

PARKWOOD ESTATES BOARD MEETING MINUTES
December 17, 2013 APPROVED

CALL TO ORDER: Meeting was called to order at 7:05PM.

PRESENT: Board Members: Mike Cappuccitti, Roxanne Henke, Jeffery Hall, Cliff James, Paul Rork, Ruthann Bruce, Lori Puckett, Michael Keller, Dave Givens and Judy Schantz

MINUTES FROM LAST MEETING:

Motion made and second to approve the November Minutes with the correction of Paul Rork's name. **VOTE: Motion Approved Unanimously**

Motion made and second to approve the October Minutes with the clarification of "cleanup of playground barrier". **VOTE: Motion Approved Unanimously**

The Board was very sorry to hear the news that Tom Bowden had passed away. He has given many years of service as Parks Chairman to our subdivision as well as his wife, Dee, as Treasurer. Both resigned their positions by email in December.

DUES NOTICES: 2014 dues notices were mailed out today.

ELECTION OF OFFICERS: there was discussion and questions concerning the duties of the Officers of the Board and By-laws were read for clarification. The following positions were elected by a motion and second and unanimous approval: President: Mike Cappuccitti, Vice President: Ruthann Bruce, Secretary: Roxanne Henke, Parks Chairman: Paul Rork, Recording Secretary: Cliff James and Trustees: Michael Keller, Jeffrey Hall, Judy Schantz and Lori Puckett. Alternate Trustee: Dave Givens. The alternate trustee will come to the meetings and will only vote if one of the other trustees is absent. Roxanne Henke will talk to her neighbor who said he wanted to be on the board but did not show up. If he still has any interest, then he would be 2nd Alternate Trustee. The Treasurer responsibilities will be divided between Recording Secretary and Treasurer with details to be discussed and implemented at the next board meeting. There are several questions and concerns concerning the Treasurer's position. The first concern is to have an audit as mandated by the By-laws. Other questions were 1) who is the second authorized signer, 2) what bank is our account at, 3) how soon can the books be turned over, 4) who has authorization beside past Treasurer to get into the post office box and 5) why does the dues notices not have owners' name but just state "Homeowner of Lot #. It was also noted in reading the By-laws that the Treasurer position does not have to be a board member but does need to send a Treasurer's Report to the monthly meetings. Rick Pidsosny said that he is willing to help with accounting once the accounting information has been transferred but does not want to be on the board. Mike Cappuccitti will talk to him about possibly sharing the treasurer's responsibility with Cliff James.

Next meeting will be on Tuesday, January 21st at 7:00 at the Township Hall.

Meeting adjourned at 8:28PM.

Respectfully submitted, Roxanne Henke, Secretary