

MINUTES
No. 3 Park West Association Board Meeting
December 10, 2025, 7pm
Location – Zoom

Board members present: Donna Moulton, President; Thomas Schaefer, Vice-President; Joanie Sawyer, Secretary; Nancy Schaefer, Treasurer; Juan Barba, Common Area Chair; Cheryl Tanno; Rob Kulakofsky; Carol Cloutier.

Board members absent: Christopher Gerber

Guests/neighbors: Jorgiana Jake,

Special Advisory Committee recap:

On December 2, 2025, three Board members, Donna Moulton, Rob Kulakofsky and Joanie Sawyer, along with homeowners Michael Champlin and John Mendola, met to discuss whether to hire a management company to take on many of the tasks that are currently managed by volunteers. In particular, the board needs assistance with enforcement of CC&R violations and collection of unpaid dues. The advisory committee also considered a proposal submitted by Lysandra Castillo of A Better Neighborhood (ABN) management company. Discussions included whether to hire ABN, which of their services to utilize and how best to engage those services, given our limited income.

The meeting was called to order at 7:00pm by Donna Moulton.

The following decisions were made at the Dec. 10 Board Meeting: the Board agreed to hire ABN to handle CC&R violations submitted by neighbors as well as to pursue delinquent HOA fees and fines.

Board actions:

1. Hire Lysandra Castillo of ABN to respond to complaints regarding CC&R violations and to share a standard complaint form. \$1,000 is allocated to address complaints and \$1,000 for legal fees if the issue cannot be resolved through the actions of ABN, with the option to allocate more money during the year should it be necessary.

MSC: Donna/Rob

2. Allocate \$1,700 for ABN to pursue delinquent HOA dues and \$1,000 for an attorney if needed with the option to allocate more money during the year should it be necessary.

MSC: Donna/Thomas

3. Official vote for increasing the Resale Disclosure Fee (charged to a seller when a house is sold). Currently we charge \$200, state law allows up to \$400. Motion was made to increase the Resale Disclosure Fee to \$400.

MSC: Donna/Joanie

4. Vote to approve Nancy Schaefer as the Assistant Secretary of No. 3 Park West Association.

MSC: Donna/Juan

5. Vote to approve Jorgiana Jake as a Board member.

MSC: Donna/Juan

6. The meeting was adjourned at 8:21

MSC: Juan/Donna

Next Meeting:

Annual Meeting January 24, 2026, 11am

Cheryl Tanno's house 3040 W. San Juan Drive