

Parkway Gardens
Annual Meeting Minutes
November 21, 2016

In attendance: Theresa Rice, Katherine Kingsland, John Chavarria(by Proxy).

General owners in attendance: Andrew Sorestad, Mina Ziai.

- I. Call to order at 5:45 pm
- II. Board Elections: Kathrine, Theresa, and John were all up for election for the board, and Mina Ziai was on the ballot as a write in for a nomination for the board of Directors. The election ballots were counted and by unanimous decision the new board members are Theresa Rice, Kathrine Kingsland, and Mina Ziai
- III. Financial report.
 - a. Keith read the financial report as of October 31, 2016
 - b. Operating balance: \$3,797.54
 - c. Reserve: \$4,703.21
- IV. Manager Report:
 - a. Fencing Repairs- The bid has been signed and the work will be scheduled ASAP
 - b. New Business
 - c. The sprinkler systems have not been shut off but are scheduled for November 23
 - d. There will be a full inspection of the roofs to determine what needs to be done to repair certain areas or if this needs to be replaced.
 - e. The tree in the Southwest corner of the courtyard in the back patio area of 1204, and 4115 must be removed and bids are to come for this work.
- V. Budget Meeting
 - a. The association members present at the meeting spoke about the 2016 budget and what needed to be done to make sure there is money in the Associations bank accounts for the future years.
 - b. A Motion was made by Mina Ziai to increase the dues from \$200 monthly to \$262 monthly. The motion was seconded by Kathrine Kingsland, and the vote was passed by a unanimous decision.
 - c. A motion was made by Mina Ziai to incorporate an annual increase of 1% following each year starting in 2018. The motion was seconded by Kathrine Kingsland, and the vote was passed by a unanimous decision.
 - d. A motion was made by Kathrine Kingsland to start the increase in dues to \$262 in January of 2017, the motion was seconded by Mina Ziai, and the vote was passed by a unanimous decision.
- VI. Next meeting March 2016 date and time to be determined at a later date.
- VII. Adjournment