUNCEMENTS

None at this time.

9. NEXT BOARD OF DIRECTORS MEETING DATE:

February 9, 2021

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10. **MEMBER'S FORUM**

None at this time.

11. **ADJOURNMENT**

The meeting was adjourned at 5:53 pm.

Certified by:

Catherine High, Secretary for Parkwood HOA Board of Directors