

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS**  
**October 18th, 2016 – 7:00PM**  
**DRAFT**

**CALL TO ORDER**

The Board of Directors meeting was called to order by Dan Knauf at 6:59PM. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: Dan Knauf, with Linda Koven and Norm Thetford via conference call.

**INTRODUCTION OF BOARD MEMBERS & MANAGEMENT**

Dan introduced himself, Norm and Linda for the owners in attendance.

**ADMINISTRATIVE BUSINESS**

1. Norm made a **motion** to approve the September 20th, 2016 board meeting minutes, with corrections. Linda seconded, and all were in favor.

**OFFICER REPORTS**

President-Dan Knauf

1. Discussion regarding an oak tree which was currently unknown as to where it stood on the plot line. Dan made a **motion** that after 30 days the current President of the Association would be authorized to get two bids on the tree to be cut down. Norm Seconded and all were in favor.
2. It was noted that no political signs were in place outside of the prescribed rules by the Board of Directors from the previous meeting.

**Vice President- Ed Bankemper (Dan Knauf)**

1. Ed being absent, Dan discussed the irrigation proposals but this was tabled and to be taken up when Ed was back to fully inform the Board and Membership.
2. There was also a discussion regarding the tree trimming project, that the County might be responsible for this trimming instead of an outside vendor. Dan will talk to Ed on estimated from professional vendors regarding a canopy-trim, and these estimates will be sent to owners as recommendations to use to trim their trees over the county roads.

**Secretary - Dan Knauf**

1. Pending discussion regarding ‘official’ or ‘recommended’ vendors for mailboxes, plumbing, etc., per website.

**Treasurer - Norm Thetford**

1. Norm reported on the status of the voting rights suspension and is waiting to hear back from Cavanaugh & Co.
2. Norm also discussed the current Financial Statements, and that all accounts were in good shape – delinquencies were being processed accordingly.
3. Norm is working on the 2017 Budget.

**Director - Linda Koven**

1. Linda discussed reported on the website. The password protection section is still under review and was tabled. The “Where to call for...” list was in operation but will need more time to review and add additional content.

**External Liaison Officer - BiBiche Knauf**

1. BiBiche reported on the Bay Street extension proposal. The proposal from the County was discussed. Dan made a **motion** to reject the proposal, as it would impact the future financial responsibilities the County imposed on the Association. Norm seconded this and all were in favor for rejecting the proposal to install a sound barrier.

**Committee Report:**

1. There was a discussion regarding the vegetation around the main Park Trace entry and that the bushes need to be cut down in order to have four covered outlets installed. Proposals are to be obtained in order to have these outlets installed for any and all Holliday decorations.

**Old Business**

1. Dan reiterated the importance of Amending the voting restrictions for Amending the current set of Developer Documents/Bylaws.
2. There was a discussion regarding the holiday decorations and that Janet Jarzyna is making perfect headway in obtaining new, energy efficient decorations for the entrances. This also ties into the installation of the new outlets.

**New Business**

1. Management discussed that the weekly inspections were going according to schedule, that owners are still being sent first and second notices. Management also reported that the nightly inspections are scheduled accordingly. Many of the residents are quick to respond and act with a timely manner, if not within the 14 days, but calling to express a plan within the grace period.

**ADJOURNMENT:** Dan Knauf requested a motion to adjourn. Norm seconded and all were in favor. The meeting was adjourned at 8:41PM.

Respectfully Submitted by:

Taylor Anderson, LCAM  
Community Association Manager

Approved: \_\_\_\_\_