

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
NOVEMBER 23, 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 – 1st Vice President
Bob Skinner – 2nd Vice President
Mike Chicora - Treasurer
Wolfgang Bitterolf - Secretary

Absent:

Frank Greco – President

Representing CMP:

Beth Maurer – Community Manager
Bernadette Bright – Recording Secretary

II. Secretary's Report

a. Review and Approve November, 2015 Meeting Agenda

A motion was made by Mike Chicora and seconded by Bob Skinner to approve the November, 2015 Meeting Agenda as presented. The vote was unanimous and the motion carried.

b. Approval of Board Meeting Minutes of September 1, 2015

The September 1, 2015 Board Meeting Minutes were unanimously approved by email 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 Mary Damratoski and seconded by Wolfgang Bitterolf to approve the Financial Reports for September 30, 2015 and October 31, 2015 as presented. The vote was unanimous and the motion carried.

b. Delinquent Accounts Report

The updated report was reviewed and discussed.

c. Investments

After the first of the year the plan for the long term investments will be further discussed.

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to roll the CD expiring on December 2, 2015 for six (6) months. The vote was unanimous and the motion carried.

e. Other – None

IV. Committee Reports

a. Social Committee

There was no report.

b. Newsletter Committee

Items to be included in the next newsletter:

- Increase in monthly assessment for 2016 and explain why the increase was needed.
- President's letter
- Directory can be printed out if wanted
- Eagle report

c. Investment Committee

No report.

V. Unfinished Business

a. Trench Drains/Concrete Repairs

1710 – Only the apron and the edge of the concrete around the drain were replaced. The drain was structurally sound and did not require any repair.

1744 – The concrete was not replaced because the area was saturated with water. A plumber will need to come out and look to see if there is an underlying reason why the area is wet.

1714 – There is a hairline fracture in the concrete. The Manager will consult with Chris as to whether or not the area of concrete should be replaced.

b. 1717 Heather Heights Drive

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to revisit this issue in the spring. The vote was unanimous and the motion carried.

c. 2016 Budget Narrative

A motion was made by Mike Chicora and seconded by Bob Skinner to approve the 2016 Budget Narrative as presented. The vote was unanimous and the motion carried.

d. Miscellaneous

- A motion was made by Mike Chicora and seconded by Bob Skinner to accept the bid from Marshall's for gutter cleaning. The vote was unanimous and the motion carried.
- Send draft of the audit to the Board for signature.
- The possibility of raising the capitalization fee that is paid by new unit owners was discussed.
- Get a price from TurfMaster for removing trees from the hillside.
- Send the 2016 Meeting Schedule to the Board.

VI. New Business

There was no New Business.

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

Beth reviewed the work assignments taken from the meeting.

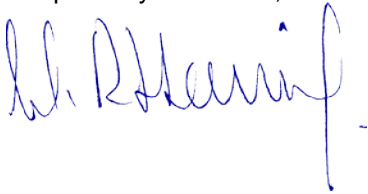
IX. Date, Time & Location of Next Meeting

January 5, 2016 – 7:00 p.m. – Frank Greco, 1770 Heather Heights Drive

X. Adjourn

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

Respectfully submitted,



Wolfgang Bitterolf, Board Secretary