

PARKWOOD ESTATES BOARD MEETING MINUTES
February 18, 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, Michael Keller, Dee Bowden and Judy Schantz. Block Captains: Ruth Rosenberg and Cherie Labadini.

ABSENT: Dave Givens (out of country) and Lori Puckett.

MINUTES FROM LAST MEETING:

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

TREASURER REPORT:

Motion made and second to approve the February Treasurer's Report. **VOTE: Motion Approved Unanimously.**

PARKS REPORT:

Sidewalks on Lilley Road: sidewalks are technically the responsibility of Wayne County. There was discussion concerning subdivision taking responsibility. Apex will charge \$65 per clearing if snowfall is below 12 inches. If snow fall is 12 inches or more, then an additional charge would be \$1.00 per inch more. This is to be done when board members have determined that this is necessary and makes a call to Apex. There was also discussion concerning sides walks not being cleared by residents and sidewalks connected to the park entrances not being plowed. It was decided to send Apex a letter detailing Subdivision's responsibility and the possibility of having an addendum to the snow plow contract to include the sidewalks on Lilley Road and the 10 areas of sidewalk in front of the park entrances. This would be discussed with Paul Rork, Parks Chairman. Roxanne will write letter, send to Paul for approval and then mail to Apex.

Snow Emergencies: Canton has had three snow emergencies this season which means that cars parked on the road can be towed away. Discussion about how the residents can be informed that there is a snow emergency.

Lawn Mowing: Paul Rork will get three estimates for a company to do lawn mowing. If Matt wanted to continue doing the lawn mowing, then there was discussion about issuing a 1099 and making sure he is covered by his own insurance.

Parks Equipment: There was some discussion about possible play ground improvements in Winter Park. This will be revisited in the spring.

UPDATE ON TREASURER AND FINANCIAL SECRETARY DUTIES: Rick Pidsosny met with Dee Bowden, Mike Cappuccitti and Jeffrey Hall and later with Cherie Labadini. After some discussion it was decided that Cherie Labadini and Dee Bowden would be given some months to decide how the division of duties would work best and report back at the May meeting.

PROCEDURE AND POLICY MANUAL: this is to be a continuing process with any board members that have responsibilities that should be put into this manual.

NEWSLETTER: the goal is to have the Winter Issue ready for distribution by Friday of this week. The Spring Issue needs to be ready by April 1st. Ads that are on website were discussed and any ads placed in newsletters or website should be paid for **BEFORE** they are placed.

CHRISTMAS LIGHTING CONTEST: the winners of 2013 Christmas Lighting Contest are: 1st place – Lot 32, 2nd place Lot 112 and 3rd place Lot 53. Honorable Mentions go to Lot 296 and 317. Dee will make sure they get their prizes.

DUES: 258 have paid their dues. There was discussion about changing date of when dues are sent out and due. Having looked at the By-laws, the due date was January 1st so a motion was made and second that the dues notices will be sent out by October 1 with a note that the dues should be paid for by November 1 with dues being late after January 1 to start this year. **VOTE: Motion Approved Unanimously.** The reason for this is because it will be better timing for person sending out the notices and for the residents to have the opportunity to pay dues before the holidays begin.

BLOCK CAPTAINS: Roxanne will put together a FACT sheet with websites, etc. for block captains to give to new residents. Also suggested to block captains was to include their business card on a newsletter passed out so that the residents know who their block captain is and contact information. When there is proxies or surveys to be filled out and returned to the board, some block captains have found it helpful to put a manila envelope taped to the outside of their door as an easy way for residents to return those forms. Roxanne will also send out an email to the block captains with those suggestions.

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

Meeting adjourned at 8:42PM.

Respectfully submitted, Roxanne Henke, Secretary

TREASURER'S REPORT
February 18, 2014

\$ 5,096.24	Savings – not to be touched
26,980.01	Checking
<u>1,000.00</u>	2013 estimate of dues left to collect
<u>\$ 33,076.25</u>	TOTAL

Restricted Funds

\$ 550	Estimate of liens to file 34X\$15 on +\$15 off
\$6,000	Grass cut
\$2,400	Fertilizer
\$ 750	Snow Plow March 2014 and 2015 season
\$3,000	Snow Plow 2015 season
\$1,000	Insurance
\$ 850	Mailings and newsletters
\$ 500	Berm maintenance
\$1,000	Picnic
\$ 105	Beautification Awards 2014
\$ 200	Christmas Lighting 2013 and 2014
\$	Park equipment – Winter Park
\$5,096	Savings Restricted

\$(21,451.24) Restricted Funds

\$ 11,625.01 TOTAL – Unrestricted funds – left to spend or save for future improvements