

Board of Directors

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

PARKWOOD
HOMEOWNERS
ASSOCIATION

Professionally Managed by Equus
5480 Reno Corporate Dr. #100
Reno, NV 89511
Ryan Dominguez CAM

BOARD OF DIRECTORS MEETING MINUTES
Tuesday November 15, 2022

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. MEMBERS FORUM: (Items on the agenda only)

- a. None

3. APPROVAL OF OCTOBER 26, 2022, MINUTES

- a. Carol made a motion to approve the October 2022 board meeting minutes, Karen seconded, and all were in favor.

4. REPORTS:

- A. Maintenance Report – Robert reported that replacement siding was going onto a few homes that have some dry rot issues. Tree trimming is ongoing. Multiple fences are falling down and Robert is calling around to get bids for replacement. Jim's custom painting gave a bid for clubhouse painting.
- B. Management Report – Ryan reported that most of his correspondence has been related to compliance issues.
- C. Social Committee – Sherry reported that there will be a holiday party on December 11th at the clubhouse.
- D. Safety & Security Committee – Dan reported that the committee is looking into HOA parking issues. Dan will send the board a copy of potential changes to the rules and regs.
- E. Landscape Committee – Sherry reported the idea of getting No Trim signs for folks that are on the do not trim list. Talked about giving the landscapers little maps for do not trim addresses. T&T committed to doing a \$500 refund to the monthly contract if they cut at a do not cut address.
- F. President's Report – Nothing to report that wasn't already said earlier in the meeting.
- G. Treasurer's Report – Carol reported a shortfall in the budget and that the HOA would not be funding the reserve account to make up for the shortfall.

5. FINANCIALS:

- A. **Action Item:** Most Recent Unaudited Financials – Dan made a motion to approve the October unaudited financials. Keith seconded and all were in favor.

6. UNFINISHED BUSINESS:

- A. **Action Item:** Baker Fence Update – Robert reported that sections along baker have been completed
- B. **Action Item:** Update on fall tree trimming completion – This project is still in process
- C. **Action Item:** Update on clubhouse floor replacement – This has been completed
- D. **Action Item:** Update on 5 decks approved for repairs – This project has not been started yet
- E. **Action Item:** Review letter Ryan prepared for Homeowners backing Baker re: plants and fence replacement – Tabled to February meeting
- F. **Action Item:** Review requested clubhouse painting bids – Tabled to January meeting.
- G. **Action Item:** Review Do Not Cut List signage and 2023 trimming schedule – Sherry asked the landscaper for dates for next years trimming. She will publish those dates so folks are aware.

H. **Action Item:** Review requested additional bids for clubhouse heater / air conditioner replacement – Tabled to February Meeting

I. **Action Item:** Review reminder letter to homeowners with balance on special assessment – The board will review the letter

7. **NEW BUSINESS:**

A. **Action Item:** Approve budget for Holiday party – Karen made a motion to spend up to \$300 on the December holiday party. Dan seconded and all were in favor.

B. **Action Item:** Approve Holiday Bonus's (2 employees) – This item was approved during the budget approval earlier in the year.

C. **Action Item:** Discuss possible COLA increases (2 employees) – Tabled to the February board meeting

D. **Action Item:** Formation of committee(s) to begin work on CC&R's and Rules and Regulations (Entire documents) – The board discussed forming a committee to start looking at governing doc edits.

E. **Action Item:** BBQ for sale – The board is not interested in buying the BBQ.

8. **ANNOUNCEMENTS** – None

9. **NEXT BOARD OF DIRECTORS MEETING DATE:** January 10, 2023

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

- a. An owner asked the board to please consider allowing solar on homes. Another owner asked about getting the sauna running.

11. **ADJOURNMENT**

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

Board Secretary Signature _____

