

PARKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

November 10, 2020

Minutes

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

The meeting was called to order at 5:15 pm. 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**

Sheryl Lipari requested to be removed from the Safety & Security Committee.

3. **APPROVAL OF OCTOBER 13, 2020 MINUTES**

Carol Thorpe moved to approve the October 13, 2020 minutes. Dan Matsui 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:

- A work request for a photo sensor installation was received and currently being fulfilled.
- A roof leak was repaired at 460 Shady Lane.
- Fences repairs were completed at 311 and 315 Lorraine Court.
- A gutter repair company has been contacted for needed repairs at 4151 Marigene and Ruth Court (no address/contractor information provided).
- Artistic will be contacted to complete the repair on the gate between the tennis court and pool.
- Tennis court wall painting/sealing is nearly complete.

C. Management Report

Kirsten McElveney reported little progress with potential new towing contractor. Kirsten indicated she would be tagging cars with-in the association weekly.

D. Social Committee

No reports/updates at this time.

E. Safety & Security Committee

No reports/updates at this time.

F. Landscape Committee

No reports/updates at this time.

G. President's Report

Hans Scheurer reported that he was disappointed with the lack of effort from Milne Towing.

Although it seems as if Kirsten's tagging is making a difference. Hans also indicated the association was having difficulty getting follow-up on requested tree bids. Due to the difficulty he recommends that the trees be sprayed now with no trimming.

H. Treasurer's Report

Carol Thorpe presented the September 2020 financials for Parkwood:

- Operating balance for September is \$43,307.00.
- Reserve balance in September is \$518,583.00.

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5. FINANCIALS:

A. **Unaudited Financials for September 2020**

Carol Thorpe moved to accept the Unaudited Financials for September 2020. Dan Matsui seconded the motion. Motion approved unanimously.

6. UNFINISHED BUSINESS:

A. **Exercise Equipment**

Carole Thorpe moved to table the exercise equipment replacement until spring of 2021. Kate High seconded the motion. Motion approved unanimously.

B. **Bids for Painting**

The difference of scope of work for painting submitted by the contractors was discussed by the board. The board indicated the garage doors were not the association's responsibility to maintain. Fences were to be included in all bids. Certain front doors were to be painted, but not all of them.

Submitted bids are as follows:

Jim's Custom Coating \$47,700.00

Parkers Painting \$46,400.00

Don Duprey Painting (resubmitted bid) \$74,484.00

Hans Scheurer moved to exclude Don Duprey Painting from further bidding on the requested project due to a previous bid that was significantly higher than all other bidders. Carole Thorpe seconded the motion. Motion approved unanimously.

Management will request each vendor resubmit bids to match specifications on RFP provided by the board. No further decisions were made regarding this item.

C. **Bids for Tree Removal/Maintenance**

Carol Thorpe communicated she had spoken with Battle Born Tree Care regarding the spray treatment of the association trees. Carole indicated Battle Born Tree Care quoted her \$6344.56 to spray approximately 300 trees within the Parkwood Association. Carol had indicated it would be best to wait until spring of 2021 to spray the trees due to the wet weather forecasted. Carol Thorpe moved to table the tree removal/Maintenance until January 2021. Dan Matsui seconded the motion. Motion approved unanimously.

D. **Bids for FOB Entry Pool/Clubhouse**

Robert Lipari indicated he has reached out to Dunseath for a quote to replace the locks at the pool, clubhouse, and tennis court \$4,643.96 which includes 7 locks being replaced/rekeyed, and 120 new keys. Carole Thorpe moved to approve the Dunseath bid to rekey/replace 7 locks and 120 new keys for the pool, clubhouse, and tennis court for \$4,643.96. Kate High seconded the motion. Motion approved unanimously.

E. **Trip Hazard Report**

Carole Thorpe moved to table the Trip Hazard Report decision due to possible inaccurate or duplicated items from the 2019 Trip Hazard Report, needs to be researched by the board/management for verification of the actual needs of the Association. Hans Scheurer seconded the motion. Motion approved unanimously.

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7. NEW BUSINESS

A. **Motion to Appoint Kim Glasgow, Sheri Lipari, Karen Sabo, Jim Sayler, and Lisa Vandervoot to the Landscaping Committee**

Kate High moved to appoint Kim Glasgow, Sheri Lipari, Karen Sabo, Jim Sayler, and Lisa Vandervoot to the Landscaping Committee. Carol Thorpe seconded the motion. Motion approved unanimously.

B. **Motion to Appoint Erika Barret, Diane Best, Sharon Knudson, Robert Lipari, Sherry Lipari to the Safety & Security Committee**

Carol Thorpe moved to appoint Erika Barret, Diane Best, Sharon Knudson, and Robert Lipari to the Safety & Security Committee. Kate High seconded the motion. Motion approved unanimously.

Please refer to Sherry Lipari's removal request from the Safety and Security Committee notated under item 2. **Members Forum.**

C. **Motion to Appoint Art Chapman to the ARC Committee**

Hans Scheurer moved to appoint Art Chapman to the ARC Committee. Carol Thorpe seconded the motion. Motion approved unanimously.

D. **Motion to Appoint Carol Thorpe and Sherry Lipari to the Social Committee**

Hans Scheurer moved to appoint Carol Thorpe and Sheri Lipari to the Social Committee. Carol Thorpe seconded the motion. Motion approved unanimously.

E. **New Towing Company**

Kate High moved to table the search for a new towing company. Dan Matsui seconded the motion. Motion approved unanimously.

F. **Winter 2020/2021 Snow Removal Contract**

Carol Thorpe moved to approve the 2020/2021 Snow Removal contract provided by Newmarker Landscaping. Kate High seconded the motion. Motion approved unanimously.

G. **2021 Landscape Contract**

Carole Thorpe moved to approve the renewed 2021 landscaping provided by Newmarker Landscaping. Dan Matsui seconded the motion. Motion approved unanimously.

Kirsten McElveney informed the board that an on-site walk-thru with Newmarker will be held to verify contract is being fulfilled.

8. ANNOUNCEMENTS

None at this time.

9. NEXT BOARD OF DIRECTORS MEETING DATE:

January 12, 2021

10. MEMBER'S FORUM

None at this time.

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11. **ADJOURNMENT**

The meeting was adjourned at 6:15 pm.

Certified by:

Catherine High, Secretary for Parkwood HOA Board of Directors