

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION  
EXECUTIVE BOARD MEETING  
MAY 6, 2014**

**I. Call to Order/Roll Call**

The meeting was called to order by Mike Chicora at 7:00 p.m. The meeting was held at the home of Mary Damratoski, 1748 Heather Heights Drive.

**Present:**

Mike Chicora – 1<sup>st</sup> Vice President  
Mary Damratoski – 2<sup>nd</sup> Vice President  
Wolfgang Bitterolf - Secretary  
Karl Nilson - Treasurer

**Absent:**

Frank Greco – President

**Representing CMP:**

Scott Bright  
Bernadette Bright

**II. Secretary's Report**

**a. Review and Approve May 6, 2014 Meeting Agenda**

A motion was made by Mary Damratoski and seconded by Mike Chicora to approve the May 6, 2014 Meeting Agenda as presented. The vote was unanimous and the motion carried.

**b. Approval of Board Meeting Minutes of March 4, 2014**

A motion was made by Wolfgang Bitterolf and seconded by Mary Damratoski to approve the Board Meeting Minutes of March 4, 2014 as presented. The vote was unanimous and the motion carried.

**c. Introduction of Guests/Guest Remarks (none)**

**III. Treasurer's Report**

**a. Approval of Monthly Financial Reports**

A motion was made by Wolfgang Bitterolf and seconded by Mary Damratoski to approve the Financial Reports for March 31, 2014 as presented. The vote was unanimous and the motion carried.

A motion was made by Mary Damratoski and seconded by Wolfgang Bitterolf to approve the Financial Reports for April 30, 2014 as presented. The vote was unanimous and the motion carried.

For budgeting purposes in the future, the Board would like to consider paying the insurance premium in one payment rather than monthly or quarterly to save the additional charges for paying in installments.

**b. Delinquent Accounts Report**

The delinquencies were discussed.

**c. Investments**

Scott will get additional information on step up CD's and ask Joe Molinaro of Morgan Stanley to attend the Annual Meeting.

A motion was made by Mike Chicora and seconded by Karl Nilson to present a plan regarding investment choices at the Annual Meeting to the membership. The vote was unanimous and the motion carried.

**e. Other - None**

**IV. Committee Reports**

**a. Landscape Committee**

The Alteration Request submitted from 1717 Heather Heights Drive was discussed. A letter will be sent to the unit owner with the decision of the Board for the various items requested.

The other side of the entrance will be done this year.

Scott will talk with TurfMaster regarding the pine trees between 1722 and 1728 and whether they should be removed, trimmed or one of them removed. There was a request to have them removed because they are too large for the area.

TurfMaster will aerate the areas that were missed last year.

**b. Social Committee**

There was no report.

**c. Newsletter Committee**

Newsletter items:

- Wolfgang Bitterolf will prepare a landscaping article.

**d. Property Improvement Committee**

There was no report.

**e. Investment Committee**

There was no report.

**V. Unfinished Business - None**

**VI. New Business**

**a. Investment Policy Draft**

An Investment Policy Draft was presented to the Board for their review.

**b. 1746 Drainage Issue**

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to table this discussion until later in the meeting. The vote was unanimous and the motion carried.

**VII. 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.

**VIII. Review Management Work Assignments**

- Check to see the additional cost for paying insurance in installments rather than once a year
- Get additional information on step-up CD's
- Ask Joe Molinaro from Morgan Stanley to attend Annual Meeting
- Check cost of lamp post at 1706 versus 1756
- Get civil engineer regarding drainage issue
- Check to see what code was for gutters when the units were built
- Ask TurfMaster about the pine trees between 1722 and 1728

**IX. 1746 Drainage Issue**

A motion was made by Wolfgang Bitterolf and seconded by Mary Damratoski to get a proposal from a civil engineer to evaluate the drainage issues from the top of the roof to where the water goes throughout the entire community.

Check to see what the code for the size of the gutters was when the units were built.

After the civil engineer looks at the entire community, the board would like an estimate to replace all of the gutters.

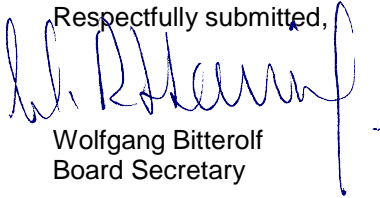
**X. Date, Time & Location of Next Meeting**

July 1, 2014, 7:00 p.m., Wolfgang Bitterolf's home – 1738 Heather Heights Drive

**XI. Adjourn**

A motion was made by Karl Nilson and seconded by Mike Chicora 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', with a horizontal line extending to the right.

Wolfgang Bitterolf  
Board Secretary