

**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  
Jailyn Rogers  
Email: [Jailyn@equusmanagement.com](mailto:Jailyn@equusmanagement.com)

## BOARD OF DIRECTORS MEETING MINUTES Tuesday, August 8, 2023

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

The Parkwood Board of Directors meeting was called to order at 5:16PM. 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)

Landscapers need to stop using a riding mower.  
Need to look at cutting costs as the Assessment is too high

### 3. **GUEST SPEAKER- OFFICER BURROW**

\*Recording Available for Full Presentation\*

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

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

### 5. **REPORTS:**

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

Addressing the watering issues  
Received bids for the tennis court  
Sewer Line on Marigene

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

Landscaping Bids, Asphalt Bids, and Landscape RFP

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

None at this time.

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

Met one week ago and have made progress, and is looking for volunteers

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

Finished the landscape enhancements and the committee created an RFP for landscaping bids.

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

On August 28<sup>th</sup> the roof project will begin.

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

Carol Thorpe gave a cash report.

### 6. **FINANCIALS:**

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

Dan Matsui motioned to approved the June 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**

This was approved at the last Board meeting and will be sent out to all Owners.

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

\$5400.00- Carol Thorpe motioned to approve \$5400.00 to do the crack repair. Dan Matsui seconded the motion. Motion carried all in favor.

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

This item has been tabled.

#### D. **Action Item: Review/Approval on Deck Drain Installation (phase 2)**

\$9500.00- Keith Shellhamer motioned to approved \$9500.00 for the deck drain installation. Carol Thorpe seconded the motion. Motion carried all in favor.

#### E. **Action Item: Review/Discussion on RV Lot Rentals and Billing**

Up to date.

**F. Action Item: Review/Discussion on Roof Repairs**

August 28,2023 to do the roofs.

**8. NEW BUSINESS:**

**A. Action Item: Review/Approval of Draft Landscape RFP for Landscape Contractor**

Carol Thorpe motioned to approve the draft landscape RFP. Dan Matsui seconded the motion. Motion carried all in favor.

**9. ACTION TAKEN OUTSIDE OF A BOARD MEETING**

**10. ANNOUNCEMENTS:** None at this time.

**11. NEXT BOARD OF DIRECTORS MEETING:**

9/12/2023

**12. MEMBERS OPEN FORUM:**

**13. ADJOURNMENT:**

There being no further business before the Board, Dan Matsui motioned to adjourn the meeting at 6:40PM. Carol Thorpe seconded the motion. Motion carried all in favor.

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

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Parkwood Secretary