

**VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION  
EXECUTIVE BOARD MEETING  
SEPTEMBER 20,2017**

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

Frank Greco called the meeting to order. The meeting was held at the home of Frank Greco.

**Present:**

Frank Greco- President

Mary Damratoski- 1<sup>st</sup> Vice President

Bob Skinner- 2<sup>nd</sup> Vice President

Mike Chicora-Treasurer

**Representing CMP:**

Jennifer Burgess-Conference Call

Community Manager

**II. New Business**

**Annual Membership Meeting- September 28<sup>th</sup>**

Jennifer Burgess joined board members on a conference call to review and discuss the PowerPoint to be presented at the Annual Membership Meeting.

Jennifer reported that Joe Molinaro said a \$75,000 CD was about to mature and could be added to the Repairs/Replacement Reserves.

Mary Damratoski made a motion to cash in the CD and add it to the Repairs/Replacement Reserves. Mike Chicora seconded the motion and the motion carried.

The Board reviewed the budget options for the roof replacement project presented by Ms. Burgess. Mike Chicora motioned to adopt the Option D and Bob Skinner seconded the motion. A vote was taken and with the majority in favor, the motion carried.

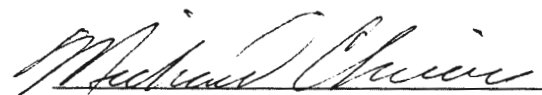
The Board reviewed and approved the letter which will be sent to the membership informing them that the 2018 Budget and dues increase will be presented at the Annual Membership Meeting on September 28<sup>th</sup>.

**III. General Rules - Termite Issue**

Mike Chicora read rule #6 on page 2 of Rules and Regulations of Villas at Parkwood Estates. The rule states that " unit owners will be responsible for all damage to any other Units or to the Common Elements resulting from such Unit Owner's failure or negligence to make any necessary repairs to his Unit". This could apply to the termite issue reported by the residents in Unit 1701.

**IV. Adjourn.** Mike motioned to adjourn; Mary seconded the motion.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michael Quinn", written over a horizontal line.

Board Secretary