

**Board of Directors**  
Sheryl Lipari, **President**  
Carol Thorpe, **VP/Treasurer**  
Dan Matsui, **Secretary**  
Noreen Leary, **Director**  
Daniel Morley **Director**

# PARKWOOD HOMEOWNERS' ASSOCIATION

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## BOARD OF DIRECTORS MEETING MINUTES

April 09, 2024

Time: 5:15 PM

Meeting Place: Parkwood HOA Clubhouse

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

The Parkwood Board of Directors meeting was called to order at 5:16 PM. Dan Matsui, Daniel Morley, Noreen Leary, and Carol Thorpe. Sheryl Lipari was present via zoom. Jailyn Rogers, Felicity McGreevy and Kristyna Harris from Equus Management were present. Management was recording the meeting.

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

None.

### 3. **REVIEW/APPROVAL OF February 13, 2024, BOARD MEETING MINUTES**

Dan Matsui motioned to approve the April 09, 2024, board meeting minutes. Carol Thorpe seconded the motion. Motion carried all in favor.

### 4. **REPORTS:**

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

Robert's updates:

- The grinding for the trip hazards is finished.
- Mold is all done.
- Received Henry Ct. BIDS
- The pool will be having inspection on May 1<sup>st</sup>, 2024. Robert mentioned taking the pool cover off. The heaters were fixed, and the pool will be opening for May 17<sup>th</sup>, 2024.
- Maintenance driveway has been all cleaned up.

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

Met with the board regarding budget numbers. We have received 5 asphalt bids, 4 tree bids, and 2 fence bids. Compliance was done at the end of March.

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

The pool party will be happening in June. Tim re-did the flyer to send out to the homeowners.

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

Dan Matsui collected all the comments from the survey. There were 3 pages worth of general problems that homeowners have addressed. Homeowners were mentioning security gates that they can be beneficial, and some homeowners didn't agree and gave their reasoning. Dan Matsui needed to do some research on the security gates to find answers and solutions.

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

Brightview comes a couple times out of the week. The main line has been fixed. There are a few sprinklers that are broken that need to get fixed due to the weather. Also, wanting to get more "Do Not Trim" signs to put around the community.

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

Sheryl Lipari mentioned that we are currently working on the budget. The roofs play a big role. The pool will be opening soon May 17<sup>th</sup>, 2024.

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

In January 2024 in operating, we had approximately 69k and for reserves we had approximately 462k. In February 2024 we had approximately 53k in operating and we had approximately 478k in reserves. In March we will have a clearer picture.

### 5. **FINANCIALS:**

**A. Review/Approval of January 2024 Unaudited Financials**

Dan Matsui motioned, and Noreen Leary seconded to approve January and February 2024 Unaudited Financials. Motion carried all in favor.

**6. CONTINUING AGENDA ITEMS: UPDATES**

**A. Update: RV Lights and Electrical Issues**

RV lights are working and operating. Robert mentioned that on Peckham electrical is being worked on.

**B. Update: Streetlights**

Robert mentioned we might need to call a couple contractors possibly.

**7. UNFINISHED BUSINESS:**

**A. Action Item: Review/Discussion: Trip Hazard Scheduling**

Previously discussed in item 4A.

**B. Action Item: Review/Discussion: Articles of Incorporation Review by Noreen Leary**

Tabled till May.

**C. Action Item: Review/Approval: Bids for Fence Replacement Behind Eyeglass Shop**

- Artistic Fence- \$1, 895.00 (100 Cedar Boards 6ft. tall)
- Tholl Fence- \$1,780.00 Remove/Replace (100 Cedar Boards) Eyeglass Shop would pay half if agree.

Jailyn was going to get revised pricing/materials for Redwood boards and send them out to Board to discuss.

**D. Action Item: Review/Approval: Slurry Seal for Roads**

- A.C. Moate- \$89, 908.12 for side St. (3 Depth) Depth needs to be 5.
- Vega Asphalt- \$64,782.25 Depth?
- SNC- \$49,870.00 Depth?

**E. Action Item: Review/Discussion: Painting Bids- Opening of Bids at the May Meeting**

Do not have it all yet.

**F. Action Item: Review/Discussion: Henry Flooring Issues**

A contractor from APS Construction made a bid of \$3,680.00. Carol Thorpe motioned to approve. Dan Matsui seconded the motion. All in favor.

