

PARKWOOD ESTATES
SEPTEMBER 19, 2017 MEETING **APPROVED**

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

PRESENT: Board Members: Mike Cappuccitti, Robert Fortune, Roxanne Henke, Ryan Miner, John Kouchokos, Jeffrey Hall, Ruthann Bruce, Bob Birch and Jake Brasseur. Also Property Manager Dennis Nagy and block captain Judy Schantz.

ABSENT: None.

MINUTES OF MAY MEETING: motion was made and seconded to approve the April Board Minutes with one minor spelling correction. **VOTE: Motion Approved Unanimously.**

TREASURER/FINANCIAL REPORT:

Four more residents have paid their overdue dues which leave 10 still unpaid. There was a discussion of a desire to change the late fee from "6% per annum" to a \$25.00 late fee which would be charged if dues are not in by January 31. Motion was made and seconded to vote on amending the by-law from late fees being 6% per annum to \$25.00. **VOTE: Motion Approved Unanimously.** Roxanne will contact Chris about putting this in the newsletter in an article about the voting to amend this by-law as well as any others the Board may desire to change. A quorum of all residents is needed either by their attending the Annual Meeting or by having enough proxies (32 out of 317). Mike Cappuccitti will talk to Rick Pidsosny about the possibility of having an electronic proxy. There was also a discussion about raising dues.

ANNUAL MEETING: the annual meeting is schedule for the third Tuesday of November which means that the meeting would be the week of Thanksgiving. Due to a concern by the Board that this may deter resident from attending, a motion was made and seconded to change the annual meeting date to the second Tuesday, November 14 for just this year. **VOTE: Motion Approved Unanimously.**

PARKS REPORT:

LAWN CARE OF PARKS: lawn cutting service has done a good job of cutting and edging. They have repaired the fence damage. Edging is done every other week. The drain pipe in Winter Park by the pavilion has been cut down. There are a couple of details that have been Over looked that John will address with Executive Landscaping.

PARK MAINTENANCE: Mike passed out a suggested list of park maintenance responsibilities checklist. John will put together a list in a binder to be used to pass on the future parks chairmen.

EASTER EGG HUNT: Procedures have been updated. The Board would like to see a backup plan for when park is too wet to use such as occurred last year. Jeff will get contact for Rebecca, who said she would like to help, and pass it along to Roxanne. Details will be revisited at the February or March Meeting.

PROCEDURE FOR ADVERTISEMENTS: this has been tabled until Ruthann talks with Rick to see if he has a procedure written.

FACEBOOK GUIDELINES: the Board will revisit if the need arises.

CHRISTMAS LIGHTING CONTEST: a motion was made and seconded that we change the winners from 1st, 2nd and 3rd to three equal winners with each one receiving \$35.00.

VOTE: Motion Approved Unanimously.

MISCELLANEOUS: Mike brought up his concern about the swing set poles getting damaged by weed wacking. John will take a look at possible solutions to this problem.

BLOCK CAPTAIN VACANCIES: there are 3 vacancies which need to be filled. Postcards have not seemed to produce any volunteers. The Board is hoping some of the new residents moving in will fulfill that need.

Board members responsible for tasks before next meeting:

Jeff - getting Rebecca's contact information to Roxanne.

Roxanne - contact Chris concerning newsletter articles about Annual Meeting 1) being changed to November 14 and voting on possible amendments to some by-laws. Contact Rebecca about helping with Easter Egg hunt.

Mike - contact Rick about a possible electronic proxy.

Jake - put out Annual Meeting Notice signs a week before November 14th.

John - start binder for park maintenance check list, explore possible solutions to swing set poles being damaged by weed whacking.

Ruthann - contact Rick about any written procedure made for Advertisements.

Ryan - cancel rooms reserved for November 21 and reserve large room for November 14.

Meeting was adjourned at 8:25PM.

Next meeting will be on October 17, 2017 at 7:00PM at the Township Hall.

Respectfully submitted, Roxanne Henke, Secretary