

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION  
EXECUTIVE BOARD MEETING  
MAY 2, 2017**

**I. Call to Order/Roll Call**

The meeting was called to order by Frank Greco. The meeting was held at the home of Mr. Frank Greco, owner of 1770 Heather Heights Drive.

**Present:**

Frank Greco - President  
Mary Damratoski – 1<sup>st</sup> Vice President  
Bob Skinner – 2<sup>nd</sup> Vice President  
Wolfgang Bitterolf – Secretary

**Excused**

Mike Chicora - Treasurer

**Representing CMP:**

Jennifer Burgess – Community Manager

**II. Secretary's Report**

**a. Review and Approve May 2, 2017 Meeting Agenda**

A motion was made by Mr. Bitterolf, seconded by Ms. Damratoski, and unanimously carried, the May 2, 2017 Meeting Agenda was approved.

**b. Approval of Board Meeting Minutes**

The March 7, 2017 Board Meeting Minutes were unanimously approved via email and posted on the Association website. There was one change.

**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 Mr. Bitterolf, seconded by Mr. Skinner, and unanimously carried, the March 31, 2017 Financial Reports were approved as presented.

**b. Delinquent Accounts Report**

There is one delinquency in which the homeowner is two months in arrears.

**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. Mr. Bitterolf stated on the community website that the committee is seeking volunteers.

**b. Newsletter Committee**

A newsletter was recently distributed to the membership.

**V. Unfinished Business**

**a. Windows**

Ms. Burgess clarified which portions of the windows needed to be repaired. The veranda portions require some attention so Ms. Burgess will inspect these areas.

**b. Driveways**

The contractor has offered two different options: 1) seal the area, or 2) remove and replace a 12x18 portion. The Board of Directors tabled the decision.

**VI. New Business**

**a. Roof Inspection and Replacement Plans**

The Board of Directors reviewed the 3 bids. The Board of Directors tabled the decision until an additional bid is received.

**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**

Ms. Burgess reviewed the work assignments.

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

Board Meeting Monday, June 19, 2017 – 7:00 p.m. – Location will be at Mr. Wolfgang Bitterolf's residents.

**X. Adjourn**

Upon motion duly made by Mr Bitterolf, seconded by Mr. Skinner, and unanimously carried, the May 2, 2017 Executive Board Meeting was adjourned.

Respectfully submitted,

  
Board Secretary