

Forest Knoll Townhome Association
Homeowners Association Board Meeting
November 29, 2011

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

Board Members Absent: Melissa Schutte

Management Present: Mike Busch – Paramark

Business Meeting

Financials were reviewed. Mike will follow-up with homeowners billed for lawn issues.

Old Business:

- Letters have been sent to homeowners not in compliance with the storm door policy.
- Letters were sent to all current homeowners with renters on their property requesting a copy of the lease per the Association Declaration.
- Letters were sent to homeowners that had not previously provided their email addresses.
- Per our attorney, electronic ballot is permissible for the final vote of homeowners regarding the declaration change.

Maintenance Issues:

- Driveway patches have been completed.
- Siding has been replaced on three homes, and fence work is still yet to be done.
- There are still window issues in some units. The window company will come in December to assess the issue.
- Letter has been sent to homeowners with oil spots on driveway.
- The Emory drain tile has been completed.

New Business:

- The agenda for the Annual Homeowners Association meeting was created.
- There continues to be an issue with some pet owners not picking up after their dogs. Letters will be sent to those pet owners.
- Parking in fire lanes by residents and their guests continues to be a problem. Courtesy reminder letters will be sent to homeowners, and a reminder will be added to the Annual Meeting packet.
- The Board will meet on December 15th to finalize the agenda and items for the Annual Meeting.

Next Meeting

TBD 2012, 5:00 p.m. at Paramark

****Homeowner Reminders:**

- Parking on the streets or cul-de-sacs in the development is prohibited as they are designated fire lanes. Homeowners and their guests may be ticketed or towed if they are parked in these areas. Homeowners/guests are to park in their garage or driveway. Guest parking is available in lots throughout the development.
- The Forest Knoll Townhome Annual Meeting and Social will be held at the Comfort Inn on St. Bridget's Road on Tuesday, January 17, 2012 at 6:30 p.m.