

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
JANUARY 6, 2015**

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 Frank Greco, 1770 Heather Heights Drive.

Present:

Frank Greco
Mary Damratoski
Wolfgang Bitterolf

Absent:

Mike Chicora

Representing CMP:

Scott Bright – Community Manager
Bernadette Bright – Recording Secretary

II. Election of Officers

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

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

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

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

III. Secretary's Report

a. Review and Approve January 6, 2015 Meeting Agenda

A motion was made by Mary Damratoski and seconded by Wolfgang Bitterolf to approve the January 6, 2015 Meeting Agenda with the addition of Trash Discussion under New Business. The vote was unanimous and the motion carried.

b. Approval of Board Meeting Minutes of November 4, 2014

The November 4, 2014 Board Meeting Minutes were approved by email on November 11, 2014 and posted on the Association website.

c. Introduction of Guests/Guest Remarks (none)

IV. Treasurer's Report

a. Approval of Monthly Financial Reports

After review and discussion, a motion was made by Wolfgang Bitterolf and seconded by Mary Damratoski to approve the Financial Reports for October 31, 2014 and November 30, 2014 as presented. The vote was unanimous and the motion carried.

b. Delinquent Accounts Report

There are no delinquencies.

c. Investments

Scott Bright has contacted Joe Molinaro of Morgan Stanley regarding information and rates for step up CD's.

e. Other - None

V. Committee Reports

a. Landscape Committee

There was nothing to report at this time.

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:

- Trash issue
- Thank those who volunteered for the Investment Committee
- List Board Officers
- Flag etiquette
- Include flyer for dryer vent cleaning

d. Property Improvement Committee

There were no alteration requests to be discussed.

e. Investment Committee

The members of the Investment Committee are Karl Nilson, Ray Gergich and Mark Leib.

VI. Unfinished Business

a. Items to be Discussed at this Meeting - None

b. Items not to be Discussed at this Meeting

1. Investment Policy
2. Trench Drains/Concrete Repair
3. 1704-1706 Driveway Repair

VII. New Business

a. Dryer Vent Cleaning

A flyer will be included in the newsletter advising unit owners they can schedule to have their dryer vent cleaned by Avacoll at a cost of \$50 which would be paid by the unit owner directly to Avacoll.

b. Trash

Recently several bags of trash were left by the curb after the garbage had been picked up. Many of the bags were torn apart by animals and the trash was all over the street. An article will be included in the newsletter regarding the trash rules and regulations.

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** – Previously sent with October and November Financials.

VIII. Review Management Work Assignments

Scott reviewed the work assignments taken from the meeting.

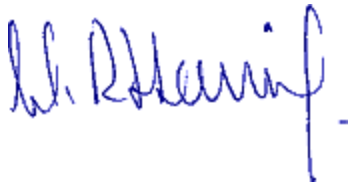
X. Date, Time & Location of Next Meeting

March 3, 2015 – 7:00 p.m. – Wolfgang Bitterolf, 1738 Heather Heights Drive

XI. Adjourn

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

Respectfully submitted,



Wolfgang Bitterolf
Board Secretary