

PARKWOOD ESTATES BOARD MEETING MINUTES  
January 21, 2014 APPROVED

**CALL TO ORDER:** Meeting was called to order at 7:00PM by President Mike Cappuccitti.

**PRESENT:** Board Members: Mike Cappuccitti, Roxanne Henke, Jeffery Hall, Paul Rork, Ruthann Bruce, Lori Puckett, Dave Givens and Judy Schantz. Block Captains: Ruth Rosenberg and Cherie Labadini. Residents: Dee Bowden, Robert Birch and Rick Pidsosny.

**ABSENT:** Michael Keller (out of town)

**MINUTES FROM LAST MEETING:**

Motion made and second to approve the December Minutes. **VOTE: Motion Approved Unanimously**

**Accounting System:** proposal of using a new accounting system was presented by Rick Pidsosny. Would use Excel Workbooks. Advantages of this system would be making reports more detailed and less work putting together. Also discussed the accounting reports to be available to all board members. Motion to accept this new accounting system has been tabled until next month so that the board members can have time to view the system.

**Treasurer Responsibilities:** proposal of details to split the Treasurer's responsibilities into two positions was presented and discussed. It was pointed out the Corresponding Secretary would be a correct title because part of their responsibility is to send out dues notices. The motion to accept responsibilities of the Treasurer to be shared by two positions has been tabled until next meeting so that the board members can have time to view and amend the details and decide on position title of either "Corresponding Secretary" or "Financial Secretary" or any other titles that may be suggested.

**Domain Name:** it was suggested by Rick Pidsosny that the Board consider looking at purchasing a domain name. He will find out if the name "Parkwood Estates.org is available. The Board will not use "Smokler-Trusdell" for a domain name as it may cause communication problems with the residents. The domain name "Parkwood Estates-MI.org" or "Parkwood Estates-Canton.org" may be used.

**Open Treasurer Position:** Motion made and second for Dee Bowden to be Treasurer. **VOTE: Motion Approved Unanimously**

**Treasurer Report:** Dee Bowden reported that 207 (60%) homes have paid dues which is the highest it has been at this time for several years.

Savings	\$ 4,879.81
Checking	23,877.83

There is an estimated \$16,000 which does not include restricted funds  
Dave Givens has been given a list of residents with unpaid/overdue dues. He has offered to talk to these residents to encourage them to pay them. He will make every effort to do this before he is out of town from March through first part of May.

Open "Financial Secretary/Corresponding Position": Cherie Labadini and Jeffrey Hall have volunteered to be trained and possible candidates for this position.

Cliff James has resigned from his position on the Board.

**Newsletter:** Roxanne would like to get the "Winter" issue out in the next two weeks. Paul Rork suggested that he could do a "handyman" article with suggestions to homeowners for tips on upkeep, etc. Also to include another article on snow removal to include that only mailbox damage that the plower will be responsible is damage caused by direct contact by the plow. If the mail box is knocked over by the amount of snow pushed, then it is the homeowners responsibility to fix it. Also discussed was the "ads" in the newsletter. Question was asked and answered about the cost of the ads. It was suggested that there be two types of ads: 1) Classifieds that would include baby sitters and snow shovelers and residents selling items and 2) Sponsors which are the ads that are paid for. Payment for ads would include having a link on the website to their website.

**Procedure and Policy Manual:** Motion was made and second to start a Procedure and Policy Manual with a hard copy in the Secretary's book and available on the website. **VOTE: Motion Approved Unanimously.** Rick Pidsosny presented some samples of what the manual would look like and has volunteered to get it started. He asked that all the board members detail their responsibilities to give to him by next meeting.

Curb Appeal Contest Name Change: Motion made and second to approve name change of Curb Appeal Contest to "Tom Bowden Curb Appeal Contest" in honor of Tom Bowden's many years of service to our subdivision. **VOTE: Motion Approved Unanimously**

Next meeting will be on Tuesday, February 18th at 7:00 at the Township Hall.

Meeting adjourned at 8:45PM.

Respectfully submitted, Roxanne Henke, Secretary