

PARKWOOD ESTATES  
JANUARY 20, 2016 MEETING APPROVED

**CALL TO ORDER:** Meeting was called to order at 7:02 PM by President Mike Cappuccitti.

**PRESENT:** Board Members: Mike Cappuccitti, Ruthann Bruce, Roxanne Henke, Jeffrey Hall, Judy Schantz, Robert Birch, Robert Fortune and block captain: Ruth Rosenberg.

**ABSENT:** Dave Givens and Paul Rork.

Robert Fortune has been reinstated as a trustee on the Board.

**MINUTES:** November Board Meeting Minutes were approved unanimously by email. Motion was made and seconded to approve the December Board Meeting Minutes. **VOTE: Motion Approved Unanimously**

**WINTER PARK PLAYGROUND EQUIPMENT:** Play structure for Winter Park has been purchased and installed except for some cement to be put into holes. The installers have put caution tape around the structure so that no one will use it until it has been completed. It will be completed as weather permits. There was discussion concerning a five year plan for future parks improvement. This will be discussed in more detail at a future meeting.

**TREASURER POSITION:** there was discussion concerning Treasurer position. It was suggested that Mike talk to Rick about breaking down the different parts of the job and teaching one part at a time to those interested to get an idea of the work involved. It was also suggested that someone talk to some other active subdivisions to find out how they handle their accounting and if we should look into hiring someone to do the work.

**BUDGET:** This has been postponed until the next meeting.

**BY-LAW REVISION:**

Revision for Article VI Section 3 Quorum: Motion was made for five "yes" votes to be needed to pass any motion while there is a full board of nine members. There is to be no abstaining votes, board members must vote either "yes" or "no". If a board member is going to be absent, then that board member may mail in his vote in a sealed envelope to be opened at the meeting after the vote is taken by those present. **VOTE: Motion Approved Unanimously**

Revision for Article VII Section 2 "Bonded": Board agrees with interpretation that our current system using one person to receive and record dues payment and another person to check the record, add the amount to the ledger and deposit the funds was sufficient to insure integrity of the financial management and complies with the by-laws.

Revision for Article VIII Section 8: changing wording of "audit" with "financial review". The Board agrees with the change.

Revision for Article XI Assessment: There was a motion made and approved at the Annual Meeting that "the assessment shall bear interest from the date of delinquency at the rate of six (6) percent per annum" be changed to "a late fee of 10% of the amount due will be added to the assessment."

The Board now wants a lawyer to go over these changes to determine if wording is appropriate for changes.

**FOR NEXT MEETING:** there was no time left to discuss the following issues that need to be discussed at the February meeting:

**Block Captains:** continued discussion on how to best utilize the block captains in keeping track of empty houses, new moveins, delivering post cards, visiting residents, etc.

**DAVE GIVEN'S EMAIL ABOUT RESIDENT IN FORCLOSURE:** considering request to make an exception of payment and how this may affect other residents and our procedures in the future.

**BUDGET:** need to approve a budget

Meeting adjourned at 8:56PM.

Next meeting will be at the Township Hall on Tuesday, February 16, 2016.

Respectfully submitted, Roxanne Henke, Secretary