

VILLAS AT PARKWOOD ESTATES CONDOMINIUM ASSOCIATION
EXECUTIVE BOARD MEETING
MARCH 6, 2018

I. Call to Order/Roll Call

The meeting was called to order. The meeting was held at the home of Bob Pugliano, 1609 Cloverdale Lane, owner of 1790 Heather Heights Drive.

Present:

Frank Greco
Robert Skinner
Mike Chicora
James Walker
Robert Pugliano

Representing CMP:

Jennifer Burgess – Community Manager
David Sylvester – Owner

Special Guests (Board Introductions)

None

II. Secretary's Report

A motion made, seconded, and unanimously carried, the January 18, 2018 Board of Directors meeting minutes were approved with no additional changes or additions.

III. Treasurer's Report

- a. **Approval of Monthly Financial Reports** – After review and discussion, a motion was made, seconded, and unanimously carried. The January 2018 Financial Report was approved pending a review of the insurance line item and subject to investment clarification.
- 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** – There no additional items to be discussed.

IV. Committee Reports

- a. **Finance Committee** – Mr. Pugliano advised that the finance committee, with 5 members, met on February 26, 2018. There are several areas the committee members are looking to offset the roofing cost and raise additional funds.
 - 1) Go Fund Me
 - 2) Business Identification
 - 3) Grants
 - 4) 50/50 Raffle
 - 5) Block Party
 - 6) 3 Day Cruise Donation

- 7) Lottery
- 8) Loan to Self
- 9) Budget Review
- b. **Landscape Committee**- Discussion occurred under Unfinished Business.
- c. **Newsletter Committee** – The most recent newsletter received accolades. The next newsletter will be presented in a few weeks and recap highlights from this meeting.
- d. **Social Committee** – This item was not discussed.

V. Unfinished Business

- a. **Review/Award Landscape Contract** – Management and the Board of Directors reviewed several 2018 landscape proposals. Ms. Burgess is to contact Harvest and 20/20 to receive answers on various questions. The Board requests their responses within 10 days. Upon motion duly made, seconded, and unanimously carried, the Board of Directors will approve the contractor via email.
- b. **Roof Inspections** – Upon motion duly made, seconded, and unanimously carried, Ms. Burgess will seek out quotes from a qualified roof inspector. Pricing should be reported back to the Board of Directors for final approval.
- c. **Window Trim Repairs** – Ms. Burgess reported that additional window trim repairs will be completed in the Spring 2018. Additionally, a new inspection will also be completed in the Spring.

VI. New Business

- a. **May Owners' Meeting Guidelines** – The Board of Directors has already put together an agenda. The owners' meeting is intended to provide three points of interest.

VII. 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.

VIII. Review Management Work Assignments

Ms. Burgess reviewed the management work assignments to include 1) check insurance policy expiration; 2) speak with landscape contractors and schedule a walk through with Mr. Walker, 3) find a licensed and insured roof inspector, 4) review the By-Laws to confirm the

amount required to have member approval, and 5) review calendar for the month of July in order to schedule a budget meeting with the finance committee and Mr. Pugliano.

IX. Date, Time and Location of Next Meeting

The next meeting will be held on April 17, 2018 at 7:00 PM. The location has not yet been determined.

X. Adjourn

Upon motion duly made, seconded, and unanimously carried, the March 6, 2018 Executive Board Meeting was adjourned.

Respectfully Submitted,

Robert Skinner, Board Secretary