

**Parkwood Estates Homeowner Association
for
Smokler Truesdell Subdivision
February 9, 2021 Board Meeting Minutes**

Our meeting was conducted using teleconference, according to protocol due to the COVID-19 epidemic.

Meeting called to order at 7:01 pm by president Henke.

Present: Roxanne Henke, Jeffrey Hall, Cliff James, Ryan Miner, John Kouchoukos, Mike Cappuccitti, Dennis Nagy of Briden Management, Jenn Berks (resident).

Absent: Amanda Kouchoukos, Joshua Miller, Daan Berks

January Minutes: Minutes for the January meeting were reviewed and voted approved.

Treasury: Daan Berks had sent email previously that he concurred with financial report for January.

Dennis Nagy briefly discussed the January finance report: 266 out of 317 residents have paid 2021 dues; for easier accounting the dues paid for 2021 before January were held to include in this January report.

Parks: John said he had emailed to board members his recommendations for refurbishment of cul-de-sac islands. His descriptions accompanied photos of the islands and estimates of cost for the tasks. To compare quotes with M-D Lawn and Landscaping other quotes Dennis was asked to request quotes from several other landscape contractors which should be received in a couple months prior to weather warming when such work would be done. John said he would write up the RFQ for Dennis to use for this. The objective for this refurbishment is to have the islands with pleasing appearance and low maintenance.

John noted that the spring mounted riding toys in our parks need painting. Park captains will be asked and a newsletter request for volunteer to do this would be in the forthcoming Park Bench newsletter.

John reported that swing seats need replacing and the parts for this are in the HOA storage shed. Ryan volunteered to handle this task.

There are cars parked in the street when snow is being plowed which make the job more difficult and leaves areas unplowed. Residents will be reminded again in the newsletter about moving cars off the street when snow is to be plowed-which occurs when snow accumulation is 1.5 inches or more.

Procedures: The Creation, Approval and Amendment Procedure is revised for approval. Roxanne will collect any remaining comments, include as pertinent and send out via email the procedure for approval.

More procedures to be revised will be sent for review by email and vote for approval subsequently during the near future months.

Roxanne will author/edit a new responsibilities document regarding webmaster and alternate webmaster tasks based on what Rick (our current webmaster) has provided. Our board should review and approve by the next monthly meeting such a document to have ready for our volunteer (Bipin Mistry) for alternate webmaster to read and for the board to briefly interview him about the position.

Easter Egg Hunt and Coloring Contest: Whether to conduct an Easter event similar to what our HOA has presented in previous years was considered. After discussion about COVID-19 protocols, state mandates about physical distancing, and guessing about how many attendees might be there, decision was made to have an Easter mobile tour of the neighborhood. The date and time of the event will be publicized in newsletter and Facebook.

John volunteered his truck and trailer which could be decorated to make the circuit. An Easter Bunny is needed-costume available. Children that come out to greet them will be given Easter bags with small prizes, candy, plastic eggs with small toys. Roxanne and John will develop a plan for decoration, candy, prizes and costs.

Spring Newsletter: Expected publishing is for the first week of March. Articles will cover Christmas Decoration contest winners, Easter Egg Hunt alternative event, parks improvements done and planned, and explanation about our HOA procedures with invitation for residents to read that on the web site and how to comment or ask about them.

Meeting adjourned at 8:18 pm

Respectively submitted by Mike Cappuccitti