

**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.  
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## BOARD OF DIRECTORS MEETING MINUTES Tuesday May 9 2023

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

The Parkwood Board of Directors meeting was called to order at 5:17PM. Dan Matsui, Daniel Morley, Carol Thorpe, Keith Shellhamer, and Sheryl Lipari were present. Jailyn Rogers and Felicity McGreevy from Equus Management were present. Management was recording the meeting.

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

None at this time.

### 3. **GUEST SPEAKER- RENO SOLAR- DID NOT SHOW UP**

### 4. **REVIEW/APPROVAL OF APRIL 11, 2023 BOARD MEETING MINUTES**

Dan Matsui motioned to approve the April 11, 2023 board meeting minutes as presented. Carol Thorpe seconded the motion. Motion carried all in favor.

### 5. **REPORTS:**

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

Fencing is getting done and a bid is coming in for concrete & trip hazards. Pool is being worked on to open for the summer. There was a water leak on Millbrook and we may need to pull a main.

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

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

Pot Luck- June 25<sup>th</sup> at 5:00pm

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

They have been working on the dryer vent inspections.

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

The landscapers are not done setting the clocks.

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

Pool will be open in May after it passes inspection.

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

The association has spent \$10,000.00 in pool supplies year to date.

### 6. **FINANCIALS:**

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

Dan Matsui motioned to approve the March 2023 unaudited financials. Keith Shellhamer seconded the motion. Motion carried all in favor.

### 7. **UNFINISHED BUSINESS:**

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

Carol Thorpe motioned to table this item until we get further clarification from a solar company on the best way to install the solar panels. Dan Matsui seconded the motion. Motion carried all in favor.

#### B. **Action Item: Review/Approval of Sections 1 & 3 of Rules and Regulations**

Carol Thorpe motioned to approve the updated sections 01 and 3 of the Rules and Regulations. Dan Matsui seconded the motion. Motion carried all in favor.

#### C. **Action Item: Review / Discussion of Opening Up New Bank Accounts**

Carol Thorpe motioned to table this item. Dan Matsui seconded the motion. Motion carried all in favor.

#### D. **Action Item: Review/Approval of Leaking Solarium Windows**

Home has skylights that are broken. We sent a letter to the homeowner without a response. The board will send one more letter, but then we will not repair any other leaks.

#### E. **Action Item: Review/Approval of Roof Repair on Lorraine**

The Association is currently doing 12-15 roofs per year, and there are 5 homes on Lorraine.

#### F. **Action Item: Review/Approval of Deck Drain Installation**

APS is scheduled to do these repairs.

**G. Action Item: Review/Discussion on Pool**

The filters have been redone and the inspection is scheduled for May 16<sup>th</sup> 2023

**H. Action Item: Review/Discussion on Tennis Court Fence Repair- Insurance Claim**

Management has a call set up with insurance following the day after this meeting.

**I. Action Item: Review/Discussion on Irrigation/Landscaping Update**

None at this time.

**8. NEW BUSINESS:**

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

Management needs to get with Robert to go over the RV Lot

**B. Action Item: Review/Approval of Dryer Duct and Chimney Inspections/Cleaning**

The Association's safety committee is going to be drafting a letter to send out to the homeowners.

**C. Action Item: Review/Approval of 2023-2024 Equus Management Contract- \$1275.00 Per Month**

Carol Thorpe motioned to approve the Equus Management Contract for 2023-2024. Dan Matsui seconded the motion. Motion carried all in favor.

**D. Action Item: Review/Approval of 2023-2024 Reserve Study Update Performed by Better Reserve Consultants**

Carol Thorpe motioned to approve the 2023-2024 reserve study update. Dan Matsui seconded the motion. Motion carried all in favor.

**E. Action Item: Review/Approval of Proposed 2023-2024 Operating and Reserve Budgets**

Carol Thorpe motioned to approve the 2023-2024 operating and reserve budgets with a correction to the funding method. Dan Matsui seconded the motion. Motion carried all in favor.

**9. ANNOUNCEMENTS**

None at this time.

**10. NEXT BOARD OF DIRECTORS MEETING DATE: June 13, 2023- Budget Ratification Meeting**

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

**12. ADJOURNMENT**

There being no further business before the Board, Carol Thorpe motioned to adjourn the Parkwood Board of Directors meeting at 6:10pm. Dan Morley seconded the motion. Motion carried all in favor.

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

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Parkwood Secretary