

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
JANUARY 7, 2014**

I. Call to Order/Roll Call

The meeting was called to order by Frank Greco at 7:00 p.m. The meeting was held at the home of Wolfgang Bitterolf, 1738 Heather Heights Drive.

Present:

Frank Greco
Mike Chicora
Wolfgang Bitterolf
Karl Nilson
Mary Damratoski

Representing CMP:

Scott Bright
Bernadette Bright

II. Reorganization of Executive Board Officers

a. President

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to elect Frank Greco as President. The vote was unanimous and the motion carried.

b. First Vice President

A motion was made by Frank Greco and seconded by Wolfgang Bitterolf to elect Mike Chicora as 1st Vice President. The vote was unanimous and the motion carried.

c. Second Vice President

A motion was made by Frank Greco and seconded by Mike Chicora to elect Mary Damratoski as 2nd Vice President. The vote was unanimous and the motion carried.

d. Secretary

A motion was made by Frank Greco and seconded by Mike Chicora to elect Wolfgang Bitterolf as Secretary. The vote was unanimous and the motion carried.

e. Treasurer

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to elect Karl Nilson as Treasurer. The vote was unanimous and the motion carried.

III. Secretary's Report

a. Review and Approve January 7, 2014 Meeting Agenda

A motion was made by Mike Chicora and seconded by Karl Nilson to approve the January 7, 2014 Meeting Agenda as presented. The vote was unanimous and the motion carried.

b. Approval of Board Meeting Minutes of November 5, 2013

A motion was made by Wolfgang Bitterolf and seconded by Mary Damratoski to approve the Board Meeting Minutes of November 5, 2013 as presented. The vote was unanimous and the motion carried.

c. Introduction of Guests/Guest Remarks (none)

IV. Treasurer's Report

a. Approval of Monthly Financial Reports

A motion was made by Mike Chicora and seconded by Karl Nilson to approve the Financial Reports for November 30, 2013 as presented. The vote was unanimous and the motion carried.

b. Delinquent Accounts Report

There were no delinquencies to discuss.

c. Investments

Investments will be discussed under Committee Reports.

e. Other - None

V. Committee Reports

a. Landscape Committee

The work that was approved was completed. This line item was over budget because there were 2 trees that blew down and had to be removed.

The snow removal contract allows for 25 saltings. As of December 31, 2013 there were 22 saltings done.

It was reported that the aeration was not done behind some of the units. Scott will check with TurfMaster to see which areas were aerated.

b. Social Committee

There was no report.

c. Newsletter Committee

Newsletter items:

- Beginning in 2015 unit owners will be charged for coupons.
- No parking on the grass

d. Property Improvement Committee

There was no report.

e. Investment Committee

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to table alternative investment plans at this time. The vote was unanimous and the motion carried. The Board will further explore alternative options. Scott Bright suggested that he could have Joe Molinaro of Morgan Stanley attend a Board meeting to discuss investments if the Board would like to speak with an investment firm.

VI. Unfinished Business - None

VII. New Business - None

VIII. Management Report

a. Service Request Reports – Provided to the Board.

b. Work Order Reports – Provided to the Board.

c. CC & R Reports – Provided to the Board.

d. **New Owner Report** – Provided to the Board.

IX. Review Management Work Assignments

- Check with TurfMaster to see if aeration was done behind the units
- Check for investment policy

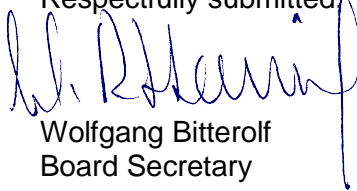
X. Date, Time & Location of Next Meeting

March 4, 2014, 7:00 p.m., Mary Damratoski's home – 1748 Heather Heights Drive

XI. Adjourn

A motion was made by Mike Chicora and seconded by Karl Nilson to adjourn the meeting. The vote was unanimous and the motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'W. Bitterolf', is written over the typed name and title.

Wolfgang Bitterolf
Board Secretary