

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
JUNE 19, 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. Wolfgang Bitterolf, owner of 1738 Heather Heights Drive.

Present:

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

Representing CMP:

Jennifer Burgess – Community Manager

Special Guests:

George Rain – Rain Roofing
George Stewart – Rain Roofing

II. Secretary's Report

a. Review and Approve June 19, 2017 Meeting Agenda

A motion was made by Mr. Bitterolf, seconded by Mr. Skinner, and unanimously carried, the *June 19, 2017 Meeting Agenda* was approved.

b. Introduction of Guests/Guest Remarks

George Stewart advised that Rain Roofing inspected several roofs and noted three or four roofs that require replacement. Rain Roofing proposes that the roofs be replaced in a three to four-week timespan beginning July 10, 2017. It is anticipated that each roof will take approximately one week (weather and additional damage dependent). Current shingles are the Weathered Wood; however, they also recommend the Driftwood. In addition, Rain Roofing advised the Board of Directors that the gutters do not need to remain white. Dumpsters will most likely be located on the street. Rain Remodeling would like to use IKO brand shingles as they offer the best warranty. Rain Roofing is a SealPro Plus Certified Installer which grants an extra five years proration to total a 20-year proration period with a 30-year shingle warranty. Gutters will be increased to a 6-inch gutter and downspout. They will use synthetic underlayment. The proposed gutter colors are white or "Pebble Grey."

III. Treasurer's Report

a. Approval of Monthly Financial Reports

After review and discussion, a motion was made by Mr. Wolfgang, seconded by Mr. Chicora, and unanimously carried, the *June 19, 2017 Financial Reports* were approved as presented.

b. Delinquent Accounts Report

The April delinquency report was provided. The Board of Directors will need to review the May 2017 delinquencies.

c. Investments

Previously sent to the Board for their review.

d. Other

None

IV. Committee Reports

a. Social Committee

Mr. Bitterolf advised that Rita Melynchek may take over as the Social Committee once the current Social Committee chair person sells their unit.

b. Newsletter Committee

The Board discussed sending a letter to those residents who will be have the roof replaced only.

V. Unfinished Business

a. Rain Roofing

Ms. Burgess advised that she estimates the approximate cost of \$37,000 per roof to allow \$2,500 for wood issues. Three roofs would be approximately \$114,000 and four would total \$148,000. The four proposed buildings are 1700, 1702, 1780 and 1788. Upon motion duly made by Mr. Skinner, seconded by Mr. Damratoski, and unanimously carried, the *Board approved replacement of four roofs with the Weathered Wood shingle.*

b. Sign Selection

Ms. Burgess advised that she had received several proposals but prices range but the Board should not anticipate on spending less than \$2,000 to replace the signs. To sandblast the cost would be an estimated \$4,500. Acrylic routed would be a cost of \$8,500. Upon motion duly made by Mr. Bitterolf, seconded by Mr. Chicora, and unanimously carried, the *Board of Directors agreed to table this item as other priority projects are in place.*

c. Driveways

Ms. Burgess advised that the contractor she referenced the prior week reviewed the pictures and met onsite. The contractor recommended that in lieu of cutting and replacing the driveway that it be sealed for a period of three years. Ms. Burgess will reach out to Pittsburgh Asphalt and propose that this be there responsibility.

VI. New Business

a. 1760 Heather Heights Alteration

The Board of Directors directed Ms. Burgess to contact Mike Easley with TurfMaster to inquiry as to the cost of replace nine shrubs and if there would be a cost to remove them. Upon motion duly made Mr. Bitterolf, and seconded, and unanimously carried, the *alteration was approved pending acceptance that the owner assumes all cost, as provided by TurfMaster, and that removal and installation be completed by the Association's qualified vendor.*

Upon motion duly made by Mr. Chicora, seconded, and unanimously carried, the *Board of Directors agreed to remove the white dead pine tree at 1715 at a cost of \$700.00.*

Upon motion duly made, seconded, and unanimously carried, the *shrubs should be removed and replaced with grass.*

b. Investments

Ms. Burgess is waiting on some information from the accounting department. This discussion item was tabled.

c. Maintenance Issues

Three contractors have been invited to provide bids for the window repairs. Of the three, zero have provided bids for the repairs. The Board of Directors is willing to accept proposals from AVACOLL with the condition that they stand by the workmanship and that the work be evaluated by management within 24 hours of completion.

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, September 5, 2017 – 7:00 p.m. – Location will be determined at a later time. The Annual Owner's Meeting will be moved to September 27, 2017.

X. Adjourn

Upon motion duly made, seconded, and unanimously carried, the *June 19, 2017 Executive Board Meeting was adjourned.*

Respectfully submitted,


Board Secretary