

Forest Knoll Homeowner Association

Board Meeting Minutes

January 25, 2021 Time: 5:00 PM

Via Conference Call

Board Members: Ellie Behrens, Ken Dick, Carol Fitzgerald, Jennifer Gifford, and Kirsten Haefner

Property Management: Adam Wiesner

- 1.) Financial Report Reviewed
- 2.) December's Meeting Minutes reviewed and approved
- 3.) Old Business:
 - a.) Larsen's Siding: All Craft Exteriors have been contacted to take over repairs for the siding repairs/replacement as Larsen's has failed to complete them. The repairs that have been completed were a completed using siding that did not match existing.
 - b.) Dog Fee Compliance: Those who are known at this time to have a dog have signed up for the pet fee and are now in compliance.
 - c.) Gutter Maintenance and Repair: Completed repairs that were missed during initial visit have been completed.
 - d.) Letter to Homeowner: Discussed edits needed before it is sent to homeowners. Edits will be performed and sent out to Board members for approval final approval.
 - e.) Homeowner Zoom Forum: Continue with current system, and have link available on Facebook group
 - f.) Maintenance Staffing Change: Board approves moving forward with possible change to using Paramark services for maintenance services. Adam will get a proposal in writing before the board makes the final approval of this change.
- 4.) Closing Fee for new Homeowners: Board approved to add a startup contribution fee of \$500 that will be due at closing and will be earmarked to the reserve fund.
- 5.) New Business:
 - a.) Election of Officers: President will be Kirsten Haefner and Secretary will be Jennifer Gifford moving forward.
 - b.) Discuss possible changes in meeting time: Will keep meeting on the 3rd Monday of each month at 5pm via Zoom, until restrictions change
 - c.) Discuss reinvestment of CD: to be dedicated as a roof reserve fund. Adam is awaiting rates.
- 6.) Homeowner Update: 1 home up for sale

- 7.) Homeowner Compliance: No issues
- 8.) Paramark Concerns: None
- 9.) Board/Homeowner Concerns: None

Next Board Meeting will be February 15, 2021 @ 5pm via Zoom