

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

PARKWOOD HOMEOWNERS' ASSOCIATION

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BOARD OF DIRECTORS MEETING MINUTES **February 13, 2024**

1. CALL TO ORDER & ESTABLISHMENT OF A QUORUM

The Parkwood Board of Directors meeting was called to order at 5:16 PM. Dan Matsui, Sheryl Lipari, Daniel Morley, and Noreen Leary were present. Carol Thrope was absent. Jailyn from Equus Management were present. Management was recording the meeting.

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

Victoria Olsen, Owner of 455 Shadylane- Brought photos of the mold to show the Board the area. Homeowner discovered mold after Christmas when removing a mirror. The roof repair has been made at this time. Victoria states that the firebox needs to be removed. Roman Freedman: Also had a mold issue at a different property he owns, and there is going to be mold everywhere. Also, states that the questionnaire is misleading and gates are too expensive.

3. REVIEW/APPROVAL OF JANUARY 9, 2024, BOARD MEETING MINUTES

Noreen Leary motioned to approve the January 9, 2024 board meeting minutes with the stipulation of fixing item 4(d) to state “to gain homeowner feedback on safety and security issues within the community” Dan Matsui seconded the motion. Motion carried all in favor.

4. REPORTS:

A. Maintenance Report

- Camera Install
- Blinds in the Gym
- Roof is to be finished on Friday- Clubhouse
- Jet Plumbing fixed the sewer on Greenbriar
- Storm Clean Up
- RV lot work and rewiring the lighting

B. Management Report

- Painting RFP
- Fencing Bids
- Asphalt Bids

C. Social Committee

None at this time.

D. Safety & Security Committee

Collected a few surveys, but they are due March 1st. They have so far revealed issues the HOA was unaware of.

E. Landscape Committee

Nothing happened at this time due to the weather. Once spring hits, movement will begin again. The removing and potential replacement of trees will take place.

F. President’s Report

Nothing to report.

G. Treasurer’s Report

Carol Thorpe summarized the Operating and Reserve accounts:

- 81k in the operating account.
- \$52k actual due to reserves from operating.
- \$422k in the reserve account

5. FINANCIALS:

A. Review/Approval of November and December 2023 Unaudited Financials

Dan Matsui motioned to approve the November and December 2023 unaudited financials. Daneil Morley seconded the motion. Motion carried all in favor.

B. Review/Approval of 2022-2023 Audited Financials Report Performed by Gene Clawson CPA

Daniel Morley motioned to approve Gene Clawson, CPA, to perform the auditing of the 2022-2023 financials. Noreen Leary seconded the motion. Motion carried all in favor.

6. CONTINUING AGENDA ITEMS: UPDATES

A. Update: Perimeter fencing – Replacement & Painting/Top Caps/Pillar Caps

On hold, due to the RV lot being the top priority.

B. Update: Streetlights and RV Lights

One light is currently out, but the rest have been fixed.

7. UNFINISHED BUSINESS:

A. Action Item: Review/Discussion: Trip Hazard List Reduction, Equus to Confirm if Concrete Repairs is a Reserve Item

Tabled- review with Reserve Study Specialist

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

Tabled- Continuing agenda item

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

Tabled- waiting on two more bids

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

One bid from SNC, waiting on two more.

E. Action Item: Review/Discussion: Plan for Continuing Painting- RFP Revision

Add the conditions and requirements that contractors typically leave out, as well as a timeline of events.

F. Action Item: Review/Discussion: Henry Flooring Issues- Response to Homeowner About her Porch and Flooring

\$600.00 approval for Robison Engineering to give their opinion on the flooring issues.

G. Action Item: Review/Discussion: Old Siding Issues Plan

If we are painting, the siding needs to be fixed first.

8. NEW BUSINESS:

A. Action Item: Review/Discussion: Robert Lipari Job Description

Management to put together a draft job posting and present to the Board at their next Board meeting.

B. Action Item: Review/Discussion: 455 Shadylane Mold Remediation

Board to draft letter to homeowner on the response about the mold.

C. Action Item: Review/Approval: Complete Reserve Study Proposal

Better Reserve Consultants- \$3250.00. Noreen Leary motioned to approve the Better Reserve Consultants proposal of \$3250.00.

Carol Thorpe seconded the motion. Motion carried all in favor.

D. Action Item: Review/Approval: Response to Homeowner on Bluegrass about lifted garage concrete

We will get letter drafted about fixing the pavers, but will also cut the small roots for now

E. Action Item: Review/Approval: Drafting a Formal Policy for Emergency Repairs in the Community

Carol Thorpe motioned to approved a not to exceed amount of \$7500.00. Noreen Leary seconded the motion. Motion carried all in favor.

F. Action Item: Review/Approval: Gridding tree Stump on Millbrook

Carol Thorpe motion to approve the \$400.00 bid for grinding the tree stump. Noreen Leary seconded the motion. Motion carried all in favor.

G. Action Item: Review/Approval: 3900 & 3910 Greenbriar, Skylights Proposal

Obtain the list of homeowners who have this skylight and invite them to a meeting

9. ACTION TAKEN OUTSIDE OF A BOARD MEETING

None at this time.

10. ANNOUNCEMENTS

None at this time.

11. NEXT BOARD OF DIRECTORS MEETING:

Next board meeting is on March 14, 2024

12. MEMBERS OPEN FORUM

13. ADJOURNMENT

There being no further business before the Board, Coral Thorpe motioned to adjourn the meeting at 6:50PM. Noreen Leary seconded the motion. Motion carried all in favor.

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