

PARKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

March 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

Absent: Secretary; Kate High
Equus: Kirsten McElveney – Provisional Community Manager

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

The meeting was called to order at 5:17 pm and held Via GoToMeeting due to Covid-19. Board members present were President; Hans Scheurer, Vice President; Dan Matsui, Treasurer; Carol Thorpe therefore a quorum was present. Secretary; Kate High was absent. Kirsten McElveney with Equus Management Group was also present.

2. MEMBERS FORUM

No homeowner comments were made.

3. APPROVAL OF FEBRUARY 9, 2021 MINUTES

Dan Matsui requested a revision to Item 6 C as per the objections for the chosen bids and the prices including the bid price from each vendor. Carol Thorpe moved to approve the amended February 9, 2021 minutes. Dan Matsui seconded the motion. Motion approved unanimously.

4. REPORTS:

A. Architectural Requests

An ARC was submitted for – Request to install a Sun Setter motorized awning in the back yard over the back sliding glass door. Carol indicated there have been other similar requests approved by the board in the past.

Maintenance Report; Work

Maintenance Supervisor - Robert Lipari reported the following:

- 434 Octavia has submitted a work order for deck repair.
- 2 bids were attained for a new pool heater.
 1. Lee Joseph - new pool heater for the price of \$4,576.00
 2. Leslies – new pool heater for the price of \$5,330.88

Carol Thorpe moved to approve the bid by Lee Joseph for a new pool heater for the price of \$4,576.00. Dan Matsui seconded the motion. Motion approved unanimously. (Reserve Item)

- The painting preparation has begun for phase 1 on Lorraine Court.

Carol Thorpe complimented Robert on the new gym floor and paint. Carol said the gym looks brand new.

C. Management Report

Kirsten reported the Baker Place Board of Directors has accepted a bid from All Season's to repair the fence located near 4200 Millbrook. Carol Thorpe moved to approve half the amount of repair for the price of \$2,376.00. Dan Matsui seconded the motion. Motion approved unanimously. (Reserve

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Item) Kirsten suggested putting out a communication regarding the tree trimming that is scheduled to begin on March 29th. Carol Thorpe asked management to please create a draft announcement and provide it to the board for approval.

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 snow removal was done very well. The snow was removed by morning

H. Treasurer's Report

Carol Thorpe presented the January, 2021 financials for Parkwood:

- Operating balance for January, 2021 is \$61,000.00.
- Reserve balance in January, 2021 is \$564,426.00.

5. FINANCIALS:

A. Unaudited Financials for January, 2021

Dan Matsui moved to accept the Unaudited Financials for January, 2021. Carol Thorpe seconded the motion. Motion approved unanimously.

6. UNFINISHED BUSINESS:

A. Trip Hazard Report from Precision Concrete Cutting (Discussion to continue in spring of 2021)

Item has been tabled until after the 2021 Reserve Study Update is completed.

7. NEW BUSINESS

A. Equus Management Contract

Dan Matsui moved to approve the 2021 Equus Management Contract with no fee increase for an annual amount of \$14,400.00 to be paid in monthly installments of \$1,200.00 (Operating Item). Carol Thorpe seconded the motion. Motion approved unanimously.

B. 2021 Reserve Study Update

Carol Thorpe had indicated a few changes still needed to be made to the Reserve Study Update. Carol Thorpe moved to table this item until the April 13th meeting. Dan Matsui seconded the motion. Motion approved unanimously.

C. Bids for 420 Octavia Court

Two bids were received for the fence replacement at 420 Octavia Court. (Reserve Item)

1. Artistic for the amount of \$2,490.00
2. Florence Fencing for the amount of \$1,930.00

Carol Thorpe moved to table the item and make a final decision through email once the bids have been reviewed by all board members. 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:

April 13, 2021

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10. MEMBER'S FORUM

Art Chapman requested the board consider opening the clubhouse when the pool re-opens for the 2021 season. Art suggested with a plan to reopen it should work well. Carol Thorpe requested Art submit a plan to re-open the club house. Art will provide the board with a plan within the next month.

11. ADJOURNMENT

Carol Thorpe moved to adjourn the meeting at 5:45 pm. Dan Matsui seconded the motion. Motion approved unanimously.

Certified by:

Catherine High, Secretary for Parkwood HOA Board of Directors