

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

# PARKWOOD HOMEOWNERS ASSOCIATION

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## BOARD OF DIRECTORS MEETING MINUTES Tuesday, June 13, 2023

### 1. **CALL TO ORDER & ESTABLISHMENT OF A QUORUM**

The Parkwood Board of Directors meeting was called to order at 6:33PM. Dan Matsui, Daniel Morley, Carol Thorpe, Keith Shellhamer, and Sheryl Lipari were present. Jailyn Rogers and Malissa Torri from Equus Management were present. Management was recording the meeting.

### 2. **MEMBERS FORUM:** (Items on the agenda only)

None at this time.

### 3. **REVIEW/APPROVAL OF MAY 9, 2023 BOARD MEETING MINUTES**

Carol Thorpe motioned to approved the May 9<sup>th</sup>, 2023 board meeting minutes as presented. Dan Matsui seconded the motion. Motion carried all in favor.

### 4. **REPORTS:**

#### A. **Maintenance Report**

Roof Leaks are being addressed. The RV lot was shocking homeowners and Robert when using the gate, that has since been fixed. Street light outages are being worked on. Tennis Court resurfacing- Robert to call and get a bid.

#### B. **Management Report**

Management did a landscaping walk, compliance walk and parking compliance walk at the end of May.

#### C. **Social Committee**

Pot Luck- June 25<sup>th</sup> at 5:00pm, social committee is actively looking for new members.

#### D. **Safety & Security Committee**

The dryer vents have be complete at the 34 homes who have signed up.

#### E. **Landscape Committee**

Kim and Sheryl are working in the enhancements due to some of the plants being a fire hazard and the enhancements should be complete by the end of the year.

#### F. **President's Report**

Pool will be open in May after it passes inspection.

#### G. **Treasurer's Report**

April: \$22,372.00 in the Operating account and \$388,134.00 in the reserve account.

### 5. **FINANCIALS:**

#### A. **Action Item:** April 2023 Unaudited Financials

Keith Shellhamer motioned to approved the April 2023 Unaudited Financials. Dan Matsui seconded the motion. Motion carried all in favor.

### 6. **UNFINISHED BUSINESS:**

#### A. **Action Item: Review and Approval of New Solar Policy**

Dan Matsui motioned to send the final policy to the lawyer for their review. Keith Shellhamer seconded the motion. Motion carried all in favor.

### 7. **NEW BUSINESS:**

#### A. **Action Item: Review/Discussion on RV Lot Billing**

Robert provided management with the correct RV lot billing and it is now up to date.

#### B. **Action Item: Review/Approval of Committee to Explore Solar Energy for Community**

Keith Shellhamer motioned to approve obtaining a solar energy committee. Carol Thorpe seconded the motion. Motion carried all in favor.

#### C. **Action Item: Review/Approval of Electrical Repairs Needed for Landscape Watering Timer and Street Lights**

#### D. **Action Item: Review/Approval of Ongoing Issues with Builder Installed Large Retractable Skylights**

#### E. **Action Item: Review/Approval of Roof Replacement Start Date**

**F. Action Item: Review/Discussion on Deck Drain Installation**

6 decks have been completed, but 42 decks need to be done. They are currently doing the ones that are in the worst shape.

**G. Action Item: Review/Discussion on Window/Atrium Repair**

**H. Action Item: Review/Discussion on Tennis Court Crack Repair**

**I. Action Item: Review/Discussion on Fence Work**

**8. ANNOUNCEMENTS**

The board thanked everyone for coming to the meeting.

**9. NEXT BOARD OF DIRECTORS MEETING DATE: July 11, 2023 and Joele Decker will be the Community Manager at the meeting.**

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

Dirt in the gutters and they are very clogged and need to be cleaned out.

**11. ADJOURNMENT**

There being no further business before the Board, Carol Thorpe motioned to adjourn the Parkwood Board of Directors meeting at 7:34pm. Keith Shellhamer seconded the motion. Motion carried all in favor.

Respectfully submitted by *Gailyn Rogers*  
Parkwood, Community Association Manager

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Parkwood Secretary