

PARKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

April 13, 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 5:20 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 and recording the meeting.

2. MEMBERS FORUM

No homeowner comments were made.

3. APPROVAL OF MARCH 9, 2021 MINUTES

Carol Thorpe moved to approve the March 9, 2021 minutes as written. Dan Matsui seconded the motion. Motion approved unanimously.

4. REPORTS:

A. Architectural Requests

No ARC requests at this time.

B. Maintenance Report; Work

Maintenance Supervisor - Robert Lipari reported the following:

- Dunseath has received their deposit for the new locks and keys for the Gym, Clubhouse, Pool and Tennis Court. Dunseath should have the contracted job completed well before the pool opens. (Reserve Item)
- Jims Customs Painting is moving along well for the painting of phase 1 (Reserve Item)
- One work order was received for 425 Octavia Court to repair the gate and repair to small nicks at the entrance of his garage damaged by the landscapers. Robert will make all repairs once the weather improves.
- Pool cover was removed. The health inspection is on April 29th, 2021.
- Robert researched Commercial Grade Exercise Equipment and feels the Association may be able to save money purchasing the equipment through Amazon Prime.

C. Management Report

- Kirsten indicated her and Robert had completed a walk-thru of the current painting of phase 1. Kirsten informed the board a final inspection was done with Jim from Jims Custom Painting and all items on the list were already completed.
- An inspection of the recent Tree Trimming will need to be done to verify all contracted work was completed. Management has received mostly complaints about the recent work done.

PARKWOOD HOMEOWNERS ASSOCIATION

- Management has emailed/called Newmarker Landscape multiple times requesting a walk-thru. Management has not received any response from the vendor.

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

- New keys for the Gym, Clubhouse, Pool, and Tennis Court will be issued to owners when Dunseath has completed installing new locks. There will be better record keeping from management regarding new keys and lost keys for all units.
- The board is working on re-opening the Clubhouse. Art Chapman has gone through great lengths to create a plan to re-open all amenities.
- Robert Lipari is currently getting the pool ready for the 2021 season to be opened at the end of May 2021.
- The landscapers are in the process of adjusting the irrigation system.
- Hans urges all owners to make sure if they would like to be on the no cut list, they need to communicate with Robert Lipari.

H. Treasurer's Report

Carol Thorpe presented the February, 2021 financials for Parkwood:

- Operating balance for February, 2021 was \$42,450.00.
- Reserve balance for February, 2021 was \$557,358.00.
- The total Operating expenses for February were \$18,498.00
- The total Reserve expenses for February, 2021 were \$22,789.00

5. FINANCIALS:

A. Unaudited Financials for February 2021

Carol Thorpe moved to accept the Unaudited Financials for February, 2021. Kate High 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. Hans, Carol, Kate, and Management will do a walk-thru in May 2021 to verify the needs of the Association.

7. NEW BUSINESS

A. 2021 Reserve Study

Carol Thorpe moved to approve the 2021 Reserve Study. Dan Matsui seconded the motion. Motion approved unanimously.

B. 2021/2022 Budget

Kate High moved to approve the 2021/2022 Budget with assessments remaining the same at \$345.00 per month for each unit. Carol Thorpe seconded the motion.

PARKWOOD HOMEOWNERS ASSOCIATION

- Kate High, Carol Thorpe, and Hans Shearer approved of the motion.
- Dan Matsui opposed the motion.

Motion approved with three of four board members voting for approval.

C. Procedure to Re-Open the Clubhouse

Carol Thorpe commended Dan Matsui on the suggested hand sanitizer stations and recommended 7 sanitizer stations. Carol asked Robert if it was possible to open the pool before May 28th. Management indicated being open on the weekends with no one employed to clean throughout the day is a large concern of management. Also Kirsten indicated signs need to be placed around the amenities for masks, occupancy rate, and cleaning. Hans feels the re-opening of the Clubhouse at this time is pre-mature. Carol Thorpe moved to table the items C, D, and E under New Business 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.

D. New Gym Equipment

Please refer to Item 7. C.

E. Procedure to Issue New Keys for Gym and Pool

Please refer to Item 7. C.

8. ANNOUNCEMENTS

Carol has the RFP for the 2nds Phase of painting and requested management attain a bid. Management asked if the board wanted to go out to bid. The board will decide via email pending the final inspection of Jim Custom Painting and satisfaction of the board.

9. NEXT BOARD OF DIRECTORS MEETING DATE:

May 11, 2021

10. MEMBER'S FORUM

- Jim Scheonleber commented on his dissatisfaction with the new parking regulations passed by the board in May of 2020 concerning only 2 parking passes being granted to owners. Jim feels that he should not have to have a parking permit if he is parking in his driveway. Management requested Jim place his request in writing. Management advised Jim that the driveways are in fact common area of Parkwood HOA and not owned by individuals.
- Sheryl Lipari commented on the recent pandemic restraints being lifted by Governor Sisolack starting May 1st and June 1st of 2021. Sheryl Lipari indicated she had contacted the Nevada Ombudsman regarding her option to run for the Board of Directors. Unfortunately, she had been told by a previous management company that she was not allowed to run for the board. The Ombudsman indicated she was able to run and would simply need to recuse herself with any business involving the Maintenance Supervisor – Robert Lipari due to their personal relationship.

11. ADJOURNMENT

Carol Thorpe moved to adjourn the meeting at 5:54 pm. Kate High seconded the motion. Motion approved unanimously.

PARKWOOD HOMEOWNERS ASSOCIATION

Certified by:

Catherine High, Secretary for Parkwood HOA Board of Directors