

Forest Knoll Homeowner Association

Board Meeting Minutes

December 16, 2019

Board Members Present: Maria Campbell, Ellie Behrens, Ken Dick, Jennifer Gifford, and Kirsten Haefner

Management Present: Adam Wiesner

- 1.) November and Annual Meeting minutes approved
- 2.) Financial Report reviewed
- 3.) Old Business:
 - a.) Dues Increase and Notification: Dues to be increased to \$225 to keep in line with reserves study recommendations
 - b.) 2020 Budget: Reviewed and approved
 - c.) Larsen's Siding: repair work still needs to be completed. Adam continues to attempt to contact Larsen's to get a time line when this will occur.
 - d.) Whiting's: The trees have been paid for. Still waiting for final bill for the landscaping.
 - e.) Roof Leak Policy: Will be posted to townhome website. Will require 2 bids for work estimated over \$400. If estimate is over \$5,000, will require possible insurance claim. Contractors will need to be insured.
- 4.) New Business:
 - a.) Election of 2020 Officers: Maria will continue as President and Kirsten as secretary.
 - b.) Meetings in 2020: The Board will continue to meet the 3rd Monday of the month @ 5 pm.
 - c.) Homeowner Update: 3 units for sale. Adam is working on paperwork for them. 272 and 278 Emory and 5047 Cherrybark.
 - d.) Homeowner Compliance: No issues
- 5.) Concerns from Paramark: Homeowner shut off water to pipes that were freezing to prevent further damage. Board approved gift card and note of appreciation to be given to this homeowner for preventing more damage.
- 6.) Board/Homeowner Concerns: None
- 7.) Next Meeting: Monday, January 20, 2020 @ 5 pm – Paramark Boardroom