

PARKWOOD HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

May 11, 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 and recording the meeting.

2. MEMBERS FORUM

No homeowner comments were made.

3. APPROVAL OF APRIL 13, 2021 MINUTES

Carol Thorpe moved to approve the April 13, 2021 minutes as written. Kate High seconded the motion. Motion approved unanimously.

4. REPORTS:

A. Architectural Requests

- Hans indicated there was a request for concrete repair/replacement. Carol and Hans met with the homeowner at 3925 Sarah Court and explained the responsibility of HOA to repair/replace on Common Area approved a bid outside of a meeting from Supreme Concrete for the amount of \$588.00. Hans moved to formally approve the concrete proposal from Supreme Concrete for \$588.00 (Reserve Item) Carol Thorpe seconded the motion. Motion approved unanimously.
- One Submission to replace a side door on a garage. Carol Thorpe moved to approve the ARC for man door replacement. Dan Matsui seconded the motion. Motion approved unanimously.

B. Maintenance Report; Work

Maintenance Supervisor - Robert Lipari reported the following:

- Dunseath has not received a part on back order to begin switching out the locks to the Pool, Tennis Court, and Clubhouse. (Reserve Item)

C. Management Report

- Kirsten informed Robert that she had found Redwood Fence boards and purchased 100 of them this morning.
- Kirsten does not have management keys for Parkwood's maintenance shop, or the Padlocks on the gates outside of the maintenance shop.
- Kirsten confirmed with Dunseath that there is a part on back order.

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D. Social Committee

No reports/updates at this time.

E. Safety & Security Committee

No reports/updates at this time.

F. Landscape Committee

Carol indicated that she received an email from Kim Glasgow regarding Juniper removal, and plant replacement. Carol communicated that not plants are readily available due to shortages. Carol indicated that the committee and management will need to sit down and make a plan for the 2021 Landscaping Committee.

G. President's Report

- Hans indicated he himself is trying to replace some plants at his home and is having difficulty due to the lack of supplies available.

H. Treasurer's Report

Carol Thorpe presented the March, 2021 financials for Parkwood:

- Operating balance for March, 2021 was \$47,922.00.
- Reserve balance for March, 2021 was \$548,678.00.

5. FINANCIALS:

A. Unaudited Financials for March 2021

Carol Thorpe moved to accept the Unaudited Financials for March, 2021. Kate High seconded the motion. Motion approved unanimously.

6. UNFINISHED BUSINESS:

A. Procedure to Re-Open Clubhouse

Hans communicated that the new keys need to be issued beforehand. Hans communicated that if the Governor follows through on relaxing the Social Distancing, and Mask Mandate the opening may be as early as June 1, 2021.

B. New Gym Equipment (Reserve Item)

Carol Thorpe communicated she wanted to do more research regarding the proposed gym equipment. Carol would like for management and maintenance to join her at an on-site appointment at Sparks Fitness to help determine the needs of the association. Carol moved to table this item until further research can be done on commercial grade gym equipment. Kate High seconded the motion. Motion approved unanimously.

C. Procedure to Issue New Keys for Gym/Pool/Tennis Court (Reserve Item)

Hans communicated this may need to be decided over email due to Dunseath's inability to provide contracted service until back ordered parts are received. Carol moved to table this item. Kate High seconded the motion. Motion approved unanimously.

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

Carol indicated she wanted to do a walk-thru with a representative from Precision Concrete Cutting, board members, management, and maintenance. Carol feels there are repeat items on the proposal the association paid to have done in 2019. Kate High moved to table the item. Dan Matsui seconded the motion. Motion approved unanimously.

7. NEW BUSINESS

A. Appointment of Sheryl Lipari to the Parkwood Board of Directors

Carol Thorpe moved to appoint Sheryl Lipari to the Parkwood Board of Directors. Kate High seconded the motion. Motion approved unanimously.

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B. Paint Bid for Second Phase (Reserve Item)

Jims Custom Painting Inc. submitted a bid for Parkwood's phase 2 painting plan. Which consists of 8 buildings and 20 units for a bid price of \$71,885.00. Management explained to the board of the rising cost of paint which effected the bottom line of the bid amount. Kate asked for Jim to provide further details regarding the \$500.00 per unit on the Phase 2 bid. Kate moved to table the item until further research can be done by management for increase in price. Dan Matsui seconded the motion. Motion approved unanimously.

8. ANNOUNCEMENTS

Robert Lipari indicated the pool has been inspected and is ready to open and suggested the board open the pool and continue to keep the clubhouse closed until Dunseath is able to replace all the locks. Management recommended the board still provide multiple hand sanitizing stations.

9. NEXT BOARD OF DIRECTORS MEETING DATE:

June 8, 2021

10. MEMBER'S FORUM

No comments were made by homeowners.

11. ADJOURNMENT

Carol Thorpe moved to adjourn the meeting at 5:50 pm. Kate High seconded the motion. Motion approved unanimously.

Certified by:

Catherine High, Secretary for Parkwood HOA Board of Directors