**G. Action Item: Review/Discussion: Letters to Homeowners About Enforcement of Lease/Renter Notification**

Homeowners should notify Equus if renting or leasing their unit. Letter will be going out to every homeowner. Carol Thorpe motioned to approve. Dan Matsui seconded the motion. All in favor.

**H. Action Item: Review/Discussion: Letter to New Tenants Informing Responsibility to Obey R&R's**

Tenants are responsible to follow rules and regulations. List amenities and helpful tips. Daniel Morley has the official rules/regs and will send that to Jailyn.

**I. Action Item: Review/Discussion: Equus/Board Job Description for Maintenance Supervisor**

The board would like to put up a job description with compensation/pay. Sheryl Lipari asked if we could find out what our current maintenance employee makes our pay range before posting job description.

**J. Action Item: Review/Discussion: 4014 Bluegrass Pavers and Tree Issues**

The trees were growing into the gas meters. We need to remove the tree that is causing the issue and there is a tree against the roof as well. Need to make sure whoever we go with has updated insurance.

- Tree Professional LLC- \$5,800.00 with no grinding
- Aspen Tree Service- \$2,300.00 no crane, and no stump removal
- American Arborist- \$4,225.00 with crane
- Noah's Park Tree Care- \$5,000 with crane

Noreen Leary motioned to approve. Dan Matsui seconded the motion.

**K. Action Item: Review/Discussion: Revisit Vent/Fireplace/Flue Cleaning Notice**

Dan Matsui reached out to Air Guy's LLC and spoke with the owner Tim. Tim had some discounted rates for everything. Plan to give homeowners a list and if they decide or are interested, they can reach out to the company themselves. Deadline is May 17<sup>th</sup> or after August 17<sup>th</sup> of this year. Sheryl Lipari mentioned August would probably be easier. 28 homeowners signed up last year. Dan Matsui will update the letter to send out.

**L. Action Item: Review/Discussion: Pool Inspection & Opening Dates**

May 1<sup>st</sup> will be inspection. Opening May 17<sup>th</sup>.

**8. NEW BUSINESS:**

**A. Action Item: Review/Discussion: Opening of Tree Removal Bids**

Carol Thorpe and Sheryl Lipari mentioned needing emergency approval.

**B. Action Item: Review/Discussion: Pathways for Bid Approval/Limits**

Carol Thorpe will do.

**C. Action Item: Review/Discussion: Establish a Schedule for Minutes & Agenda Items**

Sheryl Lipari mentioned if we could send out an email a week prior to putting things onto the agenda.

**D. Action Item: Review/Discussion: Clubhouse Usage Fee, Adding Fee for Gas BBQ**

The Board mentioned changing the word “rental” to “cleaning fee” for homeowners. If tenants would like to use the BBQ, we were discussing a \$25 fee. This will be tabled for discussion at the next meeting.

**E. Action Item: Review/Discussion: Clubhouse Rental Notice Pathway**

Robert would like the information of the tenant of who/when is renting clubhouse.

**F. Action Item: Review/Discussion: Establish a Schedule for Compliance Walks**

Sheryl Lipari suggested we could send out an invite 1 week prior before the compliance walk. Recommended not on a Monday or Tuesday due to garbage cans.

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

None.

**10. ANNOUNCEMENTS**

None.

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

Next board meeting is on May 14th, 2024 @ 5:15 PM

**12. MEMBERS OPEN FORUM**

Jeff, a homeowner that lives at 431 Rose Garden Ct. wanted to thank the board for the new roof and everything that the board has done for the association. Jeff mentioned he noticed a leak in his garage after he got a new roof. Jeff noticed the leaking was by a pipe in the ceiling that could be the deck, so he was going to put in a maintenance request for Robert to look at. Cheryl a homeowner that lives at 419 Rose Garden Ct. asked about the concrete that is raised in front of her home and that wasn't grinded if something would be done because she was having her 3-year-old granddaughter visiting and wants to be on the safe side.

**13. ADJOURNMENT**

There being no further business before the Board, Carol Thorpe motioned to adjourn the meeting at 6:28 PM. Noreen Leary seconded the motion. Motion carried all in favor.

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

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Parkwood Secretary