

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
SEPTEMBER 6, 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 – 1st Vice President
Bob Skinner – 2nd Vice President
Mike Chicora – Treasurer
Wolfgang Bitterolf – Secretary

Representing CMP:

Ed Golob – Community Manager
Bernadette Bright – Recording Secretary

II. Secretary's Report

a. Review and Approve September 6, 2016 Meeting Agenda

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the September 6, 2016 Meeting Agenda. The vote was unanimous and the motion carried.

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

The July 12, 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 Bob Skinner to approve the Financial Reports for July 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 Board requested that the Morgan Stanley investment information is included with the financials for each Board meeting.

Joe Molinero, the Association representative from Morgan Stanley has been invited to speak at the Annual Meeting.

d. Other

None

IV. Committee Reports

a. Social Committee

No report.

b. Newsletter Committee

No report.

V. Unfinished Business

a. Turfmaster Shrub Removal

Shrub removal is scheduled for late September. A motion was made and seconded to remove the shrub by the lamp post at 1742 Heather Heights Drive and replace it with a tree the same as others in the community. Three (3) Board members voted in favor and one (1) against. The shrub that is removed will be transplanted by Turfmaster in another location in Parkwood.

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to instruct Turfmaster to trim the grasses around the air conditioning units at least 1' to 1-1/2' out to allow air circulation around the unit. The vote was unanimous and the motion carried.

A motion was made by Mike Chicora and seconded by Mary Damratoski to send a letter to 1732 Heather Heights Drive advising them that the grasses will be trimmed as soon as possible around the air conditioning unit. They should also be advised that the unit was installed blocking the gas meter from being read and they will be responsible for having the unit moved. The vote was unanimous and the motion carried.

The Board would like a price from Turfmaster to cut the perimeter of the community every time the grass is cut. Currently this is not being done every time the grass is cut.

b. Window Trim Enclosure

A motion was made by Wolfgang Bitterolf and seconded by Bob Skinner to approve the bid from Felser for the window trim for the 2 additional units at 1722 and 1768 Heather Heights Drive. The vote was unanimous and the motion carried.

c. Driveway Drains

Bids were received for the driveway drains at 1710, 1712 and 1714. CMP will investigate other options such as reconditioning the dry well before any decision is made.

d. Driveway Replacements

A memo is being mailed on September 7 to advise the affected unit owners that the work on the driveway replacements will begin on September 12.

e. Address Signs

New address signs will be installed to better mark the address of the individual units. The posts that are currently installed can be used for the new signs. CMP will try to match what is currently there and will get pricing to the Board as soon as possible.

VI. New Business

a. Expectations of Management Company

- The Board requested copies of the responses to unit owner correspondence be sent to them.
- Contact information will be updated in the newsletter.
- Management Reports will be sent to the Board every month when the financials are sent.

b. Insurance Deductible Increase

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to increase the insurance policy deductible from \$1,000 to \$2,500. The vote was unanimous and the motion carried.

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

Ed Golob reviewed the work assignments.

IX. Date, Time & Location of Next Meeting

Annual Meeting – October 4, 2016 – Crescent Township Municipal Building
Board November 1, 2016 – 7:00 p.m. – Frank Greco – 1770 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