

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION  
EXECUTIVE BOARD MEETING  
JULY 7, 2015**

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

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

**Present:**

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

**Absent:**

Frank Greco - President

**Representing CMP:**

Scott Bright – Community Manager  
Bernadette Bright – Recording Secretary

**II. Secretary's Report**

**a. Review and Approve July 7, 2015 Meeting Agenda**

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the July 7, 2015 Meeting Agenda as presented. The vote was unanimous and the motion carried.

**b. Approval of Board Meeting Minutes of March 3, 2015**

The March 3, 2015 Board Meeting Minutes were unanimously approved by email and posted on the Association website.

**c. Introduction of Guests/Guest Remarks – Karl Nilson – Financial Committee Report**

Karl Nilson presented the Financial Committee Report for their meeting held June 19, 2015. It is the consensus of the committee that there is a need for "Wire House" large investment for the proposed type of investment. Four (4) companies were contacted and the committee is suggesting that RBC and Morgan Stanley be contacted to do a presentation to the Board and Finance Committee for a final selection. An investment policy can be created once the investment firm is chosen. The committee will need to know the time line and the amount of the investment.

**III. Treasurer's Report**

**a. Approval of Monthly Financial Reports**

After review and discussion, a motion was made by Mike Chicora and seconded by Bob Skinner to approve the Financial Report for June 30, 2015 as presented. The vote was unanimous and the motion carried.

**b. Delinquent Accounts Report**

The updated report was reviewed and discussed.

**c. Investments**

There was no further discussion.

**e. Other – None**

**IV. Committee Reports**

**a. Landscape Committee – Remove from agenda. Committee not active at this time.**

**b. Social Committee – No report**

**c. Newsletter Committee**

Wolfgang will collect information to be forwarded to Mary Skinner to prepare a newsletter.

**d. Property Improvement Committee – Remove from agenda.**

**e. Investment Committee – No further report**

**V. Unfinished Business**

**a. Trench Drains/Concrete Repairs**

These projects are out to bid to three (3) companies and bids are due back by July 24. The Board can then vote on the work that needs to be completed.

**b. Asphalt Repairs**

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to approve the bid from Pittsburgh Asphalt to replace the asphalt surface at 1704-1706 and 17-0-1712 and install underground storm water pipe at 1704-1706 in the amount of \$24,000. The vote was unanimous and the motion carried.

**VI. New Business**

**a. 1788 Roof Repair**

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to approve the bid from Prescott Roofing to install new ice and water shield at 1788 Heather Heights Drive in the amount of \$3,110. The vote was unanimous and the motion carried.

**b. 1702 Retaining Wall**

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the bid from TurfMaster in the amount of \$1500 to repair the retaining wall by 1702 Heather Heights Drive. The vote was unanimous and the motion carried.

**c. Shrub Removal/Replacement**

Scott has completed a walk through with TurfMaster to identify dead shrubs to be removed and a list with this information will be provided byTurfMaster.

**d. Unapproved Alterations/Rule Violations**

An unapproved alteration and the next steps to be taken were discussed.

**e. 2016 Budget Preparation**

The 2016 budget process will start shortly and the Board should advise Scott of any budget requests they have.

**f. Assessment Collection and Payment Crediting Policy**

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to approve the Assessment Collection and Payment Crediting Policy as presented. The vote was unanimous and the motion carried.

**g. "Do Not Prune" List**

Instituting a "Do Not Prune" list was discussed. Some unit owners prefer that their shrubs not be pruned by the landscaping company. Information would be sent to the unit owners in the spring they could choose to be put on a list that the landscaping company would not include in the shrub pruning. However, the unit owner would then be responsible for pruning their own shrubs. Suggestions would be included for maintaining the shrubs.

**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**

Scott reviewed the work assignments taken from the meeting.

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

September 1, 2015 – 7:00 p.m. – Wolfgang Bitterolf, 1738 Heather Heights Drive

**X. Adjourn**

A motion was made by Wolfgang Bitterolf 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 stylized flourish at the end.

Wolfgang Bitterolf, Board Secretary