

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION  
EXECUTIVE BOARD MEETING  
JULY 12, 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  
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

**II. Secretary's Report**

**a. Review and Approve July 12, 2016 Meeting Agenda**

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the July 12, 2016 Meeting Agenda. The vote was unanimous and the motion carried.

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

The May 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 Mike Chicora to approve the Financial Reports for June 30, 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 Board requested that quarterly investment information is included with the financials for each Board meeting.

**d. Other**

None

**IV. Committee Reports**

**a. Social Committee**

No report.

**b. Newsletter Committee**

Wolfgang Bitterolf stated that a newsletter will be coming out after this Board meeting. Article topics were discussed.

**V. Unfinished Business**

**a. Turfmaster Shrub Removal**

The Board unanimously approved all of the recommendations from Turfmaster. The work will be done in 2016.

**b. Window Trim Enclosure**

The Board unanimously approved the bid from Felser for the siding repairs for the window trim issues. The cost will be \$492 per twin window to replace all the wood around the J channel. The Board requested that CMP email the Board members when a Homeowner reports this same type of issue. The Board will vote by email on future repairs if needed.

**c. Garage Sale/Estate Sale Policy**

The policy was approved and signed. The Board requested that the policy, along with the No Parking on the Grass Policy be mailed to all of the Homeowners. A copy of each policy will be sent to Wolfgang in Word format so that they can be placed on the website.

**VI. New Business**

**a. Driveway Drains**

Beth Maurer stated that she had met with Pittsburgh Asphalt, Felser and Devito Concrete who all inspected the drains. Beth will contact Kevin Morrow and meet with him to obtain his opinion on what repairs are needed.

**b. Driveway Replacements**

A motion was made by Wolfgang Bitterolf and seconded by Bob Skinner to have Wayne at Pittsburgh Asphalt choose the worst three of the four driveways in the bid and replace them. The fourth driveway will not be done this year. The rest of the money that was allotted for the driveway replacements will be used for the shrub removal. The vote was unanimous and the motion carried.

Wolfgang Bitterolf requested that prices be obtained for the replacement of the address numbers to coincide with the units in each individual driveway. Beth will contact sign companies for costs.

1717 will receive a letter that the landscaping Alteration Request they received approval for was not followed as submitted. Random plantings were installed on the outside of the sidewalk on common property that were not included on the Alteration Request.

**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**

Not discussed.

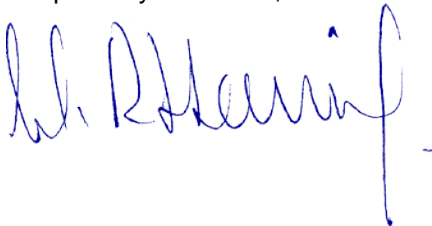
**IX. Date, Time & Location of Next Meeting**

September 6, 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