

**Board of Directors**  
Sheryl Lipari, **President**  
Carol Thorpe, **VP/Treasurer**  
Dan Matsui, **Secretary**  
Noreen Leary, **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, January 9, 2024

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

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

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

James Schoenleber: What trees are being removed and replaced and when is it going to take place?

Sheryl Lipari: It will be taking place in spring due to the weather. There is no set date yet. The entire association will have trees removed/replaced, not at just one home. One home has requested that once their tree is removed, it does not get replaced with a tree but with a rose bush.

James Schoenleber: What are the procedures/rules regarding getting an awning for the backyard?

Sheryl Lipari: Please submit an architectural form to Jailyn Rogers.

James Schoenleber: Roommate he lives with is running late but he has a report regarding Ombudsman that he would like to read to the board.

### 3. **REVIEW/APPROVAL OF NOVEMBER 14, 2023 BOARD MEETING MINUTES**

Noreen Leary motioned to approve the November 14, 2023 board meeting minutes with the stipulation of fixing item 4A “Peckman” to “Peckham”. Dan Matsui seconded the motion. Motion carried all in favor.

### 4. **REPORTS:**

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

- The tree trimming of the thirty (30) area of concern by Sunlight Tree Care.
- Part time handy man who was hired to assist with the perimeter fences of the association never showed back up this year.
- The RV lights are in the process of being rewired. This is almost done.
  - The front entrance light of the association is now fixed and working.
- The tree removal bid for the association bid was received today and provided for the board of directors in the meeting.
- The atrium so far still has no leaks nor have any leaks been reported.
- Fixing any potential trip hazards will have to wait on hold until the weather gets warmer.
  - The company is in Utah.
- A roof leak at the clubhouse has been reported and are now just awaiting a bid for repair.
  - There are gutters built into the roof, they are not two separate pieces attached with nails/screws. Can be difficult or pricey when needing to repair the roof because of the way the gutters are a part of it.
- There are pavor repair bids located within the board packet.
- The women’s sauna was reported to not be working. Upon inspection, it is believed that the sauna didn’t get to heat up before use. Both saunas must be heated up for about thirty (30) minutes before entering/using.
  - Respond to the resident who reported the women’s sauna about it needing to heat up before use.
  - Potentially discuss adding lock to women’s sauna area for privacy.
  - Create signs to be hung when in use.

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

- Compliance was done yesterday. (01/08/2024).
- Jailyn Rogers is in the process of obtaining bids for the shared fence with the Eye Glass business for repair.
  - The Eye Glass business is concerned with how the fence will look. They want the fence to stay the same height.
  - The Eye Glass business doesn’t believe the fence needs repair or replacing.

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

The Christmas party was a success. The most people counted at once in attendance was 50 people.

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

Dan Matsui has nothing new to report. He is now just waiting on board approval for the survey regarding possibly adding gates for the entrances/exits of the association.

#### 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**

Daniel Morley summarizes the financials:

- 80k in the operating account.
- 400k in the reserve account.
- Carol Thorpe found a potential mistake within the November 30<sup>th</sup> financials of the balance sheet in the due to due from. She has been talking to Rebeca McGreevy at Equus Management about this matter to resolve. Rebecca McGreevy is looking into this.
- The year to date for the operating account is in line with the current budget.
  - The reserves account is below the current budget due to how the replacement of roofs was budgeted.

## **5. FINANCIALS:**

### **A. Review/Approval of October & November 2023 Unaudited Financials**

Noreen Leary motioned to approve the October and November 2023 unaudited financials. Dan Matsui seconded the motion.

Discussion:

Noreen Leary: On the November budget comparison sheet, why does it say about \$8,000.00 behind in the budget?

Jailyn Rogers: It is done through a manual transfer. Jailyn will double check with Jeff Gardner who is in control of the manual transfers.

There was a double transfer in September so there was not a transfer for October to become caught up with transfers.

Jailyn Rogers will double check the pay roll wages regarding GL code 6000.

What is the difference between security patrol and ADT in the budget line items? Why are they over budget?

Robert Lipari: Recently had to get a new security system which is why it is over budget.

Jailyn Rogers will send the invoices via email to the board of directors for review.

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**

Currently waiting for bids. Some fences still need to be painted.

### **B. Update: Streetlights and RV Lights**

Previously mentioned in item 4A. The streetlights are fixed. The RV lot is being rewired and is almost complete.

### **C. Update: Tree Removal & Trimming Projects**

Four (4) trees have been removed. Sunlight Tree Care left branches and a ladder, but they did complete the job of trimming trees in all thirty (30) areas of concern.

### **D. Update: Contact from Eye Glass Business on Perimeter Fence**

Previously mentioned in item 4B. The Eye Glass business does not believe the fence needs to be replaced. If it is replaced, they are concerned with the appearance of keeping it the same height.

