

PARKWOOD ESTATES  
MAY 16, 2017 MEETING DRAFT

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

**PRESENT:** Board Members: Mike Cappuccitti, Robert Fortune, Roxanne Henke, Ryan Miner, John Kouchokos, Jeffrey Hall, Also Property Manager Dennis Nagy and block captains Ruth Rosenberg and Judy Schantz.

**ABSENT:** Ruthann Bruce, Bob Birch and Jake Brasseur.

**MINUTES OF APRIL MEETING:** motion was made and seconded to approve the April Board Minutes with corrections. **VOTE: Motion Approved Unanimously**

**TREASURER/FINANCIAL REPORT:**

Dennis handed out the financial statements but was not able to download the savings statement. Robert Fortune stated that all accounting checks out. There are still 16 residents with unpaid 2017 dues. Dennis received a bill from Executive but it only had "for services" without any details. John will call Executive and ask them to put down details of work done on all bills submitted for payment.

**PARKS REPORT:**

**LAWN CARE OF PARKS:** There have been some positive feedback about the lawn mowing service. There are some improvements that need to be made such as doing all the edging and mowing the park entrance area to the street. John will call Executive about these issues.

**PAVILIONS AND BIRDS:** once again the pavilion floors are covered with bird droppings. John will look into installing netting in each pavilion after the nesting season is over.

**PARK MAINTENANCE SCHEDULE:** Mike said he would be happy to put together a schedule of all park maintenance activities such as checking equipment, etc. All board members can email details as they come up. John, along with the parks captains will make a list of issues for each park that need to be addressed.

**PROCEDURE FOR ADVERTISEMENTS:** Mike passed out a suggested procedure for Advertising. It was decided that he would email a copy to each board member to go over, make any changes or additions and then vote on it. Roxanne will be goin over all the approved procedures this summer and editing them to all be consistent in format and writing. She will Then send via email copies of the final procedures and make 2 copies, one for the secretary Notebook and another book to be brought to all the board meetings.

**BLOCK CAPTAIN VACANCIES:** there are 2 vacancies for block captains. Judy Schantz said she would be glad to do Copeland Circle East for the next newsletter if needed and Jeff Hall said he would distribute June newsletter for Walnut Ridge West if needed. Roxanne will post the need on the Facebook page to see if we get any response.

**CURB APPEAL CONTEST:** motion was made and seconded to not have any year restrictions for winners or either the curb appeal contest or Christmas lighting contest, it will be possible for a resident to win every year. Board members and residents who are not paid in full with dues will still not be eligible to win. **VOTE: Motion Approved Unanimously**  
Those board members in charge of the contests can present a fair way to determine winners in a consistent manner to which all board members can use to vote.

Motion was made and seconded to have disposable signs made each year for both the winners of the curb appeal and the Christmas lighting contest. **VOTE: Motion Approved Unanimously.** John will look into having those printed.

**FACEBOOK:** Ryan Miner has volunteered to be the third administrator and together with the other administrators, will keep abreast of any posts that may be considered inappropriate and not allow them to be posted. The board agrees that Facebook should be a place where residents can post both negative and positive communication in a manner that is appropriate for all residents to read.

Meeting was adjourned at 8:25PM. The Board will not be meeting in June, July or August unless an issue develops that requires board action. Have a great summer!

Next meeting will be on September 19, 2017 at 7:00PM at the Township Hall.

Respectfully submitted, Roxanne Henke, Secretary