

PARKWOOD ESTATES
FEBRUARY 21, 2017 MEETING APPROVED

CALL TO ORDER: Meeting was called to order at 7:00 by Ruthann Bruce

PRESENT: Board Members: Robert Fortune, Roxanne Henke, Jeffrey Hall, Bob Birch, Ryan Miner, Jake Brasseur, John Kouchokos and Ruthann Bruce. Also Property Manager Dennis Nagy. Block captains Ruth Rosenberg, Judy Schantz and Chris McGorey along with residents Jen and Daan Berks.

ABSENT: Mike Cappuccitti

MINUTES OF JANUARY MEETING: motion was made and seconded to approve the January meeting minutes. **VOTE: Motion Approved Unanimously**

TREASURER/FINANCIAL REPORT:

Robert Fortune reported that as of tonight, 285 dues have been paid which leaves 31 outstanding which is 90%. Robert has checked the bank statements and correlation to the financial report and everything is correct. The reason why the bank was taking out taxes was because the tax ID number was different from the one the IRS had. It has been corrected. Tax return is ready to be signed and mailed. Robert passed out a package of financial information which included tax information as well as budget and financial reports and explained the handouts. Motion was made and seconded to approve Briden Management to do the financial review. **VOTE: Motion Approved Unanimously**

PARKS REPORT:

RFP: Motion was made and seconded to approve the RFP (request for proposal) John submitted to the Board via email to be used for contracts. **VOTE: Motion Approved Unanimously.**

PARK ENTRANCE SIGNS: John asked for board approval to move the park entrance sign next to his house closer to street as a pilot for possible moving all the entrance signs closer to be done at his cost. Residents could then see how it would look. Board approved this action along with possibly covering the materials for this.

SALTING PILOT PROGRAM: there has been a lot of positive feedback about this pilot program. John suggested a budget for salting to be put in the budget. This will be revisited in the spring.

NEWSLETTER:

Chris McGorey is the new editor. Roxanne will help him the transition.

PROCEDURES AND RESPONSIBILITIES:

Motion was made and seconded to approve the following procedure: Room Reservation and the following Responsibilities: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Parks Chairman, Park Captains, Block Captains and Trustees. **VOTE: Motion Approved Unanimously.** The Board External Communications Procedures was not included because there needs to be some revision between Ruthann, Dennis and possibly John.

Meeting adjourned at 8:37PM.

Next meeting will be on March 21, 2017 at 7:00PM at the Township Hall.

Respectfully submitted, Roxanne Henke, Secretary