

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION  
EXECUTIVE BOARD MEETING  
MAY 3, 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 Mary Damratoski at 1748 Heather Heights Drive.

**Present:**

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

**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 May 3, 2016 Meeting Agenda with the removal of the Investment Committee on future agendas since it has been dissolved. The vote was unanimous and the motion carried.

**b. Approval of Board Meeting Minutes of March 3, 2016**

The March 3, 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 Wolfgang Bitterolf and seconded by Mary Damratoski to approve the Financial Reports for March 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**

Short term investments of 1 to 3 years, bonds and mutual funds were discussed. Once it is decided the amount and type of investment to be made, the board would like to receive a monthly statement from Morgan-Stanley.

There was discussion to give Joe Molinero of Morgan Stanley the amount needed for 2019 in the reserves taken from the updated reserve study and to place the additional money into investments.

**d. Other**

None

**IV. Committee Reports**

**a. Social Committee**

The Spring Fling will be held May 15, 2016 at the Speakeasy.

**b. Newsletter Committee**

No report.

**c. Investment Committee**

This committee is inactive at this time and will be removed from future agendas.

**V. Unfinished Business**

**a. 1717 Heather Heights Drive**

A motion was made and seconded to send a letter to the unit owner advising that a fine will be levied if the unauthorized landscaping is not removed within the specified timeframe. The vote was unanimous and the motion carried.

**b. Garage/Estate Sale**

The joint garage/yard sale with the single family HOA has been cancelled due to lack of interest.

**VI. New Business**

**a. Reserve Study Update**

The reserve study update was presented to the Board. There were questions regarding some of the numbers in the update. Beth will contact Miller Dodson to discuss the discrepancies.

**b. Landscape Walk Through**

TurfMaster is working on a landscaping plan and prioritizing the work that needs to be done.

The request from 1714 to have shrubs removed by the Association was discussed. The Association will remove the shrubs but will not replace them. If the unit owner wants to replace them an alteration request form would have to be completed and submitted for approval.

Beth will check with TurfMaster for a cost to replace the shrub at 1742 with a tree.

**c. Pet Issues**

There was an issue with a dog biting another dog in the community. A police report was filed by the owner and no action is required on the part of the Association.

**d. Miscellaneous**

Beth will get pricing for asphalt.

**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.

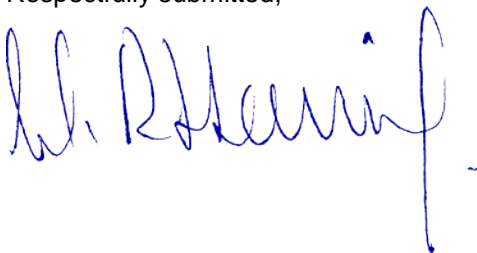
**IX. Date, Time & Location of Next Meeting**

The date in July is to be determined.

**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