### **E. Update/Approval: Safety Survey, Reaffirm Approval as is and Set Date to Distribute.**

Noreen Leary motioned to approve the safety survey and send it out on February 1, 2024 and have the due date/return by date be March 1, 2024. Dan Matsui seconded the motion. Motion carried all in favor.

### **F. Update: Atrium Repairs – Any Additional Leaks**

Previously discussed in item 4A. No leaks have been reported.

### **G. Update: Tree Removal from Yard on Rose Garden – Details to be Discussed in Executive Session**

Jailyn Rogers emailed the owner on December 15, 2023 and has no response yet. They have thirty (30) days to respond. Due Date: February 8, 2024.

### **H. Update: Status on Landscape Contracts**

TNT gave notice to Parkwood and is not giving an option to renew next year. Jailyn Rogers is going to send an email/letter asking them to come back to finish work or cleaning up leaves. They have not been seen in the last two (2) weeks. Check contract. Brightview Landscaping is the new landscape company as well as snow removal.

## **7. UNFINISHED BUSINESS:**

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

Previously discussed in item 4A.

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

Noreen Leary was unable to find the Articles of Incorporation. Jailyn Rogers will email the Articles of Incorporation to Noreen Leary.

### **C. Action Item: Review/Approval: Set Workshop Dates for Revision of Rules & Regulations/CC&R's**

The board of directors will start with the Rules and Regulations and the CC&R's. The rules don't match the CC&Rs exactly. Workshops will take place on the 4<sup>th</sup> Tuesday of every month. First Workshop Meeting: January 23, 2024 at 5:15 PM.

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

Previously mentioned in item 4A and 6D. Waiting on bids currently.

### **E. Action Item: Review/Discussion: Slurry Seals for Roads**

Jailyn Rogers was unable to find someone to bid on the roads. Sierra Nevada Construction (SNC) said they can bid potentially but not until the spring.

### **F. Action Item: Review/Discussion: Plan for Continuing Painting**

The board of directors would like to continue painting. Jailyn Rogers will get bids. The roads believed to be done are Millbrook, Lorraine, Bluegrass, Ruth, Greenbriar, Sarah, and Henry. Jailyn Rogers will get the invoices to confirm which roads have been completed.

## **8. NEW BUSINESS:**

### **A. Action Item: Review/Discussion: Roof Leak in Clubhouse**

Previously discussed in item 4A. Waiting for a bid. Robert Lipari used to use a company called D&D. This will be a reserve item. Noreen Leary motioned to approve getting bids to repair the clubhouse roof leak. Dan Matsui seconded the motion. Motion carried all in favor.

### **B. Action Item: Review/Discussion: Plan for Robert Lipari's Retirement (August to October Timeframe)**

Robert Lipari is retiring in August to October. The board of directors needs a new system for the work orders. The board of directors has requested Robert Lipari create a summary of his normal daily tasks so they can begin to create a job description. What skillsets are preferred/needed? Jailyn Rogers will reach out to contractors for estimated base costs.

### **C. Action Item: Review/Discussion: Reports from APS on House/Tree on Henry & Garage Floor on Bluegrass**

Bluegrass/Garage Floor: Owner claims the roots have extended/grown through the yard, went under the home in the garage area. APN came out to inspect and did not find anything. Pavers in the backyard were affected by the root, therefore, the association will bear the costs for repair. Currently waiting for a bid. Jailyn Rogers needs a corrected report, then Jailyn Rogers can message the owner.

Noreen Leary motioned to approve the replacement for the pavers located in the backyard at the association's expense. Dan Matsui seconded the motion. Motion carried all in favor.

### **D. Action Item: Review/Discussion: Paver Repair Bid**

Previously discussed in item 8C. Currently waiting for a bid.

### **E. Action Item: Review/Discussion: Old Siding Issues and Possible Plan**

None currently.

### **F. Action Item: Review/Discussion: Women's Sauna Temperatures & "Unisex Shower"**

Previously discussed in item 4A. The sauna has been reported not broken. The sauna must be heated for at least thirty (30) minutes before use.

### **G. Action Item: Review/Discussion: Send Letter to Homeowner on Henry for Trex Porch Responsibility**

Jailyn Rogers will send letter to owner on Henry regarding the Trex Porch Responsibility.

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

Siding was discussed.

## **10. ANNOUNCEMENTS**

Jailyn Rogers is officially back and ready to go!

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

Next board meeting is on February 13, 2024 at 5:15 PM.

## **12. MEMBERS OPEN FORUM**

Bret Karnes (Roommate of James Schoenleber) read a document from the Ombudsman regarding compliance investigations. He has made a complaint to the Ombudsman office. He is unhappy he has a towing sticker on his vehicle in the driveway. Bret also asked if there are any handicap parking spaces.

Sheryl Lipari: No, we do not as we are private roads. It is not required.

## **13. ADJOURNMENT**

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

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

---

Parkwood Secretary