

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
SEPTEMBER 8, 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 Mary Damratoski, 1748 Heather Heights Drive.

Present:

Frank Greco – President
Mary Damratoski – 2nd VP
Karl Nilson - Treasurer

Absent:

Mike Chicora – 1st VP
Wolfgang Bitterolf - Secretary

Representing CMP:

Scott Bright – Community Manager
Bernadette Bright – Recording Secretary

II. Secretary's Report

a. Review and Approve September 8, 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 July 14, 2014

A motion was made and seconded to approve the Board Meeting Minutes of July 14, 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 ending July 31, 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

A motion was made and seconded to accept the bid from TurfMaster for shrub removal but to delay planting of replacement shrubs until spring. The vote was unanimous and the motion carried.

A motion was made and seconded to accept the bid of \$850 from TurfMaster for removal of trees and shrubs from the front entrance. The vote was unanimous and the motion carried.

Because of a salt shortage, TurfMaster has been advised by their suppliers to secure their salt immediately at the risk of not having any when it is needed. This will require prepayment for the salt and TurfMaster is asking for a \$5,000 deposit which will be refunded through credits throughout the season.

A motion was made and seconded to accept the November 2014 through February 2016 snow removal contract from TurfMaster in the amount of \$21,000 as presented. The vote was unanimous and the motion carried.

A motion was made and seconded to pay a \$5,000 deposit for salt as requested by TurfMaster. The vote was unanimous and the motion carried.

Scott will talk to TurfMaster regarding storage of the salt by the entrance.

b. Social Committee

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

c. Newsletter Committee

There was nothing to report at this time.

d. Property Improvement Committee

There was nothing to report at this time.

e. Investment Committee

The Board would like to see an outline of what Joe Molinaro will present at the Annual Meeting.

V. Unfinished Business

a. Drainage Issues

Repairs have been made. 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. Trench Drain/Concrete Repairs

Bids were received for the trench repairs for units 1710, 1714, 1716, 1720 and 1768 and concrete repairs for 1748 and 1756. Scott will talk to the contractor to determine if the catch basins can be anchored for now and then replaced in the spring. There was concern about doing concrete repairs because of the cold weather. The concrete repair will need to be done before winter at unit 1756.

c. 2015 Budget Preparation

Budget preparation is underway and upon completion, a draft of the 2015 budget will be sent to the board for their review.

VI. New Business

a. 2014 Annual Meeting

The meeting will be held on October 7, 2014 at the Crescent Township Municipal Buildings. Two seats are open on the Board and one nomination form has been received.

b. 1704-1706 Driveway Repair

A bid was received from Pittsburgh Asphalt for \$1,800.00. Pittsburgh Asphalt said the repair would just be a band aid and the driveway needs to be replaced at a cost of \$13,275.00. Scott will ask Pittsburgh Asphalt for an estimate of approximately how long the patch might last.

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** – Previously sent with July Financials.

VIII. Review Management Work Assignments

Scott reviewed the work assignments taken from the meeting.

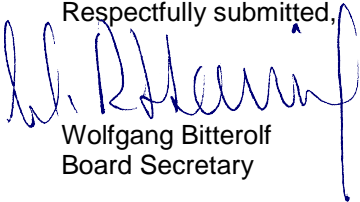
X. Date, Time & Location of Next Meeting

October 7, 2014 – 7:00 p.m. – Annual Meeting at Crescent Township Municipal Building

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