

PARKWOOD ESTATES BOARD MEETING MINUTES  
March 18, 2014 APPROVED

**CALL TO ORDER:** Meeting was called to order at 7:03PM by President Mike Cappuccitti.

**PRESENT:** Board Members: Mike Cappuccitti, Roxanne Henke, Jeffery Hall, Paul Rork, Ruthann Bruce, Michael Keller and Lori Puckett

**ABSENT:** Dave Givens, Dee Bowden and Judy Schantz

**MINUTES FROM LAST MEETING:**

Motion made and second to approve the February Minutes with one spelling correction. **VOTE: Motion Approved Unanimously**

**TREASURER REPORT:**

Final payment for snow removal with made. Treasurer will send report to Secretary.

**PARKS REPORT:**

**Lawn Mowing:** Paul has received two estimates for lawn mowing services and is working on a third estimate from a resident who has a business. These estimates are from services we have not used before. J & S would be willing to take on the lawn mower as partial payment. Paul is get in touch with company the lawn mower was purchased from to get the information needed to determine worth.

**Snow Removal:** Letter was sent and received concerning possible addendum to contract to include sidewalks and park entrances.

**Parks Equipment:** Paul and Jeffrey have not been able to look at Winter Park because of weather conditions.

**OLD BUSINESS:**

**PROCEDURE AND POLICY MANUAL:** motion made and second to approved the procedure for creating the Procedure and Policy Manual (see attachment). **VOTE: Motion Approved Unanimously**

**NEWSLETTER:** the next newsletter which will be the spring issue will be ready to send out by the first week in April. Roxanne would like the newsletter issues to be as follows: Spring – first week in March, Summer – first week in June, Fall – first week in September and Winter – first week in December. There will be some flexibility when an activity is to published in the newsletter will be given to the residents within three weeks before the activity is to occur.

**BLOCK CAPTAINS FACT SHEET:** Roxanne had information for the Fact Sheet to be discussed but did not bring to the meeting. She will send out via email for input by the Board and block captains for their suggestions and input. Roxanne will also go to Township to get a welcome packet they provide to new residents.

**FLASH DRIVE FOR BACKUP:** we will be purchasing one for primary use and one for backup. Discussed a need to back up minutes but they are archived on Website so there is not a need to use the flash drive for minutes.

**DOMAIN NAME CHANGE:** Rick Pidosny now has a new Host Service provider which is Hostica and our website cannot be added to his account. Motion was made and second that Parkwood Estates HOA create its own account with Hostica which would include 1) our new domain name ParkwoodEstates-CantonMI.org 2) 30GB of server space and 3) 100 email addresses. Cost will be about \$35 per year with a cost this year of about \$18. **VOTE: Motion Approved Unanimously.** Rick will continue to be the webmaster with Ruthann Bruce being backup as she also uses Hostica and is familiar with it.

#### **NEW BUSINESS:**

**PAY PAL ACCOUNT:** questions was asked about the possibility of having a pay pal account connected with our bank (Flagstar) so residents have the ability to pay online. Along with this was the question of whether we have a debit card for our account? Roxanne volunteered to find out from the bank how we might get a pay pal account. To find out about a debit card, Dee will need to be contacted.

**EASTER EGG HUNT:** Roxanne is in the process of obtaining supplies and putting together the prize baskets and filling the eggs but needs some board members to volunteer to help. Judy Schantz will be the Easter bunny. Mike Cappuccitti, Jeffery Hall and Ruthann Bruce have volunteered to help with hiding the eggs. Ruthann Bruce has volunteered to buy the coffee and donut holes. Everyone is to meet in Blue Mountain Park at 9:30AM on April 12<sup>th</sup>. Mike volunteered to purchase the prizes for the golden eggs; two \$7 Jungle Java gift cards and one \$7 Pump It Up gift card.

**PICNIC SURVEY:** it was decided that there would be three picnics, one at each park. A survey needs to be taken as to what month and time they would prefer. One block captain is needed for each park to collect the surveys. Roxanne volunteered to do Blue Mountain Park, Jeffery Hall volunteered to do Winter Park and Roxanne will talk to the block captains near Loveland Park to see which one would be willing to collect for that park. It was noted that the block captain for Collingham Court was gone for the winter and would not be back until May. There is a concern that the newsletters will not be distributed.

**GARAGE SALE DATES:** Roxanne discovered that there are three active subdivisions directly around our subdivision and she emailed all three contacts concerning any dates they had for a subdivision wide garage sale. Only one responded back that they do not do a garage sale. Mike had more information concerning subdivisions a little farther away and it seemed that the dates of May 15, 16 and 17 were the dates other subdivision are using for their garage sale. Mike will check the email and let Roxanne know for sure about those dates.

Next meeting will be on Tuesday, April 15th at 7:00 in the Township Hall.

Meeting adjourned at 8:50PM.

