

Forest Knoll Homeowner Association

Board Meeting Minutes

October 21, 2019 Paramark Boardroom

Board Members Present: Ken Dick and Kirsten Haefner

Management Present: Adam Wiesner

- 1.) September's Minutes have been reviewed and approved
- 2.) Financial Report Reviewed
- 3.) Old Business:
 - a.) Homeowner Compliance: 272 Emory has now paid in full. Adam is working with the homeowner for updated contact information and autopay set up.
 - b.) Homeowner Roof Leak – Awaiting itemized bill for completed work.
 - c.) Spring Walkthrough Follow-up:
 - i.) Insurance Company: Siding and gutters have been ordered. Awaiting delivery for work to be completed.
 - ii.) Landscaping Projects:
 - a.) Replacement trees have been planted. Awaiting drier weather to complete garden
 - b.) Paul Cassidy will be out later this week to complete the exploratory work.
 - d.) New Homebuyer Bylaw Rule: New acknowledgement is now in place and being used to verify by-law acceptance. Title company will be providing to buyers before purchase. Must be completed for Adam to sign off before purchase can be completed.
 - e.) Roof Leak Policy: Adam continues to work on this. The Board will be updated as plans are put in place.
 - f.) Lawn Care: Has been receptive of homeowner issues. Will continue to work on consistency.
- 4.) New Business:
 - a.) Association Dues for 2020: Reserve study recommendations and budget needs will determine this. Adam to email with budget findings for the Board to decide on an increase amount prior to the annual meeting.
 - b.) Annual Meeting:
 - i.) To be held November 18th, 2019 at 6pm at the LaQuinta Inn and Suites. Adam will call and book the meeting room and arrange for pizza.

- ii.) Projects completed, upcoming projects, results of the reserve study and dues increase.
 - iii.) No elections need to be held. All positions are filled.
 - iv.) Adam to send letter out to edit as needed prior to mailing to all homeowners.
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- c.) Needs: Awaiting landscaping completion and siding/gutters installation. Sprinklers were winterized in early October.
 - d.) Board responsibilities vs property management company: Adam working on proposals will discuss next meeting
 - e.) Homeowner Update: None
 - f.) Homeowner Compliance: None
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- 5.) Concerns from Paramark: Notified of possible renters in an ineligible home. Adam to send letter to homeowner requesting proof that they are occupying the home and not renting.
 - 6.) Board/Homeowner Concerns: None
 - 7.) Next Meeting after the Annual Meeting: November 18th