

Dear Forest Knoll Homeowner:

Welcome to your new home at Forest Knoll!

As an owner at the Forest Knoll Association of Rochester, you are a member of a group of 68 townhomes. Each townhome owns an undivided interest in 1/68 of the property's common elements, including the streets, driveways, sidewalks, land, building exterior, etc. As members of an association, you have the benefit of sharing in the common expenses and revenues of the property. Your property is run by five elected Board of Directors and governed by the following documents that you should have in your possession and can also be found on your AppFolio Portal:

- Articles of Incorporation of the Forest Knoll Association of Rochester
- Forest Knoll Townhomes Declaration
- Bylaws of the Forest Knoll Association of Rochester
- Forest Knoll Rules and Regulations

These documents should be kept in the Homeowner's Manual as provided to the first homeowner of each unit in which you reside. You may access these documents on your AppFolio Portal if you do not have a manual.

Your association board meets most months. These meetings usually occur on the 3rd Monday of each month at 5:15 pm at a Board Member's home. The meetings are open to all homeowners, and the Board encourages you to attend. If you would like to present a specific issue or concern, please don't hesitate to contact the property manager to be added to the meeting agenda.

Your association is also required to conduct one annual meeting a year. This meeting usually takes place in the month of November. The Board encourages you to attend this meeting to obtain important Association information and to elect your Board of Directors.

For additional information about the Association or to place a maintenance request, please utilize your AppFolio Portal or contact your property manager.

Professional Property Management Services:

Infinity Real Estate and Management Group has been hired to provide Forest Knoll with professional property management services. As the managing agent for Forest Knoll, they are responsible for seeing to it that the common areas of our property are maintained year-round. Infinity works at the direction of the Forest Knoll Board of Directors to help keep your property running smoothly by receiving all association dues electronically from your account of choice and paying all bills on behalf of the Association. Infinity and the Forest Knoll Board are not responsible for maintaining the inside of your townhome.

Forest Knoll Property Manager:

Randy Klein
randy@infinityofrochester.com
Infinity Management Group
2460 Broadway Ave N #100
Rochester, MN 55906
507-550-1052

Association Dues:

Your current standard monthly association fee is set at \$260. There is an additional \$5 per month if you have a dog that provides upkeep of the doggy waste stations. Your monthly association fee will pay the common area expenses such as:

- Electricity costs for the common areas, such as the streetlights
- Property Insurance
- Maintenance of common areas
- Trash removal and recycling
- Snow removal and lawn care
- Administrative costs
- Management Fees

NOTE: A \$25 late fee is assessed to all homeowners after a 30-day nonpayment grace period. Please refer to the Forest Knoll Rules and Regulations for more information regarding late payments.

Maintenance:

If you should have an issue with the exterior of your home and need maintenance performed, please fill out one of the maintenance requests on your AppFolio Portal or email your property manager. All maintenance requests will be completed as soon as possible. If you should have a maintenance emergency, please call the Infinity office, which provides 24/7 phone coverage, to have the issue addressed. As a general rule, the garage door, front door, windows, and the interior of your home are the homeowner's responsibility.

Trash Removal:

Hometown Haulers of Dodge Center, MN, will provide trash removal and recycling. If trash and recycling bins are not waiting for you when you move in, please call Infinity to set up trash removal services for your townhome. Trash will be emptied every Tuesday, and recycling bins will be emptied every other Tuesday. If there is a holiday during the week, your bins will be emptied on the following business day. We ask that you store your bins in your garage at all

times except for pick-up day. On pick-up day, please place your bins curbside by 6:00 A.M and return them to your garage after they have been emptied.

Snow Removal:

The Forest Knoll Association will provide snow removal during the winter months. The Association will be responsible for plowing the driveways, sidewalks, and streets. To contain the budget, the Association will only plow when there is a snowfall of 2" or more and will salt and sand the roads when needed. It is the homeowner's responsibility to maintain driveways and sidewalks for snowfalls less than 2".

Selling/Buying Your Townhome:

When you are ready to sell your townhome, please contact your property manager to inform the Association of your intentions and obtain a Common Interest Community Resale Disclosure Statement. This document will be completed by your property manager and is used to disclose pertinent legal and financial Association information to prospective buyers.

Please be advised that no real estate for sale or rent signs can be placed anywhere on the property's common elements without the prior written approval of the Board of Directors. Open house signs can be placed on the Association property on the day of the open house. Currently, real estate signs can be placed inside windows of homes for sale.

When selling your home, please ensure you pass on the Homeowner's Manual with important Association documents. This folder is the seller's responsibility. If the binder is unavailable at the time of sale, the seller must buy another copy to pass on to the buyer at \$50.

***There is a reserve contribution fee of 3 months of association fees due anytime a property is sold. This amount is due at closing and made payable to Forest Knoll Association.**

We look forward to helping you and your association make the Forest Knoll community a great place to live! Please feel free to contact your property manager or the Board of Directors should you have any questions or concerns.