

Forest Knoll Homeowner Association

Board Meeting Minutes

October 17th, 2022, Paramark Conference Room

Board Members: Ellie Behrens, Ken Dick, and Kirsten Haefner

Property Management: Tom Knoepke

- 1) Review September Meeting Minutes approved
- 2) Review Financial Report: September reviewed
- 3) Old Business:
 - A) Seal Coating: Rochester Service Co
 - i) Scarlett Lane Driveways still require “cleaning up” of edges covering landscaping and sprinkler heads
 - Board will set up a meeting time with Trevor to discuss issues
 - B) Front Doors:
 - i) How far were they able to complete:
 - 2nd Nature completed 4 buildings and 2 door jams on building number 5. Will resume here in the spring
 - C) Hail Issues:
 - i) Roofs:
 - i. Begin installation October 17th
 - ii) Siding and Gutter Replacements
 - awaiting the adjuster's decision
 - D) Landscaping:
 - i) Evergreen Placement
 - will be completed later this week
 - ii) Ash tree replacements
 - will occur in a couple of weeks
 - E) Roof Policy regarding dryer vents needing cleaning every 3 years still needs updating
 - will follow up with the change when complete move to the new management company
 - F) Ash Trees on Property Line:
 - i) Work completed?
 - Removal was completed
 - G) Light post on Emory/Scarlett:
 - i) Accord Electric able to get model number?
 - Cost of matching lamp is \$10,000, requested a bid for a similar model not a matching one if able.
- 4) New Business:
 - A) Doggy Stations

- Discussed bid from the 3 options:
 - Do Crew is \$30 per week + bag costs
 - Pet Butler is \$45 per week with bag replacements included
 - Infinity Cleaning Team is \$50 per week + bag costs
- ii. Decision to reach out to Pet Butler and see if they would be amendable to \$40 a week with bags included. Starting December 5th at every other week service for now.

B) The Crew – set-up

- Will discuss at the annual meeting for set up during the winter for spring/summer initiation

C) Maintenance:

- i. Begin winterizing
- ii. Remove long eaves from shared driveways and store them in maintenance rooms
- iii. Inventory supplies in maintenance rooms
- iv. Return trash receptacle for dog waste
- v. Have completed and keys returned to Jeff by the November meeting

D) Contact information still needed for:

- i. Accord Electric
- ii. Woodtick
- iii. Jed Leno – Masonry
- iv. S&L -Trevor

E) Complete list of needed items/documents for turnover due November 21:

- i. All keys to the property
- ii. All unpaid invoices
- iii. Most current financial statement
- iv. Financial accounting for all of 2022 to this date
- v. The most current homeowner delinquency report
- vi. Copy of last 7 years of taxes
- vii. ALL pre-authorized withdrawals and auto-withdrawals for dues/fees/ and payments will be terminated as of 11/22/22 in the payment cafe

5) Homeowner Updates:

6) Homeowner Compliance:

7) Paramark Concerns:

8) Board/Homeowner Concerns:

The next meeting will be on November 21st, 5 pm in the Paramark conference room