

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 15, 2015**

**CALL TO ORDER:** The Board of Directors meeting was called to order by Dan Knauf at 7:56 p.m. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: Ed Bankemper, Dan Weiss and Norm Thetford. Linda Koven was absent.

**ADMINISTRATIVE BUSINESS:**

1. Approval of November board meeting minutes. Norm Thetford made a motion and Ed Bankemper seconded the motion to approve the minutes with corrections.
2. ARC recommended approval for 184 Park Trace Blvd. additional pavers. Norm Thetford made a motion to approve the request. Dan Weiss seconded the motion. All were in favor. MOTION PASSED.
3. ARC recommended approval for 448 Park Trace Blvd. solar panel installation and removal of trees. The panels will be painted the same color as the roof. Ed Bankemper moved to approve 448 Park Trace ARC request. Norm Thetford seconded the motion. All were in favor. MOTION PASSED.
4. USPS status of the mailing of the directory to all members is slated for January. Dan Weiss and Bob are managing this project.

**OFFICER REPORTS**

President-Dan Knauf

Thanks to everyone who helped with the Holiday decorations. We're still looking for volunteers for our fining panel.

Vice President-Ed Bankemper

The new LED lights will be in the next week before Christmas. The Willowbend Way tree that overhangs into the roadway has been trimmed. There are two new members to the community. 400 Park Trace Boulevard said there was an issue with algae in the lakes. Beautiful Ponds was able to resolve the issue.

Secretary-Dan Weiss

Norm will do the registration of officers in January. All directors have signed the legal forms. Norm has also made the Spanish Point Board meeting reservations extend until May 17, 2016.

Treasurer-Norm Thetford

We have established the statutory reserve fund and assessment refunds. Norm will take care of this before the end of the month. The status of the 2015 paid assessments is still the same: we

have six members that have not paid. The 2016 budget and assessment mailing will be sent out by our accountant. We have \$72,024 in our checking account and \$84,601 in a money market account, for a total of \$156,625.

**External liaison officer-BiBiche Knauf**

BiBiche asked to join the Friends of Legacy Trail group. They have 400 paying members. She asked the board if she could join the group for \$15. Dan Weiss made a motion to approve BiBiche to join the group for \$15. Norm Thetford seconded the motion. All were in favor. MOTION PASSED.

New business

1. All of our mailboxes seem to be loose at the base and we need to find a solution. We will address this in the New Year.

2.849 Oak Briar Ln. tree removal is the latest concern. A letter will be sent to them requesting that it be cut down.

3. We need some new decorations and LED lights for our entrances. In addition, we need to do some professional electrical work. Ed Bankemper made a motion to approve spending up to \$500 for LED Christmas lights In January. Dan Weiss seconded the motion. All were in favor. MOTION PASSED.

**MANAGEMENT COMPANY REPORT/QUESTIONS**

- 1. We will set date for contract renewal proposal with Casey Management.**

**ADJOURNMENT:** The meeting was adjourned at 8:45 p.m. by unanimous consent.

Respectfully Submitted by:

Brian Bender  
Community Association Manager

Approved: Dan Weiss, Secretary      Date: 1/19/2016