

**Forest Knoll Townhome Association**  
Homeowners Association Board Meeting  
*October 5, 2011*

**Board Members Present:** Jennifer Albright, Carol Fitzgerald, Melissa Schutte, Phyllis Fisk, Maria Grosso

**Board Members Absent:** None

**Management Present:** Mike Busch – Paramark

**Business Meeting**

Financials were reviewed.

Paperwork has been sent to HUD for approval for certification

Landscape billing has been started for homeowners and the plow company

**Maintenance Issues:**

- No aeration of the grounds will be completed this year
- Some sidewalk panels that have issues will be replaced this Fall
- Melted siding will be replaced on three homes and melted fences repaired on two homes
- The Emory drain tile issue will be taken care of by Sargents after the sprinkler system is winterized
- Broken sprinkler head on Emory to be fixed
- Elcor will repair a couple of driveway patches

**New Business:**

- A letter will be sent to all current homeowners with renters on their property requesting a copy of the lease per the Association Declaration
- The Board discussed results from the Renter Survey – Jenny will check to see if an electronic ballot will be permissible for the final vote by the homeowners
- The Annual Meeting will be scheduled for January 17, 2012. The agenda will be determined at the next board meeting.
- Mike will get bids for this season's snow removal and send to the Board members by October 31st
- Gary Kline Roofing will inspect the roofs, as several shingles appear to have been blown off in the September high winds
- Rochester City Ordinance for fire pits was discussed. The Board agreed that we cannot have any regulations that are less stringent than the city code.

**Next Meeting**

November 29, 2011, 5:00 p.m. at Paramark

**\*\*Homeowner Reminders:**

- Use of Portable Fire Pits:
  - Per City of Rochester ordinance, ensure the fire pit is at least 15 feet away from any structure (fence, building, etc.)
  - only wood and fire starters may be burned in the pits – do not burn cardboard, garbage, or other items in the fire pits
  - fire pits must be stored in your garage when not in use
  - Homeowners are responsible for any damage caused to the property.