

**PARKWOOD ESTATES BOARD MEETING AGENDA**  
**TUESDAY, FEBRUARY 9, 2021 USING ZOOM**

Agenda Updated February 3, 2021

(Click [HERE](#) to learn how to attend Zoom meetings)

1. Call to order
2. Minutes of January meeting approval
3. Treasurer's Report – Daan Berks
4. Dues Status
5. Parks Report – John
6. Procedures and Responsibilities Manual:
  - a. Approval of the Creation of Approval and Amendments of Procedures and Responsibilities.
  - b. Discussion of how to proceed with rest of procedures and responsibilities approval. We have at least 12 more. One a month means 2 ½ years.
  - c. Discussion about Bipin being the alternate webmaster. Chris does not want to be.
7. Easter Egg Hunt:
  - a. Do we have the event – pros and cons
  - b. Roxanne will be in Arizona – if we decide to have the event, she will still purchase the supplies, contact the pilot for the marshmallow drop and make sure supplies are ready for the event.
  - c. Need a board member who will be the point person during the event.
  - d. Need someone to be the Easter Bunny.
  - e. Need volunteers to help set up the event and hide eggs.
8. Spring newsletter to be published by first week in March:
  - a. Easter Egg Hunt - either the announcement we are not having it or we are having it.
  - b. Christmas Lighting Contest Winners.
  - c. Parks improvements, etc. – lawn care contract, improvements, etc.
  - d. Procedures and Responsibilities Manual – Roxanne will write an article explaining procedures and responsibilities and availability for residents to read on website and encouragement of resident with concerns or questions to respond to president by email.
9. Other Business
10. Closing