

Parkwood Estates Association Board Meeting Minutes
March 19th APPROVED

Meeting called to order at 7:01PM.

Members present: Dee Bowden (Treasurer), Tom Bowden (Parks Chairman), John Mitchell (President), Jerry Samuelian (Trustee), Roxanne Henke (Secretary), Judy Schantz (Trustee), Rick Pidosny (Trustee and Web Master), Ruth Rosenberg (Block Captain) and Mark Peacock (Block Captain)

Absent: Mike Cappuccitti (Vice President)

President John Mitchell has the following request for our board meeting:

- 1) meetings will start promptly at 7:00PM
- 2) discussions need to be kept to the point
- 3) any discussion needs to be one person at a time

MINUTES:

February minutes were read and approved with corrections. Timing of typing, distribution and way to correct minutes were discussed. Secretary will make sure that the minutes will be typed and distributed to board members and block captains within one week after the meeting with DRAFT clearly labeled. Any corrections, subtractions or additions will be sent via email and secretary will correct her copy. Secretary will bring corrected copy to next meeting to be approved. The secretary will then send the APPROVED copy of the minutes to board members and block captains. A spelling and grammar check will be done and a watermark stating "Pending Board Approval" on DRAFT minutes will be added. A mass emailing to residents stating the DRAFT minutes are on the website will be sent. When approved minutes are available, they will be posted on website and emailed to residents accordingly.

TREASURER'S REPORT

The financial report will be emailed to the secretary to attach to these minutes (see attached).

PARKS REPORT:

Discussion concerning committees to be formed for each park to help with the upkeep and maintenance of the parks such as berm weeding and mulching, tightening of playground equipment, applying stain to pavilion support poles, etc. Other items that are still waiting to be done are 1) concrete removal in Winter Park, playground border replacement in Winter Park and drain connection to concrete pipe in Blue Mountain Park. There was discussion concerning the inability to get residents to volunteer to do some of this work and that it is NOT the responsibility of the board members to do the work but to see that the work gets done. It was decided to get bids for removing the concrete. Parks Chairman will contact a resident who is a handyman and find out if he would be willing to put in a bid for the work. Other members were encouraged to get bids from anyone they knew that might be able to do the work. A draft for emailing concerning volunteers to help with upkeep and maintenance will be done by Webmaster and sent to board members prior to mailing.

A brochure of playground equipment was passed around as consideration for replacement of equipment in Winter Park. There was concern about how many children are using the equipment and the cost involved. The present equipment in Winter Park is in needed of replacement. This is tabled until next meeting. A draft of an email soliciting residents' comments regarding new part equipment will be done by Webmaster. The email will encourage them to attend the April meeting and email their input to the President prior to the April meeting. It was

suggested to replace wood border around playground equipment with pvc pipe 4" to 6" in diameter as a less expensive and more durable edge.

Berms and entrance signs will need another layer of mulch. The need to "barricade" more entrances to the parks from unauthorized vehicles was discussed. It would cost between \$300 and \$700 per entrance if we did the work ourselves. It was unresolved as to whether we needed to block other entrances. Rick will draft something for board members to look at concerning volunteers to help with upkeep and maintenance to be put on web site. Any supplies or materials needed by volunteers would be provided for by subdivision funds.

BUSINESS:

Egg Hunt: All supplies are ready to go. Three gift certificates of \$7.00 each were purchased; one for Jungle Java and two for Pump It Up for the golden egg prizes. She asked that we keep the golden eggs to use each year. Another board member volunteered to get coffee and donuts for the egg hunt.

Block Captain Project: The President was pleased with the attendance. The business card for block captains and board members were discussed and some changes were suggested. John will make the changes to the card and send it out one more time for final approval and then will order 500 which will cost approximately \$25.00.

It was decided to table any purchasing of promotional materials to be used for new residents until next year. Only two people responded to the request for FAQs to be added to material for new residents. John will take what he has and make a sheet. Rick will add a few key links to website but doesn't want a lot because of the changes in links that occur and upkeep of the links to make sure they are working.

The Treasurer presented information about interesting information on the Canton website. An issue was raised about security computer issues as we add to our website. It will be confirmed that tracking cookies are not placed on users' computers. After a brief discussion, no immediate security issues were identified. This will be added to the next agenda; however, this discussion should be short in nature and based only upon factual documentation.

By-laws: A copy of the letter sent to a lawyer and his response concerning by-laws and covenants were passed out. We can change the by-laws by a majority of a quorum of 32. It takes three years to change any covenants. The lawyer wanted \$700 just to look at our by-laws and he feels that we should not consider it. It was noted that a motion was passed at the January meeting regarding this matter.

Email sharing: Webmaster has 207 emails but has no way of knowing what lots or addresses correspond to the emails. If we want to use emails as a communication tool such as trying to get a block captain for the area that does not have one, he cannot send out emails to those residents that it concerns. The Treasurer will send a list of emails with lot numbers and it was also suggested that the block captains might be able to get emails for their blocks.

Picnic: the Recreation Station is no longer available for rent so we need to decide what we want to do about any "recreational" activities we may want to do. This is table until next month. Information for discussion will be gathered for discussion.

Meeting was adjourned at 8:55PM.

Next meeting will be April 16th at 7:00PM at the Township Hall.

Respectfully submitted, Roxanne Henke

Treasurer's Report 3/19/2013

\$	4,612.98	Savings
	17,128.20	Checking
	<u>5,523.80</u>	2013 Estimate of Dues Left to Collect
\$	<u>\$27,264.98</u>	TOTAL
		Restricted Funds
\$	1,020	Estimate of Liens to File 34 X \$15 on + \$15 off
\$	6,000	Grass Cut in 2005 was 9900
\$	2,400	Fertilizer in 2005 was 2400
\$	850	Snow Plow
\$	1,000	Insurance
\$	747	Mailings & Newsletter
\$	500	Burm Maintenance
\$	1,000	Picnic
\$	1,260	Lawn Mower \$6995 NO Interest over 3 yrs
\$	4,613	Savings Restricted
\$	<u>(19,390.01)</u>	Restricted Funds
\$	<u>7,874.97</u>	TOTAL - Unrestricted funds - left to spend or Save for future improvements.