

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
JANUARY 5, 2016**

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 at 1770 Heather Heights Drive.

Present:

Frank Greco - President
Mike Chicora - Treasurer
Wolfgang Bitterolf – Secretary
Bob Skinner – 2nd Vice President

Absent:

Mary Damratoski – 1st Vice President

Representing CMP:

Beth Maurer – Community Manager

II. Election of Officers

The Board voted to have the officers of the Association remain the same as the previous year. Frank Greco is the President, Mary Damratoski is the 1st Vice President, Bob Skinner is the 2nd Vice President, Mike Chicora is the Treasurer and Wolfgang Bitterolf is the Secretary.

III. Guest Speaker – Joe Molinaro

Mr. Molinaro spoke to the Board about investment options. The Board will review the information that Joe distributed. The money will remain in CD's until the new Reserve Study has been completed.

IV. Secretary's Report

a. Review and Approve January, 2016 Meeting Agenda

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the January, 2016 Meeting Agenda as presented. The vote was unanimous and the motion carried.

b. Approval of Board Meeting Minutes of November 23, 2015

The November 23, 2015 Board Meeting Minutes were unanimously approved and posted on the Association website.

c. Introduction of Guests/Guest Remarks - None

V. 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 November 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

Not discussed.

d. Other

The audit for December, 2014, which was previously approved, was distributed to the Board members.

VI. Committee Reports

a. Social Committee

There was no report.

b. Newsletter Committee

Wolfgang Bitterolf stated that a newsletter will be going out in January.

c. Investment Committee

There was no report.

VII. Unfinished Business

a. 1717 Heather Heights Drive

The issue is tabled for discussion in the spring.

VIII. New Business

a. 2016 Goals – Frank Greco reported that the goals for 2016 will be to maintain and/or increase the value of the homes and to re-evaluate the driveways and concrete. Bids will be obtained for this work.

b. Capitalization Fee Increase – A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to raise the capitalization fee to \$660. The vote was unanimous and the motion carried.

c. Stoop Issue – Mike Chicora brought up for discussion the definition of a stoop. Mike had been approached by a resident that had the steps at the door replaced last year and the homeowner stated that this area is a stoop and is to be maintained by the homeowner. Several definitions of a stoop were discussed and it was decided that there are no stoops in the community.

IX. Management Report

a. **Service Request Reports** – Provided to the Board.

b. **Work Order Reports** – A work order is to be sent to Turfmaster to limb up the white pine trees and plant viburnum under the trees. Beth Maurer is to obtain pricing from American Leak Detection for repairs to 1746/44 and 1738/36. Beth will email the price to the Board for a decision so that the work can be done in the spring.

c. **CC & R Reports** – Provided to the Board.

d. **New Owner Report** – Provided to the Board.

X. Review Management Work Assignments

Beth reviewed the work assignments taken from the meeting.

XI. Date, Time & Location of Next Meeting

March 1, 2016 – 7:00 p.m. – 1734 Heather Heights Drive

X. Adjourn

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

Respectfully submitted,



Wolfgang Bitterolf, Board Secretary