

PARKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

February 9, 2021

Minutes

Held via: Go To Meeting – Due to Covid-19

Board Members Present:
President; Hans Scheurer
Vice President; Dan Matsui
Treasurer; Carol Thorpe
Secretary; Kate High

Absent: None Equus: Kirsten McElveney – Provisional Community Manager

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 January 12, 2021 MINUTES

Carol Thorpe moved to approve the January 12, 2021 minutes. Kate High 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 lot of snow removal for January and February
- Sewer leak at 438 Angela Place – Jet plumbing was called for repair
- Fence repairs throughout the association have continued
- 420 deck leak. Robert is having difficulty finding a contractor that provides this type of repair
- 4162 Marigene roof leak around the chimney; 4200 Millbrook (clubhouse) 3 separate leaks' - D&D roofing was called to make all repairs
- One of the pool heaters will need to be replaced before the 2021 pool season

C. Management Report

Kirsten reported very few parking violations for the month of January 2021. Kirsten informed the board of the all the help Robert Lipari has given management in attaining bids and following up with contractors. Kirsten advised the board she will be doing a walk-thru with Newmarker to review expectations of the board.

D. Social Committee

No reports/updates at this time.

E. Safety & Security Committee

No reports/updates at this time.

PARKWOOD HOMEOWNERS ASSOCIATION

F. Landscape Committee

No reports/updates at this time.

G. President's Report

Hans Scheurer reported that snow removal was done very well. The snow was removed by morning time. Hans complimented Robert on his assistance with the snow removal. The Reserve Study will begin on February 17th at 1pm at the club house. The association is in the process of re-keying the pool/club house/tennis courts. Hans is concerned about a recommendation to not spray trees, and believes the trees should have an annual spray treatment provided.

H. Treasurer's Report

Carol Thorpe presented the December, 2020 financials for Parkwood:

- Operating balance for December, 2020 is \$38,461.00.
- Reserve balance in December, 2020 is \$555,262.00.

5. FINANCIALS:

A. Unaudited Financials for December, 2020

Kate High moved to accept the Unaudited Financials for December, 2020. Dan Matsui seconded the motion. Motion approved unanimously.

6. UNFINISHED BUSINESS:

A. Bids for Painting

Four revised bids were received from:

Certa Pro \$64,340.00

Traveling Toolbox \$103,774.08

Jim's Custom Painting \$55,850.00

Legacy Painting \$101,556.00

Parker Painting did not submit a revised bid.

Carol Thorpe moved to approve the revised bid to Jims Custom Painting for a total of \$55,850.00 contingent to a one year warranty being added to the contract prior to signing.

Dan Matsui seconded the motion. Motion approved unanimously.

B. Trip Hazard Report

Item has been tabled until after the Reserve Study is completed.

C. Bids for Tree Removal/Maintenance

Three bids were attained from:

1. Battle Born Tree Care for \$45,000.00 – With Tree Spraying
2. Sunlite Tree Care for \$34,000.00 – No Tree Spraying
3. Noah's Park Tree Care \$78,500.00 – With Tree Spraying

Dan Matsui communicated the board should go for the cheapest bid that did not include the trees being sprayed. Hans and Carol communicated the need to have trees sprayed and consistent maintenance needs to be continued. Carol Thorpe moved to approve Battle Born bid with spraying maintenance included. Hans Scheurer seconded the motion.

1. Kate High abstained due to a personal relationship with Sunlite Tree Care's owner.
2. Carol and Hans approved the motion.
3. Dan Matsui opposed the motion.

Motion approved with two of the three voting for approval.

PARKWOOD HOMEOWNERS ASSOCIATION

7. NEW BUSINESS

A. **Spraying Program**

B. Please refer to item 6. C

C. **Audit**

Carol Thorpe moved to approve the 2019/2020 corrected audit. Dan Matsui seconded the motion. Motion approved unanimously.

8. ANNOUNCEMENTS

No announcements to be made at this time.

9. NEXT BOARD OF DIRECTORS MEETING DATE:

March 9, 2021

10. MEMBER'S FORUM

Sheri Lipari suggested a contact list for owners in the association. Management will draft a letter and A new Owners Information sheet with full disclosure of information being provided to all unit owners.

11. ADJOURNMENT

Carol Thorpe moved to adjourn the meeting at 5:40 pm. Kate High seconded the motion. Motion approved unanimously.

Certified by:

Catherine High, Secretary for Parkwood HOA Board of Directors