

**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.  
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## BOARD OF DIRECTORS MEETING MINUTES

March 12, 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, Sheryl Lipari, Daniel Morley, and Carol Thorpe. Noreen Leary was absent. Jailyn Rogers 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 February 13, 2024, board meeting minutes. Carol Thorpe seconded the motion. Motion carried all in favor.

### 4. **REPORTS:**

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

- Fridge went out, needed to get another.
- 434 Octavia Ct. -Roof needs to be repaired, mice coming inside.
- 455 Shady Lane Ct. -Mold test came back negative. A hole in the chimney needs to get fixed.
- Bluegrass- Pavers waiting on warmer weather.
- RV lot is powered.

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

- Painting RFP, Asphalt RFP, Fencing RFP

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

There will be a pool party sometime in June date TBA.

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

Dan Matsui informed that the survey was a bit of a success, received about 33 responses so about 30%. Dan Matsui mentioned that we got responses on fire hazards, pet waste, trip hazards, cars getting broken into, abandoned cars on Baker, etc.

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

Going to meet in May due to needing warmer weather. Once spring hits, movement will begin again. The removing and potential replacement of trees will take place in July.

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

Nothing to report.

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

Dan Morley summarizes the financials:

- Dan Morley found a potential mistake within the January 31<sup>st</sup>, 2024, operating financials of the balance sheet. Dan Morley was going to get in contact with Rebeca McGreevy at Equus Management about this matter to resolve.

### 5. **FINANCIALS:**

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

Dan Morley motioned and Dan Matsui seconded to approve January 2024 Unaudited Financials. Motion carried all in favor.

- Ballot Account #2222 Suspense Account?
- Account #8515 catch up amount of \$1,583.34.

### 6. **CONTINUING AGENDA ITEMS: UPDATES**

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

Everything is working, it just needs to add a couple of lights.

#### B. **Update: Streetlights**

All are currently working except a few that need to be checked.

#### C. **Update: Walkaround with Bright View**

Need to treat the trees, they are making a mess with their fruit.

#### D. **Update: Plow damage and repair**

Signs were fixed and straightened.

## **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 4D.
- B. Action Item: Review/Discussion: Articles of Incorporation Review by Noreen Leary**  
Tabled.
- C. Action Item: Review/Approval: Bids for Fence Replacement Behind Eyeglass Shop**  
Continuing agenda item.
- D. Action Item: Review/Approval: Slurry Seal for Roads**  
6 contractors were submitted, and we are waiting for their bids.
- E. Action Item: Review/Discussion: Painting Bids**  
Same as 7D.
- F. Action Item: Review/Discussion: Henry Flooring Issues- Legal Opinion/Insurance Claim**  
Have not received a response. Going to send another email. Foundation is our responsibility and plumbing are the homeowner's responsibility. If there is no response within a week we will move forward with the existing report and attach pictures to the lawyer.
- G. Action Item: Review/Discussion: Bluegrass Letter on pavers, roots and cement in garage.**  
Going to remove the roots on the far side of the house. Determining on what to do with the Sequoia tree, we will reach out to Leslie a tree arborist to see what can be done.
- H. Action Item: Review/Discussion: Merged Maintenance Job Description**  
Robert will meet our maintenance guy named Joe. Robert will show Joe around the facility and potentially become Robert's replacement, since Robert will be retiring in October.

## **8. NEW BUSINESS:**

- A. Action Item: Review/Discussion: Budget and Date for Summer Pool Party**  
Pool Party will be on June 2<sup>nd</sup>, 2024, at 5:30 PM. The budget will be the same at \$300.00.  
Carol Thorpe motioned to approve the pool party and budget. Dan Matsui seconded the motion. Motion carried all in favor.
- B. Action Item: Review/Discussion: Set Date for 1<sup>st</sup> Budget Planning Meeting**  
March 26<sup>th</sup> @ 5:15 PM at Equus Management Group Office.
- C. Action Item: Review/Discussion: Partial Transfer of the Due to Reserve from Operating Balance**  
Dan Morley mentioned the reserve accounts are not transferred. Approximately \$24,000 from the operating to the reserve account.  
Dan Morley motioned to approve and Carol Thrope 2<sup>nd</sup> motioned. Motion carried all in favor.
- D. Action Item: Review/Discussion: Track and Enforcement of the Fireplace Inspections and Dryer Vent Cleaning**  
Going to start keeping the receipts from Homeowner's to keep track and will be filed in their Homeowner file.  
Dryer vents- Every 2 years  
Electric Fireplace- Every 5 years  
Fireplace Wood- Every year
- E. Action Item: Review/Discussion: Letter to Homeowners About Enforcement of Lease/Renter Notification**  
Will be sending out a letter to Homeowners.
- F. Action Item: Review/Discussion: Letter to New Tenants Informing Responsibility to Obey R&R's**  
Will be sending out a letter to new tenants.

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

Discussed in 4A.

## **10. ANNOUNCEMENTS**

Sheryl Lipari wanted to thank everyone who showed up at today's meeting.

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

Next board meeting is on April 9<sup>th</sup>, 2024 @ 5:15 PM

## **12. MEMBERS OPEN FORUM**

None.

## **13. ADJOURNMENT**

There being no further business before the Board, Carol Thorpe motioned to adjourn the meeting at 6:31 PM. Dan Matsui seconded the motion. Motion carried all in favor.

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

