

PARKWOOD ESTATES  
ANNUAL BOARD MEETING MINUTES  
NOVEMBER 18, 2014 APPROVED

**CALL TO ORDER:** Meeting was called to order at 7:10PM by President Mike Cappuccitti.

**PRESENT:** Board Members: Roxanne Henke, Jeffery Hall, Paul Rork, Ruthann Bruce, Mike Cappuccitti, Dave Givens, Rick Pidsosny and Judy Schantz. Block Captains: Ruth Rosenberg, Cherie Labadini, Judy Kamm, Bob Birch, Mark Peacock, Roxanne Henke, Judy Schantz, Jeffery Hall and Chris McGorey. Special Guest: Denise Staffeld.

**ABSENT:** Michael Keller.

**MINUTES FROM LAST MEETING:**

Motion made and seconded to approve the October Minutes with no correction. **VOTE: Motion Approved Unanimously**

**TREASURER REPORT:**

Report prepared by Dee Bowden was passed out. Rick Pidsosny is ready to move ahead with treasurer responsibilities as of Nov 1, 2014.

**POLICIES AND PROCEDURES:**

Motion was made and seconded to create a policy for email communication and voting between meetings. This policy will be written by Rick Pidsosny and voted on at the December meeting.

**VOTE: Motion Approved Unanimously**

The following policies and procedures will be voted on at the December meeting: Privacy Policy, Banking Policy and financial Policy.

**ANNUAL AUDIT:**

By-laws require an audit which is very expensive. A policy will be written for a financial review to be done every January. This policy will be voted on at the December meeting. Denise Staffeld has encouraged us to do a financial review. Motion was made and seconded to contact the CPA suggested by Denise and find out what is needed for a financial review. **VOTE: Motion Approved Unanimously.** Rick will contact the CPA.

**BUDGET:**

A proposed budget was passed out and discussed (see attached). Motion was made and seconded that the budget be accepted. **VOTE: Motion Approved Unanimously**

**POSSIBLE BANK CHANGE:**

Motion was made and seconded to give Rick Pidsosny as acting Treasurer to look into the possibility of changing Subdivision bank if it is in the best interest of the subdivision. **VOTE: Motion Approved Unanimously**

**SPECIAL ADVISOR TO THE BOARD:**

Motion was made and seconded that Denise Staffeld be a member of the board special advisor. She has extensive knowledge of non profit organizations.

**VOTE: Motion Approved Unanimously.** After some discussion concerning board membership, the motion was withdrawn but Denise will still be a special advisor to the board.

**PARK BUSINESS:**

Snow Removal of Sidewalks – the city of Canton is not enforcing the ordinance to clear off sidewalks. The quote given by Apex to clear off sidewalks was reviewed. Motion made and seconded to continue with present snow removal contract and not add the addendum. **VOTE: Motion Approved Unanimously**

**CORRESPONDING SECRETARY:**

Motion was made and seconded to accept Ruthann Bruce as corresponding secretary. **VOTE: Motion Approved Unanimously**

**INSURANCE COVERAGE:**

Denise Staffeld advised that the board members should be protected with insurance. Rick Pidosny has a person who is a independent insurance contractor to look into this insurance and this will be discussed at the December board meeting.

**GOOGLE DRIVE:**

Google Drive will not be used. Bank statements will be emailed in pdf form to board members. Cherie will prepare the monthly financial statements and send copies to the board, even in the summer months when the board does not meet.

**REPORTS:**

Board Meeting Minutes and Treasurer Reports will be considered separate.

**RESIDENTIAL RUBBISH:**

Jeffery Hall reported that there is a resident who has a rubbish pile on the park side of the fence.

**LIEN CLEANUP:**

There are old liens that need to be cleaned up. Denise will get information on how to do this.

Next meeting will be December 16th at 7:00 in the Township Hall.

Meeting adjourned at 9:00PM.

Respectfully submitted, Roxanne Henke, Secretary