

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION  
EXECUTIVE BOARD MEETING  
JANUARY 3, 2017**

**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, 1734 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:**

Jennifer Burgess – Community Manager  
Bernadette Bright – Recording Secretary

**II. Election of Officers**

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to keep the current Officers of the Board of Directors. The vote was unanimous and the motion carried.

**III. Secretary's Report**

**a. Review and Approve January 3, 2017 Meeting Agenda**

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to approve the January 3, 2017 Revised Meeting Agenda. The vote was unanimous and the motion carried.

**b. Approval of Board Meeting Minutes**

The November 1 and November 7, 2016 Board Meeting Minutes were unanimously approved via email and posted on the Association website.

**c. Introduction of Guests/Guest Remarks - None**

**IV. Treasurer's Report**

**a. Approval of Monthly Financial Reports**

After review and discussion, a motion was made by Bob Skinner and seconded by Wolfgang Bitterolf to approve the Financial Reports for November 30, 2016 as presented. The vote was unanimous and the motion carried.

**b. Delinquent Accounts Report**

No discussion.

**c. Investments**

Mike Chicora distributed a copy of the Morgan Stanley report for 12/31/16 and it was reviewed by the Board.

**d. Other**

None

**V. Committee Reports**

**a. Social Committee**

Eighteen (18) members attended the Christmas lunch.

**b. Newsletter Committee**

No report.

**VI. Unfinished Business**

**a. 1768 Window Trim Enclosure**

Jennifer will contact Felser regarding the trim enclosure and will meet with them to discuss the repairs. The original service request was #165 which was closed and then reopened as service request #182. It was requested that unit #1705 be added to this service request. The window trim is deteriorating and should be inspected by Felser.

**b. Driveway Drains**

The grates for the slot drains were cleaned out in November and are full again due to the leaves falling so late in the season this year. A motion was made by Mike Chicora and seconded by Mary Damratoski to have the slot drains cleaned out again. The vote was unanimous and the motion carried.

**c. Driveway Replacement**

As previously reported there is a problem with the driveway replacement at 1768. Jennifer Burgess did look at the driveway, however, the weather conditions were not good at the time. There is also a problem with 1738. Jennifer will inspect it again when weather conditions improve and will advise the unit owner when she will be there.

**d. Insurance**

Each insurance claim will be considered on a case by case basis as to whether a claim will be filed depending on the cost of the claim.

**e. 1772 Waterline**

The Board would like to have TurfMaster contacted to repair the yard at 1772 where the water line repair was made.

**VII. New Business**

**a. 1772 Waterline**

Jennifer will get a legal opinion on the waterline responsibility as stated in the Declaration so that it is clear what the unit owner and association responsibilities are in the case of a repair.

**b. 1705 Roof**

The roof has been repaired and the insurance claim is ongoing.

There is a roof leak at 1792 that the Board would like to have Rain Roofing repair.

**c. Audit**

A copy of the audit prepared by Stenger-Bies of the 2015 Parkwood financial statements was presented to the Board for their review.

**VIII. Management Report**

**a. Service Request Reports – Provided to the Board.**

- Service Request #168 should be closed.
- Service Request #165 regarding window trim was closed but has been reopened as Service Request #182.

**b. Work Order Reports – Provided to the Board.**

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

**d. New Owner Report – Provided to the Board.**

**IX. Review Management Work Assignments**

Jennifer Burgess reviewed the work assignments.

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

Board Meeting March 7, 2017 – 7:00 p.m. – Mary Damratoski – 1748 Heather Heights Dr.

**XI. 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