

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
NOVEMBER 4, 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
Mike Chicora – 1st VP
Mary Damratoski – 2nd VP
Wolfgang Bitterolf - Secretary
Karl Nilson - Treasurer

Representing CMP:

Scott Bright – Community Manager
Bernadette Bright – Recording Secretary

II. Secretary's Report

a. Review and Approve November 4, 2014 Meeting Agenda

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to approve the November 4, 2014 Meeting Agenda as presented. The vote was unanimous and the motion carried.

b. Approval of Board Meeting Minutes of September 8, 2014

The September 8, 2014 Board Meeting Minutes were approved by email on September 22, 2014 and posted on the Association website.

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 by Mike Chicora and seconded by Wolfgang Bitterolf to approve the Financial Reports for August 31, 2014 and September 30, 2014 as presented. The vote was unanimous and the motion carried.

b. Delinquent Accounts Report

There are no delinquencies.

c. Investments

As discussed at the Annual Meeting, an Investment Committee will be formed. Karl Nilson will chair the committee. A notice will be included in the newsletter asking for 4 additional volunteers to serve on this committee. The committee should be in place by the January Board meeting.

e. Other - None

IV. Committee Reports

a. Landscape Committee

A letter that the Board received from a unit owner regarding landscaping was discussed. Some of the suggestions included:

- Finding a way to communicate to the residents what specific issues have been reviewed and acted upon.

- Sending a notice advising the residents when a walk-through of the community will be done so that they can address their landscaping with the board and management doing the walk through.

The Board is taking the above and other suggestions made under consideration.

b. Social Committee

There was nothing to report at this time.

c. Newsletter Committee

The Board would like to have a newsletter published this month. Items to be included:

- Request volunteers for the Investment Committee
- Request a volunteer to fill the open seat on the Board
- Flag etiquette
- Remind unit owners that alteration requests are required for any modification to the outside of their unit and that any plantings that are done by the unit owner after being approved by the Board are their responsibility to maintain.
- Because of the money from the lawsuit that was repaid to the Association for previous frozen pipe repairs, any future frozen pipe repairs will be the responsibility of the unit owner.

d. Property Improvement Committee

There were no alteration requests to be discussed.

Scott will look into having the outside dryer vents cleaned.

e. Investment Committee

There was nothing additional to report.

V. Unfinished Business

a. Items to be Discussed at this Meeting:

1. Trench Drain/Concrete Repairs

Concrete patching will be done at 1756 this year and concrete replacement that was scheduled for 2014 will be done in the spring of 2015. The trench at 1716 needs to be supported.

2. 1704-1706 Driveway Repair

Asphalt patches will be done before winter and the driveways will be re-evaluated in the spring.

3. 2015 Budget Preparation

The first draft of the 2015 budget was discussed.

Currently the Association is on a four (4) year painting cycle. In reviewing this practice it was decided that the units did not require repainting every four (4) years. A motion was made by Wolfgang Bitterolf and seconded by Mary Damratoski to switch to a six (6) year painting cycle. The vote was unanimous and the motion carried. Because of the quality of the outdoor paints, Scott will research to see if the paint cycle could be extended longer than six (6) years and still maintain the aesthetics of the community.

b. Items not to be Discussed at this Meeting

1. Investment Policy

VI. New Business

a. Audited Financial Statements Ending 12/31/13

The report for the audited financial statements ending 12/31/13 was presented to the Board for their review. The audit was performed by Stenger, Bies & Company, Inc.

b. Core Aeration and Lime Application Proposal

A motion was made by Karl Nilson and seconded by Mike Chicora to accept the bid from TurfMaster for core aeration (\$800) and lime application (\$480) as presented. The vote was unanimous and the motion carried.

c. 2015 Meeting Schedule

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the 2015 Board Meeting Schedule as presented. The vote was unanimous and the motion carried.

d. Insurance Deductible Policy

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to approve the Insurance Deductible Policy as presented. The vote was unanimous and the motion carried. It was requested by the Board that Scott look into the cost of earthquake insurance. There has been some research regarding the possibility of earthquakes in areas where fracking is taking place.

e. Landscaping Proposal

A motion was made by Mike Chicora and seconded by Karl Nilson to accept the Landscaping Proposal for 2015-2017 from TurfMaster. The vote was unanimous and the motion carried.

f. Gutter Cleaning Proposal

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to accept the proposal from Marshall's in the amount of \$1,001.52 for gutter cleaning. 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 – Previously sent with August and September Financials.

VIII. Review Management Work Assignments

Scott reviewed the work assignments taken from the meeting.

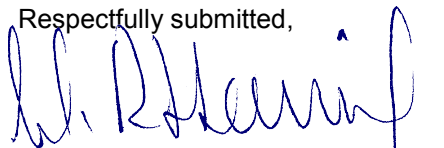
X. Date, Time & Location of Next Meeting

January 6, 2015 – 7:00 p.m. – Frank Greco's, 1770 Heather Heights Drive

XI. Adjourn

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

Respectfully submitted,



Wolfgang Bitterolf, Board Secretary