

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
NOVEMBER 1, 2016 & NOVEMBER 7, 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, 1770 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
Jennifer Burgess – Community Manager
Bernadette Bright – Recording Secretary

II. Secretary's Report

a. Review and Approve November 1, 2016 Meeting Agenda

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the November 1, 2016 Meeting Agenda with the addition of discussion of the 2017 budget. The vote was unanimous and the motion carried.

b. Approval of Board Meeting Minutes

The September 6, 2016 Board Meeting Minutes were unanimously approved via email 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 September 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

No further discussion.

d. 2017 Budget Discussion

The 2017 budget was discussed. The budget presented reflects an increase in the assessment of \$14.00 per month.

The amount of \$14,250 in the budget allocated for mulching will be removed. Mulching will not be done in 2017. The cost of the Association insurance has increased for 2017. It was suggested that the assessment be raised \$15.00 per month rather than \$14.00 which would be additional money to the reserves.

The budget will be revised to reflect removing \$14,250 for mulching and increasing the monthly assessment \$15.00 taking the monthly assessment from \$250.00 per month to \$265.00 per month. A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to email a revised copy of the 2017 to the Board for their review and vote. The vote was unanimous and the motion carried.

IV. Committee Reports

a. Social Committee

No report.

b. Newsletter Committee

No report.

V. Unfinished Business

a. Turfmaster Shrub Removal

The shrub removal project will take another couple of weeks to complete.

It was suggested that the mulch that is against the units be removed and replaced with some type of rock. Mulching around the trees will still be done. A motion was made by Mike Chicora and seconded by Bob Skinner to get a price from TurfMaster to remove the mulch up against the units and replace it with rock. The vote was unanimous and the motion carried.

b. Window Trim Enclosure

Mike Chicora reported that Felser did not repair the window trim enclosure on his veranda windows. Jennifer will check with Felser to see which window trim enclosures were done and have them come back for any repairs that need to be completed.

c. Driveway Drains

The grates for the slot drains will be lifted and cleaned out.

d. Insurance Increase Deductible

A motion was made by Mike Chicora and seconded by Wolfgang Bitterolf to increase the insurance deductible from \$1,000.00 to \$2,500.00. The vote was unanimous and the motion carried.

e. Roof sealing

A resident advised a Board member that there is a sealant that can be put on the roofs to prolong the life of the roof. Jennifer will research information on this and ask a representative to attend the January Board Meeting.

VI. New Business

a. 2017 Meeting Dates

The 2017 meeting dates are January 3, March 7, May 2, July 11, September 5 and November 7. The Annual meeting is scheduled for October 3.

b. 1727 Heather Heights Drive - Shrub

The unit owner would like a dead shrub removed and replaced with tall grasses. The unit owner will be advised that the shrub will be removed and will look at replacing it with something other than tall grasses in the spring.

VII. Management Report

a. Service Request Reports – Provided to the Board.

- Service Request #168 should be closed.
- Service Request #176 – It is not worth the additional cost to cut the perimeter as long as it is done every month according to the contract.
- Reopen Service Request #165 regarding window trim
- Service Request #173 – Pittsburgh Asphalt will be contacted to look at the area and will need to be fixed properly in the spring

b. Work Order Reports – Provided to the Board.

- Check to see if Work Order #406 was completed.

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

d. New Owner Report – Provided to the Board.

VIII. Review Management Work Assignments

Jennifer Burgess reviewed the work assignments.

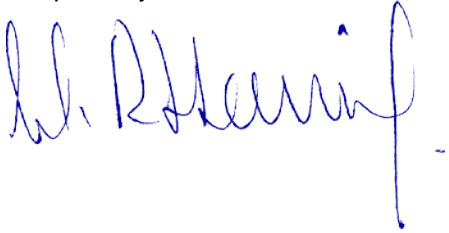
IX. Date, Time & Location of Next Meeting

Board January 3, 2017 – 7:00 p.m. – Bob Skinner – 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

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
SPECIAL EXECUTIVE BOARD MEETING
NOVEMBER 7, 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.

Present:

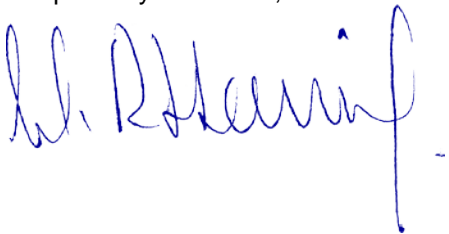
Frank Greco - President
Mary Damratoski – 1st Vice President
Bob Skinner – 2nd Vice President
Mike Chicora – Treasurer
Wolfgang Bitterolf – Secretary

An additional board meeting was held with all board members present at the home of Mary Damratoski on 11/07/2016 at 7:00PM.

A motion was made by Mary Damratoski to hold the condominium fees at \$250/month for 2017, and not increase them to \$265. The motion was seconded by Wolfgang Bitterolf. The motion carried."

A motion was made and seconded to adjourn the meeting. The motion carried.

Respectfully submitted,



Wolfgang Bitterolf, Board Secretary