

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
MARCH 7, 2017**

I. Call to Order/Roll Call

The meeting was called to order by Frank Greco at 7:10 p.m. The meeting was held at the home of Mary Damratoski, 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:

Jennifer Burgess – Community Manager
Bernadette Bright – Recording Secretary

II. Secretary's Report

a. Review and Approve March 7, 2017 Meeting Agenda

A motion was made by Mary Damratoski and seconded by Mike Chicora to approve the March 7, 2017 Meeting Agenda. The vote was unanimous and the motion carried.

b. Approval of Board Meeting Minutes

The January 3, 2017 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 Wolfgang Bitterolf and seconded by Mike Chicora to approve the Financial Reports for February 28, 2017 as presented. The vote was unanimous and the motion carried.

b. Delinquent Accounts Report

No discussion.

c. Investments

Previously sent to the Board for their review.

d. Other

None

IV. Committee Reports

a. Social Committee

The Committee is planning on having the fall picnic this year but they are not having the spring party.

b. Newsletter Committee

A newsletter will be prepared for distribution to the community.

V. Unfinished Business

a. Insurance

Jennifer will check with the utilities to see if there is insurance that the condo can purchase to cover the gas and water line repairs.

VI. New Business

a. Roof Inspection and Replacement Plans

Rain Roofing inspected all of the roofs and prepared a report and overview of their condition. There have been several roof repairs completed over the last few years and the roofs are getting to the point of needing replaced. A six (6) year roof replacement plan was suggested with three (3) buildings being done each year. The approximate cost for the roof to be replaced on one (1) building would be \$50,000. At the same time the gutters and downspouts would be replaced with larger gutters (5" or 6") being installed.

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to gets bids from Rain Roofing, Prescott Roofing, Felser and Danylo for the three (3) roofs in the worst condition to be replaced this year. The vote was unanimous and the motion carried.

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to pay for replacement of the roofs from the reserve fund. The vote was unanimous and the motion carried.

Capital expenditures for landscaping that were planned for this year will be done on an as needed basis.

A motion was made by Mike Chicora and seconded by Bob Skinner to reallocate the reserve expenditures of \$10,000 for concrete replacement and \$65,000 for driveway replacement to be used for roof replacement. The vote was unanimous and the motion carried.

A motion was made by Wolfgang Bitterolf and seconded by Mike Chicora to increase the monthly assessment by \$25.00 for the months of June 2017 through December 2017 to cover the costs of major repairs. The vote was unanimous and the motion carried.

VII. Management Report

a. Service Request Reports – Provided to the Board.

- Service Request #160 – Address Number Signs – Jennifer will proceed with this project and will get a sample to Wolfgang Bitterolf for review.

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

Jennifer Burgess reviewed the work assignments.

IX. Date, Time & Location of Next Meeting

Board Meeting May 2, 2017 – 7:00 p.m. – Wolfgang Bitterolf – 1738 Heather Heights Dr.

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