

Board of Directors
Sheryl Lipari, **President**
Carol Thorpe, **Director**
Dan Matsui, **Secretary**
Keith Shellhamer, **Director**
Dan Morley **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 March 14, 2023

MEETING PLACE: Parkwood HOA Clubhouse

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

- a. The meeting was called to order at 5:16pm and all board members were present.

2. MEMBERS FORUM: (Items on the agenda only) - None

3. APPROVAL OF FEBRUARY 14, 2023, MINUTES

- a. Carol made a motion to approve the February meeting minutes. Dan seconded and all were in favor.

4. REPORTS:

A. Maintenance Report

- a. Robert reported that he received a bid for the fence that blew over at the tennis court. More bids coming. The electric company has someone coming to look at the lights. APS is coming to look at a leak. Fixed pool valve. Had a sewer line snaked. Concrete work will start when the weather gets better.

B. Management Report

- a. Ryan reported that he sent the reminder letter for compliance. Got the solar policy started. New owner correspondence. Reserve study prep and other minor items.

C. Social Committee

- a. Pool opening party on June 25 at 5:30pm

D. Safety & Security Committee

- a. Nothing to report

E. Landscape Committee

- a. Met with landscaper to finalize installations on the last 5 streets. Alana will be the point person for the community garden.

F. President's Report

- a. Sheri reported that a lot has been done this year, but snow has slowed things down a bit.

G. Treasurer's Report

- a. Carol went over the numbers. Snow removal was the largest hit to the budget.

5. FINANCIALS:

A. Action Item: Most Recent Unaudited Financials

- a. Dan made a motion to approve the February 2023 unaudited financials. Keith seconded and all were in favor.

6. UNFINISHED BUSINESS:

A. Action Item: Update on street light repairs

- a. In process and mentioned above in the maintenance report.

B. Action Item: Review requested additional bids for clubhouse heater / air conditioner replacement.

- a. Carol made a motion to accept the Jet Plumbing bid. Keith seconded. All were in favor except Daniel. Motion passes.

C. Action Item: Review / Approve June 2021 -2022 yearend financial audit.

- a. Keith made a motion to approve the audit. Carol seconded and all were in favor.

D. Action Item: Set up first meeting of governing document revision committee.

- a. Sherry will make up a schedule and publish in the newsletter.

E. Action Item: Association gutter cleaning

- a. Sherry has attempted to get bids for this work. Will postpone for now but make an announcement in the next newsletter.

7. NEW BUSINESS:

A. Action Item: VP for the association

- a. Sherry made a motion to appoint Carol as the board VP. Dan seconded and all were in favor.

B. Action Item: Review and approval of new solar policy

- a. Tabled to April

- C. **Action Item:** Dryer vent cleaning
 - a. Discussing in the next newsletter
- D. **Action Item:** Items for the next Patter
 - a. Dryer vents, gutters, lighting, chimneys, pool party, game night and do not cut list will go into the next newsletter.
- E. **Action Item:** Reserve study update
 - a. This will occur on April 18th after the 10:30am Zoom meeting.
- F. **Action Item:** Schedule 2023/2024 budget workshop at Equus
 - a. Will send Ryan dates to check
- G. **Action Item:** Schedule of meetings to work on CCR's update.
 - a. This is being worked on by Dan
- F. **Action Item:** Schedule for Landscape meetings
 - a. Sherry will put out a schedule.

8. **ANNOUNCEMENTS** - None

9. **NEXT BOARD OF DIRECTORS MEETING DATE:** April 11, 2023

10. **MEMBER'S FORUM:** (Open Forum) - None

11. **ADJOURNMENT**

- a. Carol made a motion to adjourn the meeting at 6:21pm. Dan seconded and all were in favor.

Sherry 9:21pm 4/13/23