

PARKWOOD ESTATES  
SEPTEMBER 20, 2016 MEETING APPROVED

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

**PRESENT:** Board Members: Robert Fortune, Roxanne Henke, Mike Cappuccitti, David Givens, Judy Schantz, Jeffrey Hall, Bob Birch and Ruthann Bruce. Also Dennis Nagy from Briden, Rosenberg and residents Mike and Jake.

**ABSENT:** Paul Rork

**STUMPS ON COLLINGHAM COURT:** the bushes were removed on Collingham Court and the stumps left behind need to be ground down, top soil put down and then seeded with grass. Motion was made and seconded to get three quotes ASAP for grinding the stumps and to approve by email which quote to use, then reimburse Jake for top soil and seeding to be done this fall. **VOTE: Motion Approved Unanimously**

**NEWSLETTER:** Shannon Hall has offered to be the Editor for our quarterly newsletter to start with the Winter Edition. More participation is needed by board members for articles.

**DUES:** There are still two residents that have not paid their dues.

**PARKS:**

**MULCH AND BORDER FOR WINTER PARK AND BLUE MOUNTAIN PARK:** mulch has been delivered and spread out in Winter Park and in Blue Mountain Park. There was so much mulch left over that it was used for around trees on the easement along Lilley Road.

**GUTTERS FOR WINTER PARK PAVILION** - has not yet been completed.

There was discussion regarding parks maintenance and upkeep and how to make sure the work is being done in a timely manner. One suggestion was having a "captain" for each park who would work in partnership with the park chairman.

**SNOW REMOVAL CONTRACT:** the contract is up this year and three quotes are needed by the October meeting so that one can be voted on. John volunteered to give an example of a contract that included "scope of work" so that the board would be able to compare any contracts sent. Dennis Nagy will get details about possible salting. Signs will be posted asking for snow removal contracts.

**FINANCIAL:** Dennis Nagy would like to be referred to as "Property Manager". A format for the Financial Report was passed out for board approval. The board agreed to the format which will be easy for all residents to understand. He also received on proxy for the Annual Meeting giving Robert Birch their vote. This is a reminder to the Board that any proxies brought to the Annual Meeting are giving a particular board member or person indicated on the proxy, the right for them to be counted as a vote by that resident.

**RESPONSIBILITIES OF OFFICERS:** a draft of the responsibilities of board positions were passed out to the members who are filling that position and asked to have a draft ready for voting on at the October meeting. This **MUST** be done so that we can be prepared for the Annual Meeting. The following board member terms are up and need to be filled by vote at the Annual Meeting: Paul Rork, Judy Schantz and Ruthann Bruce. Specific positions will be voted on at the December meeting.

Meeting adjourned at 8:30PM.

Next meeting will be on October 18, 2016 at 7:00PM at the Township Hall.

Respectfully submitted, Roxanne Henke, Secretary