

Board of Directors
Sheryl Lipari, **President**
Carol Thorpe, **Director**
Dan Matsui, **Secretary**
Keith Shellhamer, **Director**

PARKWOOD
HOMEOWNERS
ASSOCIATION

Professionally Managed by Equus Mgmt.
5480 Reno Corporate Dr. #100
Reno, NV 89511
Phone: 775-852-2224 – Fax: 775-852-4901
Ryan Dominguez
Email: Ryan@equusmanagement.com

BOARD OF DIRECTORS MEETING MINUTES
Tuesday February 14, 2023

- 1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM**
 - a. The meeting was called to order at 5:15pm and all board members were present.
- 2. BOARD MEMBER RESIGNATION**
 - a. Karen Sabo resigned from the board.
- 3. APPOINTMENT OF NEW BOARD MEMBER**
 - a. Carol made a motion to appoint Dan Morley to the board for the remainder of Karen's term. Keith seconded and all were in favor.
- 4. MEMBERS FORUM: (Items on the agenda only)**
 - a. Jim mentioned that it would be good to use just one company. Using multiple could create issues.
- 5. APPROVAL OF JANUARY 10, 2022, MINUTES**
 - a. Carol made a motion to approve the January meeting minutes with the one date change. Keith seconded and all were in favor.
- 6. REPORTS:**
 - A. Maintenance Report**
 - a. Robert reported that the snow blower has been working well. The clubhouse ceiling was repainted. The clubhouse benches have been re-covered. Talked about roof leak repairs. Too cold to do deck work right now. Getting cement repair bids. Clubhouse heater bids. 430 Angela has a skylight leak.
 - B. Management Report**
 - a. Ryan reported on his interactions with owner over the past month.
 - C. Social Committee**
 - a. Game night will be February 24th.
 - D. Safety & Security Committee**
 - a. Dan Finished rules and regulations edits. Ryan will send to the attorney.
 - E. Landscape Committee**
 - a. This group will start meeting again next month.
 - F. President's Report**
 - a. Nothing to report that was not already said.
 - G. Treasurer's Report**
 - a. Carol reported on the numbers. Most notable was a 10K bill for snow removal...
- 7. FINANCIALS:**
 - A. Action Item:** Most Recent Unaudited Financials
 - a. Done last month.
- 8. UNFINISHED BUSINESS:**
 - A. Action Item:** Review letter Ryan prepared for Homeowners backing Baker re: plants and fence.
 - a. Document looks good. Will send in April.
 - B. Action Item:** Review requested additional bids for clubhouse heater / air conditioner replacement.
 - a. **Tabled to March**
 - C. Action Item:** Discuss possible COLA increases (2 employees)
 - a. There was discussion about this and that it will be addressed in the next budget.
 - D. Action Item:** Deck Repair update
 - a. Discussed earlier in the meeting.
 - E. Action Item:** Fence Work Bid Ratification
 - a. This was approved via unanimous consent in emails. Ratified at this meeting.
 - F. Action Item:** Review / Approve June 2021 -2022 yearend financial audit.
 - a. **Tabled to March**
 - G. Action Item:** Update on clubhouse painting project

- a. This has been completed.
- H. Action Item:** Set up first meeting of governing document revision committee.
 - a. Still waiting for the questions from the attorney.
- I. Action Item:** Attorneys Governing Document questionnaire.
 - a. Still waiting for the questions from the attorney.
- J. Action Item:** Roof repair update
 - a. This is complete.

9. NEW BUSINESS:

- A. Action Item:** Update on community video cameras.
 - a. Robert reported that the system only holds 9 days' worth of video. He would like to put another camera near the pool.
- B. Action Item:** Skylight Responsibility and Repair
 - a. Carol made a motion to clean up the document language regarding this issue. Dan seconded and all were in favor.
- C. Action Item:** Update on street light repairs
 - a. Robert is trying to get an electrician. **This item is tabled to March.**
- D. Action Item:** Schedule 2023/2024 budget workshop
 - a. Dates need to be set for this.
- E. Action Item:** Tennis court repair
 - a. Robert will do the work himself. Paint stripes. Will do in May weather permitting.
- F. Action Item:** Small golf cart plow or snow blower purchase update
 - a. No update yet
- G. Action Item:** Association gutter cleaning
 - a. Tabled to March

10. ANNOUNCEMENTS

- a. Game night on February 24th

11. NEXT BOARD OF DIRECTORS MEETING DATE: March 14, 2023

12. MEMBER'S FORUM: (Open Forum)

- a. Tim asked about who the new VP will be – **This will be discussed in March**

13. ADJOURNMENT

- a. Dan made a motion to adjourn the meeting at 6:18pm. Carol seconded and all were in favor.