

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION  
EXECUTIVE BOARD MEETING  
MARCH 1, 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 Bob Skinner at 1734 Heather Heights Drive.

**Present:**

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

**Absent:**

Mary Damratoski – 1<sup>st</sup> Vice President

**Representing CMP:**

Beth Maurer – Community Manager  
Bernadette Bright – Recording Secretary

**II. Secretary's Report**

**a. Review and Approve March 1, 2016 Meeting Agenda**

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the March 1, 2016 Meeting Agenda as presented. The vote was unanimous and the motion carried.

**b. Approval of Board Meeting Minutes of January 5, 2016**

The January 5, 2016 Board Meeting Minutes were unanimously approved 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 January 31, 2016 as presented. The vote was unanimous and the motion carried.

**b. Delinquent Accounts Report**

The updated report was reviewed and discussed.

**c. Investments**

The investments will remain as they are until the reserve study is completed.

**d. Other**

None

**IV. Committee Reports**

**a. Social Committee**

The Spring Fling will be held May 15, 2016 at the Speakeasy. Details of the event will be included in the newsletter.

**b. Newsletter Committee**

Wolfgang Bitterolf stated that a newsletter will be going out in April. It will contain information regarding social events, dryer vent cleaning and an address map of the Villas.

**c. Investment Committee**

There was no report.

**V. Unfinished Business**

**a. 1717 Heather Heights Drive**

The issue is tabled for discussion in the spring.

**VI. New Business**

**a. Garage/Estate Sales**

Allowing Yard/Estate/Moving Sales was discussed. Frank Greco spoke with the President of the single family homes HOA regarding the possibility of having a joint garage/yard sale. They have a community garage sale once a year. This year the sale will be May 14 from 8:00 a.m. - 12:00 p.m. and the information will be included in the Villas newsletter.

Beth will draft a policy for Estate/Moving sales to be held at other times in the Villas. The unit owner would have to request permission from the Board advising them of the date and timeframe of the sale. Unit owners would be responsible for any damage to the lawns, etc. from cars parking in the grass.

**b. Miscellaneous**

Beth will contact DeVito Concrete to inspect and discuss the work that needs to be done this year. The Board would like to have DeVito do the concrete work again this year.

**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.

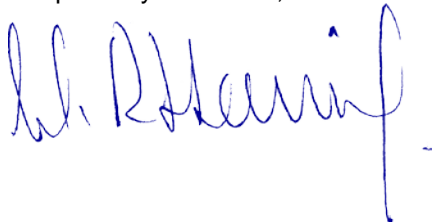
**IX. Date, Time & Location of Next Meeting**

May 3, 2016 – 7:00 p.m. – Mary Damratoski - 1748 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