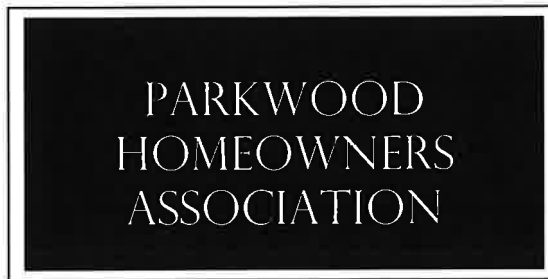


Board of Directors

Carol Thorpe, **President**
Sheryl Lipari, **Vice President**
Keith Shellhammer, **Director**
Dan Matsui, **Secretary**
Karen Sabo, **Director**



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BOARD OF DIRECTORS MEETING MINUTES

MEETING PLACE: Parkwood HOA Clubhouse

Action may be taken on any item on this agenda & revisions to this agenda may be made up to the day of the meeting

CALL TO ORDER & ESTABLISHMENT OF A QUORUM

The meeting was called to order at 5:15 pm

Board Members Present: Dan Matsui, Carol Thorpe, Sherry Lipari, Keith Sellhammer and Karen Sabo

Absent: None

EQUUS: Ryan Dominguez - Community Manager

1. MEMBERS FORUM: (Items on the agenda only)

None

2. APPROVAL OF FEBRUARY 8, 2022 MINUTES

MOTION: A motion was made by Karen Sabo and seconded by Sherry Lipari to approve the February 8th meeting minutes. All in favor, motion passed unanimously.

3. REPORTS:

A. Maintenance Report

- a. Robert Lipari reported on the paver projects and the latest fence replacement. Discussed briefly about getting more bids for more fence work. Will be looking into a leak at one property. Deck work person has some time and Robert is looking into getting 4 more done. Will get bids. Finishing some downspout work. Roof leaks have been turned over to D&D. Received a \$50 chk from Waste Management for damage. Having difficulty paying the person who fixed the railing because his license had lapsed. The job cost was \$150. The person did a very good job and the Board approved paying the vendor via Visa gift card for \$150.

B. Management Report

- a. Ryan Dominguez reported that there has been a small amount of homeowner correspondence. He walked the property with board members and Roof Max reps looking at the roofs in the community.

C. Social Committee

- a. Sherry reported on the idea of having a pool opening party. Pool opens the week before Memorial Day weather pending. The drains will have to be changed to meeting code.

D. Safety & Security Committee

- a. Dan is going to try and find some folks to assist with the landscape committee.

E. Landscape Committee

- a. Sherry said they have been walking around and auditing the fences. Lots of plants and tree issues affecting the fences. Sherry wrote a draft letter to the owners discussing the requirements in order to even be able to work on fences. Ryan suggested sending this letter first giving notice to all owners to give them a chance to resolve prior to starting the compliance process on this particular issue.

F. President's Report

- a. Carol asked owners to let us know how things are going with the new landscaping company. Things seem to be going well so far and the board will likely meet with them in about 30 days.

G. Treasurer's Report

- a. Carol reported on the most current financials. Prices have gone sky high lately and this is affecting the budget. She did not see anything grossly out of line at this time. 2022 Roofing work and a skylight replacement will be very costly

4. **FINANCIALS:**

A. **MOTION:** A motion was made by Dan to approve the January 2022 financials. Karen seconded, all in favor.

5. **UNFINISHED BUSINESS:**

A. **Action Item:** Consider/Approve: Clubhouse Roof – Skylight Bids

a. Robert is collecting bids for this project

B. **Action Item:** Consider/Approve: Reserve Study

a. The reserve study is not in yet. Hoping to have it by the end of the week.

6. **NEW BUSINESS:**

A. **Action Item:** Consider/Approve: Update on Date for Reserve Study

a. We are hoping for the end of the week

B. **Action Item:** Consider/Approve: Shared Common Fence Repair Bid - 4250 Garland Lane

a. This Job is completed

C. **Action Item:** Consider/Approve: Clubhouse Roof

a. Remove this item. It was intended as the Skylight Replacement Project which is already on the agenda.

D. **Action Item:** Consider/Approve: Storm Drain Cleaning

a. Ryan reported that the city has said this drain /cleaning is the HOA's responsibility. Sherry will get Ryan a photo of the drain which says City of Reno on it. Ryan will re send to the City.

E. **Action Item:** Consider/Approve: 2020 Financial Audit

MOTION: A motion was made by Sherry to approve the January 2022 financials. Dan seconded, all in favor.

F. **Action Item:** Consider/Approve: Paint Bids

a. Ryan will send out an RFP to a group of painters for updated bids.

G. **Action Item:** Consider/Approve: Tree Trimming – Limited Common Area

a. Karen asked for some clarification on Limited Common Area Responsibilities vs Common Area. Board members will do a walk through after the tree trimmers are done.

7. **ANNOUNCEMENTS**

a. None

8. **NEXT BOARD OF DIRECTORS MEETING DATE:** April 12, 2022 at 5:15pm

9. **MEMBER'S FORUM:** (Open Forum)

Open forum is a period devoted to all comments by unit owners and discussion of those comments. Comments limited to 3-minutes per person.

Owner reported that on Millbrook in the cold and wet season is very icy. She asked if there is something that can be done about this. Carol thought the new contract may cover dealing with this area. Tim York suggested the board try using DG to help in this particular area. Another owner reported that he didn't have any issues in the area regarding icy roads issues.

Owner reported on continuing parking issues within the community. Carol stated the board is doing a compliance walkthrough very soon and this issue will be addressed.

Owner talked about shrub trimming and grass mowing. He suggested the association may want to consider mowing every other week so that time spend on shrub work could be re allocated.

Owner talked about the letter regarding dog rules that was sent out. Just clarifying the purpose.

10. **ADJOURNMENT**

MOTION: A motion was made by Sherry to approve adjourning the meeting at 6:10pm. Karen seconded, all in favor.

