

VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
JANUARY 18, 2018

I. Call to Order/Roll Call

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

Present:

Frank Greco
Bob Skinner
Mike Chicora
James Walker
Robert Pugliano

Representing CMP:

Jennifer Burgess – Community Manager

Special Guests (Board Introductions)

Rita Melynchek – Social Committee Chairperson

- a. **Special Guest Rita Melynchek** – Ms. Melynchek reported on the 2017 activities of the Social Committee and stated that the committee makes their funds from proceeds from the 50/50 raffle but requested funds be added in the budget for the social committee. The committee is requesting \$10.00 per unit.

II. Election of Directors

The 2018 Board of Directors will be:

Mike Chicora – President
James Walker – 1st Vice President
Frank Greco – 2nd Vice President
Robert Pugliano – Treasurer
Bob Skinner – Secretary

III. Secretary's Report

A motion made, seconded, and unanimously carried, the December 5, 2017 Board of Directors meeting minutes were approved with no changes or additions.

IV. Treasurer's Report

- a. **Approval of Monthly Financial Reports** – After review and discussion, a motion was made, seconded, and unanimously carried, the December 2017 Financial Report was approved as presented.
- b. **Delinquent Account Report** – This report was previously sent to the Board of Directors for their review.
- c. **Investments** – This report was previously sent to the Board of Directors for their review.
- d. **Other – 12-31-15 Auditor's Report** - This report was previously sent to the Board of Directors for their review.

V. Committee Reports

- a. **Social Committee** – After further review and discussion, a motion was made, seconded, and unanimously carried, to contribute up to \$1,000 to the Social Community for community wide social functions. Management is to re-allocate funds from the landscaping line item. Mr. Pugliano will inform Ms. Melynchek of the Board's decision.

- b. **Newsletter Committee** – The Board of Directors discussed providing the current version of the Rules and Regulations to the members. In addition, the next newsletter should be completed within the next 30 days and will direct homeowners to the community website. The Board of Directors also discussed installing a newsletter/flyer box near the mailboxes. Management will get prices and provide the information to the Board of Directors.

VI. Unfinished Business

- a. **Roof Engineering Report** – Management presented an inspection report from a recent resale home inspection. After further discussion, upon motion duly made, seconded, and unanimously carried, the Board of Directors will solicit a competent, qualified roof inspector to re-evaluate the roofs. A notice will also be placed in the upcoming newsletter.
- b. **Landscape Committee – Jim Walker** – Mr. Walker will review the current scope of work and provide additional items of concerns to Ms. Burgess to include in the Bid Specifications. The Board of Directors and management would like to have a landscape contract signed by March 15, 2018.
- c. **Gutter Cleaning** – The Board of Directors requested confirmation that the community gutter cleaning was complete.
- d. **Discussion Revising Rules and Regulations** – The Board of Directors discussed revising the Rules and Regulations for the community. Revisions should include that trash should be placed in bags and placed in covered containers. Additionally, pet waste should be placed in your own trash can. Upon a motion made, seconded, and unanimously carried, the Rules and Regulations will be amended, and the information placed in the upcoming newsletter.

VII. New Business

- a. **Finance Committee/Budget-Cost Savings** – Mr. Pugliano advised that the community is in a budget crisis and he would like to create a Finance Committee to evaluate costs. He advised that there are grants, such as “Block Grants” and credits for capital which can donate up to \$100,000 to a community. Mr. Pugliano also discussed possibilities with raising the insurance deductible in order to decrease the fee. In addition, he also advised that there are options to have the association lend money to itself – Certificate of Participation and would like to speak with Mr. Molinaro regarding the community’s investments. Mr. Pugliano would like to send a letter to the membership asking for participants to join the Finance Committee.
- b. **Owners’ Meeting** – The Annual Owners’ meeting will be held on October 17th at 7:00 PM with an additional Owners’ meeting to be held on May 1st at 7:00 PM.

VIII. Management Reports

- a. **Service Request Reports** – This report was previously provided to the Board for review.
- b. **Work Order Reports** – This report was previously provided to the Board for review.
- c. **CC&R Report** – This report was previously provided to the Board for review.
- d. **New Owner Report** – This report was previously provided to the Board for review.

IX. Review Management Work Assignments

Due to time constraints the management work assignments were not reviewed.

X. Date, Time and Location of Next Meeting

The next meeting will be held on March 6, 2018 at 7:00 PM at Bob Pugliano's offsite home, 1609 Cloverdale Lane, Crescent, PA 15046.

XI. Adjourn

Upon motion duly made, seconded, and unanimously carried, the January 18, 2018 Executive Board Meeting was adjourned.

Respectfully Submitted,

Robert Skinner
Board Secretary