Respectfully submitted, Roxanne Henke, Secretary

**Parkwood Estates Homeowners Association Finance Report**  
**for the period**  
**1/1/2014 to 3/31/2014**

As Recorded in Billing Data Base

	Checking Balance	Savings Balance	\$ Owed on 12/31	Number Owing on 12/31	Total Billed This Year	Amount Received	Number Paid
<b>Beginning</b>	\$5,005.47	\$5,095.94	<b>\$11,845.55</b>	<b>51</b>	<b>\$41,009.55</b>	<b>\$25,944.87</b>	<b>278</b>
<b>Ending</b>	<b>\$25,836.78</b>	<b>\$5,096.84</b>					
<b>Fiscal Year End less Reserve</b>	<b>\$4,408.97</b>						
<b>Fiscal Year End with Reserve</b>	<b>\$16,932.97</b>						

**CALCULATED VALUES**

**Revenue, Expenses and Account Transfers This Reporting Period**

Entry No	Date	Description/Comments	Category	Checking Revenue (Expense)	Savings Revenue (Expense)	Verified
2	1/4/2014	PO Box for 1 year pd thru 1/31/2	18	(\$166.20)		
3	1/11/2014	Deposit	1	\$13,340.00		
4	1/13/2014	PO Box Key	18	(\$18.00)		
5	1/13/2014	Deposit	1	\$5.52		
6	1/14/2014	Deposit	1	\$3,681.52		
7	1/14/2014	Deposit	1	\$373.52		
8	1/15/2014	Apex Snow Plowing Dec and Jan	16	(\$1,500.00)		
9	1/21/2014	Deposit	1	\$1,656.00		
10	1/22/2014	Deposit	1	\$215.14		
11	1/25/2014	Interest Income	3		\$0.42	
12	1/25/2014	Interest Income Fed Withholding	3		(\$0.12)	
13	2/11/2014	Deposit	1	\$828.00		
14	2/11/2014	Deposit	1	\$1,840.00		
15	2/11/2014	Deposit	1	\$2,024.00		
16	2/12/2014	Deposit	1	\$92.00		
17	2/12/2014	Deposit	1	\$5.52		
18	2/13/2014	Deposit	1	\$347.52		
19	2/19/2014	Service Chg checking with bank	24	(\$10.50)		
20	2/20/2014	Apex Snow Plowing Feb 2014	16	(\$750.00)		
21	2/24/2014	Roxanne Henke Newsletters	19	(\$146.92)		
22	2/24/2014	Roxanne Henke Dues Notices	18	(\$224.84)		
23	2/24/2014	Roxanne Henke Food for Annua	24	(\$10.97)		
24	2/26/2014	Interest Income	3		\$0.45	
25	2/26/2014	Interest Income Fed Withholding	3		(\$0.13)	
26	3/17/2014	Apex Snow Plowing Mar 2014	16	(\$750.00)		

**Revenue, Expenses and Account Transfers This Reporting Period**

Entry No	Date	Description/Comments	Category	Checking Revenue (Expense)	Savings Revenue (Expense)	Verified
27	3/26/2014	Interest Income	3		\$0.39	
28	3/26/2014	Interest Income Fed Withholding	3		(\$0.11)	
<b>Totals</b>				<b>\$20,831.31</b>	<b>\$0.90</b>	

**Projected Revenues and Expenses versus Budget**

Description/Comments		Category	Budgeted	YTD Ledger Totals	Versus Budget	Now Thru Year End
<b>Revenues</b>	2014 Dues (90% collection rate)	1	\$26,248	\$26,044.00	(\$203.60)	\$204
	Past Year Dues	2	\$1,000			\$1,000
	Misc Income	3	\$100	\$35.90	(\$64.10)	\$64
<b>Expenses</b>	Lien Filing Fees	11	\$1,020			\$1,020
	Grass Cutting	12	\$6,000			\$6,000
	Lawn Fertilizer	13	\$2,400			\$2,400
	Berm Maintenance	14	\$500			\$500
	Lawn Mower Purchase	15	\$0			\$0
	Snow Plowing	16	\$3,000	\$3,000.00	\$0.00	\$0
	Insurance	17	\$1,000	\$824.00	(\$176.00)	\$176
	Mailings	18	\$400	\$409.04	\$9.04	\$9
	Newsletters	19	\$700	\$146.92	(\$553.08)	\$553
	Picnic	20	\$1,200			\$1,200
	Easter Egg Hunt	21	\$500	\$50.30	(\$449.70)	\$450
	Curb Appeal Contest	22	\$105	\$105.00	\$0.00	\$0
	Christmas Lighting Contest	23	\$100	\$100.00	\$0.00	\$0
Undesignated Expenses	24	\$3,000	\$39.47	(\$2,960.53)	\$2,961	
Play Equipment Winter Park	25	\$7,424			\$7,424	
<b>Reserve</b>	Cash Reserves	26	\$5,100			\$5,100
<b>Total Revenues</b>			<b>\$27,348</b>	<b>\$26,079.90</b>	--	<b>\$1,268</b>
<b>Total Expenses less Reserve</b>			<b>\$19,925</b>	<b>\$4,674.73</b>	--	<b>\$15,268</b>
<b>Total Expenses with Reserve</b>			<b>\$32,449</b>	--	--	<b>\$27,792</b>