

**Parkwood Estates Homeowner Association  
for  
Smokler Truesdell Subdivision  
May 12, 2020 Meeting Minutes**

In compliance with “shelter in place” protocol due to the COVID-19 epidemic our Board of Directors conducted the May Meeting via teleconference.

Meeting called to order at 7:10 pm by president Henke.

**Present:** Roxanne Henke, Robert Fortune, Robert Birch, Jeffrey Hall, Ryan Miner, Mike Cappuccitti, Dennis Nagy

**Absent:** Ruthann Bruce, John Kouchoukos, Joshua Miller

**April Minutes:** Vote approved the minutes for the April meeting with one spelling correction.

**Treasury:** Robert Fortune (Treasurer) has reviewed the latest financial report and agrees with it.

Thirteen households in our HOA are delinquent in paying the 2020 annual dues. Email reminders will be sent next week to six of those for whom we have email addresses; letter notices will be mailed to all of them at the beginning of August.

**Parks:** The grass in the parks will be fertilized and weed control applied on May 22nd.

The new play equipment for Blue Mountain Park was delivered and John is storing it until installation which is planned to be done in two weeks.

John (Park Chairman) has resumed grooming around the subdivision entrance signs to prepare for planting grass seed and adding small shrubs inside the planters. For the park entrance new signs consideration of adding low maintenance flowers in the planters along with small shrubs will be discussed with John.

**Summer Picnic:** Continuance of plans for the July picnic or cancellation depends on the COVID-19 'shelter in place' order for Michigan for July and upon attendance expectations which will be estimated with help of results of the survey Jeff will be putting on the HOA Facebook page. The survey will ask residents if they would attend the picnic if the 'shelter in place' order is removed. Considerations for physical distancing will be included in the manner in which the picnic is arranged and conducted and should be noted in the survey; notably this aspect is different than last year's picnic.

**Curb Appeal Contest:** Judging for this will occur during the fourth week of July.

**Website Voting:** The sample Rick (webmaster) added to the HOA web site for board members to vote on issues between the regular meetings was voted approved and will be the process we use.

**Newsletter:** The June Park Bench newsletter is to include notice regarding the survey on Facebook about the picnic and notice requesting for someone who could be an alternate webmaster for our HOA website. Roxanne will ask Chris (newsletter editor) whether the first week or the second week of June issue completion would be achievable.

**Procedures:** The HOA procedures are being reviewed for needed updates and some new ones added. Nine procedures are the current target for update that Roxanne will begin sending via email to board members for review, comment, critique and reply.

The next meeting of the board will be via Zoom teleconference on June 16 at 7:00 pm

Respectfully submitted,  
Mike Cappuccitti