

PARKWOOD ESTATES
APRIL 19, 2016 MEETING APPROVED

CALL TO ORDER: Meeting was called to order at 7:00 PM by President Mike Cappuccitti.

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

ABSENT: David Givens and Paul Rork.

MINUTES: Motion was made to approve March Board Meeting Minutes. **VOTE: Motion Approved Unanimously**

A motion was made and seconded to obtain D & O Insurance. This was done between the March and April board meetings. **VOTE: Motion Approved Unanimously**

FINANCIAL REPORT: was passed out to all board members. Bob Fortune compared the bank statement, ledger and financial statement and confirmed that all checking, savings and transactions for the month of March and all agreed 100%. He also reviewed each transaction in the line items of the financial report and they also matched 100%. There are 24 homes that owe association dues. There has been no new payments since April 1. Bob Fortune will get with Dave or another Board member about talking to each resident about outstanding dues. Bob Birch will write up a "friendly reminder" and Roxanne will type it out on a postcard that Bob and Dave can leave if no one is at home.

TREASURER POSITION: John Cobb has decided not to take the position. Bob Birch has someone he has talked to about the position but is still waiting to hear back from him. Jeff Hall has expressed concern about having someone in the subdivision to do the job rather than a management company. There would be more security in paying for this service rather than depending on a volunteer. A motion was made and seconded that, if the person Bob Birch is communicating with concerning the treasurer's position does not want the position, that the Board use Briden Management to do the financial responsibilities. **VOTE: Motion Approved Unanimously**

PARKS:

Mulch in Winter Park - we will wait until Paul returns for details.

Flooding in a Winter Park resident - this is not the Board's responsibility

Rain gutters on Winter Park's pavilion - Paul will install next month

Park Trash Cans- who is responsible for emptying? Should be put as part of park maintenance

Park Maintenance List - our insurance company needs us to do a yearly safety check of all equipment. There was discussion to have a company come out and do that and keep the check off list so that we may continue to do it ourselves.

Fertilization/Weed Control - we need confirmation that they are doing the treatments as per their contract. We also need to inform residents of the dates of treatments within one week in the newsletter, website and Facebook. There are dandelions in all three parks. Mike will call Summit.

Bushes on Collingham Court island - trimming has been done by J & S.

BLOCK CAPTAINS - Jeff has put this on hold because of work time constraints. He and Judy may tray and meet with each block captain this summer.

PROCEDURE MANUAL - completing this manual will be a goal for the summer. Everyone who has a position need to be diligent in writing their responsibilities to be voted on before the September board meeting. Voting will be done per Between Meetings Procedure.

GOOD NEIGHBOR ESSAY - Mike suggested an essay contest concerning what constitutes being a “good neighbor”. This is something to think about.

Meeting adjourned at 8:50PM.

Next meeting will be at the Township Hall on Tuesday, May 17, 2016. This will be the last board meeting until September.

Respectfully submitted,

Roxanne Henke, Secretary