

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
JULY 14, 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 – President
Mike Chicora – 1st Vice President
Mary Damratoski – 2nd Vice President
Wolfgang Bitterolf - Secretary
Karl Nilson - Treasurer

Absent:

Representing CMP:

Scott Bright

II. Secretary's Report

a. Review and Approve July 14, 2014 Meeting Agenda

A motion was made and seconded to approve the July 14, 2014 Meeting Agenda as presented. The vote was unanimous and the motion carried.

b. Approval of Board Meeting Minutes of May 6, 2014

A motion was made and seconded to approve the Board Meeting Minutes of May 6, 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

After review and discussion, a motion was made and seconded to approve the Financial Reports for the period ended May 31, 2014 as presented. The vote was unanimous and the motion carried.

After review and discussion, a motion was made and seconded to approve the Financial Reports for the period ended June 30, 2014 as presented. The vote was unanimous and the motion carried.

b. Delinquent Accounts Report

The delinquencies were discussed.

c. Investments

Scott advised that Joe Molinero of Morgan Stanley will be in attendance at the Annual Meeting to discuss investment options for the association.

e. Other - None

IV. Committee Reports

a. Landscape Committee

Numerous shrubs were found to be dead/declining during the recent property inspection. TurfMaster has been provided the list of units with dead/declining shrubs to provide a cost for their removal. A cost for their replacement has been requested and will be reviewed based on budgetary constraints.

A request was made to compile a listing of known shrubs installed by Unit Owners as these are not the responsibility of the association to maintain or replace.

TurfMaster is to provide a cost for the removal of the trees and plantings with the exception of the day lilies on the non-sign side of the front entrance.

b. Social Committee

The Annual picnic has been scheduled for Sunday, September 14, 2014.

c. Newsletter Committee

Discussion regarding items to be included and frequency of newsletters was discussed.

d. Property Improvement Committee

There was nothing to report at this time.

e. Investment Committee

There was nothing to report at this time

V. Unfinished Business

a. Drainage Issue

It was decided to repair all reported drainage problems in such a manner that they conform to current code and/or recommendations. The broader issue of upgrading all gutters and downspouts will be done in conjunction with the roof replacements. Once larger gutters and downspouts have been installed issues with underground drainage and drywells will be addressed as required.

b. Community Inspection

The Annual Property Inspection of the property was performed on June 19, 2014.

VI. New Business

a. Trench Drain Repairs

Bids will be sought for driveway trench repairs for units 1710, 1714, 1716, 1720 and 1778

b. 2015 Budget

The preparation of the 2015 budget will begin. The Board will advise of any items they would like included in the budget.

VII. Management Report

Scott will obtain bids for crack filling and sealing of the association's asphalt

Scott will have TurfMaster trim all arborvitaes trimmed in the back which are located in front of electric meters.

Scott will follow up with Verizon concerning FiOS installation concerns

The Annual Meeting is scheduled for Tuesday, October 7, 2014

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

Scott reviewed the work assignments taken from the meeting

X. Date, Time & Location of Next Meeting

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

XI. Adjourn

A motion was made and seconded to adjourn the meeting. The vote was unanimous and the motion carried.

Respectfully submitted,


Wolfgang Bitterolf
Board Secretary