

PARKWOOD ESTATES BOARD MEETING MINUTES  
APRIL 15, 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, Lori Puckett, Dee Bowden, Judy Schantz, Cherie Labadini and Ruth Rosenberg

**ABSENT:** Dave Givens

**MINUTES FROM LAST MEETING:**

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

**TREASURER'S REPORT:**

Treasurer's Report (see attached) was handed out and discussed. Dee is working to get caught up to date as well as working with the new format. there are a couple of glitches that have come up and Cherie Labadini will look at formulas to see why. Second notices will go out. 277 residents have paid dues. For storage purposes and sharing information, Google Drive will be used and it was agreed that Dee Bowden, Cheri Labadini, Mike Cappuccitti, Roxanne Henke and Rick Pidsosny would be the only board members authorized to have password.

**PARKS REPORT:**

**Lawn Mowing:** the following bids were received for lawn mowing: Shorewood – “throughout the growing season” 6,654, Brinkman – 26 cuttings 13,104, J & S Landscape – 27 cuttings \$10,500 and will take lawnmower as partial payment, Jays Unique Landscape – 27 cuttings 8,600 and will do a “spring cleanup” for \$800 and Independent Landscape – only got quote for fertilizer \$2,300. The value of the lawn mower is \$6,000. Motion made and second to throw out the high and low quote and allow Paul Rork to get quotes for fertilizing and weed control (three applications throughout the season), discuss the possibility of using lawn mower as partial payment and any other questions answered, then send the information via email to all the board members for final approval. This needs to be done within 10 days. **VOTE: Motion Approved Unanimously.**

**Damaged Fence at Lot 71:** the damage was looked at by Paul Rork and Michael Keller, pictures were taken and passed out and discussed by the Board. It was determined that the damage was not the result of lawn mowing.

**Damaged Mailbox:** it was determined that the snow plow did not damage the mailbox due to the huge amount of snow that was plowed off the streets and the border of snow from the street to the edge of the lawn was quite wide.

**Equipment and Supplies:** Dee will have all the equipment, signs, materials related to Parks gathered for Paul Rorke to pick up. Paul will be responsible for putting out the activities signs but asked for a reminder of when to put them out. Paul will also finish buying wood and finishing the benches that convert into a table for each pavilion.

**Winter Park Equipment:** Jeffrey asked what the budget would be for getting play equipment. There was discussion about putting swings back in the park as they are very popular with kids. Paul and Jeffrey will get together and discuss options. Final decisions will be made at May meeting.

**OLD BUSINESS:**

**Easter Egg Hunt:** the weather was great and the turn out was bigger than in previous years. All the participation prizes were handed out and there were a couple of kids that didn't get any so next year, a few more prizes will be bought. The biggest age group again was the 0-4, and very few 9-11 came. Once again, residents expressed how much they appreciate and enjoy this activity.

**PICNIC:** only one or two picnic surveys have been turned in. This will be tabled until next Month when the Board will pick dates and times for each park to be advertised in the next newsletter. The dates and times will be different for each park so that residents have the option of choosing a time that will be most convenient for them or to go to all of them. The Board will be responsible for supplying McDonald orange drink and paper supplies including silverware.

**PAYING DUES ONLINE:** going through the bank was cost prohibited but it was decided to use Square.com or Pay Pal. Cherie Labadini will get information and send out for board to look at. This option is being looked at for those resident who are not paid and to be used by Dave when he talks to the residents. Option for all residents to use this but we will have to include the percent charge to us as part of the residents' cost.

**PRIVACY POLICY:** was passed out and looked over by the board, one paragraph concerning pictures was a concern and this will be addressed and voted on at the May meeting.

**BLOCK CAPTAINS:** suggestions for a one page handout to give to block captains to use for new residents were handed out. Roxanne will combine and send out a copy to be approved by the board. Business cards were discussed and many board members and some block captains do not have any and the web address has also changed. Roxanne will look into getting another order and have them ready to pass out at the May meeting.

Next meeting will be on Tuesday, May 20th at 7:00 in the Township Hall.

Meeting adjourned at 8:55PM.

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>