

**Forest Knoll Homeowner Association
Board Meeting Minutes
August 16, 2021 Time: 5:00 PM at Paramark**

Board Members: Ellie Behrens, Ken Dick, Jennifer Gifford, and Kirsten Haefner
Property Management: Jeff True

1. Review July's Minutes
2. Review Financial Report – Approved.
 - a. We are \$803 over on water this month. This overage was expected due to an increased watering cycle for the east side townhomes after several weeks without any watering. Expect this to return to normal in September.
 - b. Operating expenses – Miscellaneous were discussed specifically including an unexpected additional fee of \$57 for Paramark's new billing platform, \$29.92 for Grace Hill training, \$29.41 for summer letter, and \$37.40 for postage. The board has asked Jeff to look into the additional fee for the new billing system and the Grace Hill training.
3. Old Business:

Buildings

Siding Update: Elite Exteriors- update if any on when repairs will happen – No update available at time of meeting.

Door paint colors and painting- individuals vs association, color matching needed. The board is working to get the door color paints on file with Sherwin Williams.

Homeowner with cracked Foundation? Any additional information given? No additional information has been presented to the board. We previously requested pictures to better see the extent of the damage.

Homeowner with sinking patio? Estimate needed? We are waiting on an estimate from Benike.

Streets

Seal Coating Bids: do have any from vendors? Need patching at very least on Emory – We are waiting on M&Ms bid, S&J (?), and Elcor for bids.

Lawns/Landscaping

There are 4 homeowners that need to pay pet fees. Also, no follow up has occurred with pet damage. This late in the season we will not make repairs to lawns which have not been repaired by the homeowner.

Bid to have lawns edged from Pure Green – no bid has been received.

Did the lawn company patch tree that was hit? It looks like the tree has been patched.

Maintenance Updates

- a. No parking signs – The board has asked that maintenance add 6 signs to the property including the cul-du-sac and the dead ends. All of our streets are fire lanes, so parking is only allowed in designated areas. We have also asked that they lower the current No Parking signs so that they are easier to see and are not blocked by trees.
- b. Front Door kick plate & frame repainting – We have asked that maintenance begin to paint our door kicks and frames as time allows. We have not approved any overtime for this project.
- c. Downspout replacements. Downspouts have been replaced for all double driveways. It was also discussed that for the winter it may be beneficial to take the new downspouts out and replace them with the plastic expandable ones so that the snowplows do not damage the new downspouts. The plastic expandable downspouts have been approved to be ordered for the double driveways.

Board Meeting Update

Meeting day change beginning in September. As of now, the plan is to continue on the 3rd Monday of the month at 5 pm. The meeting will need to conclude no later than 6 pm. If needed, the board will adjust the meeting date and time in the future.

4. New Business:
 - a. Landscaping: any updates from Whittings? No updates at time of meeting.
 - b. Gary Kline needs to be contacted for our yearly roof inspection.
 - c. Winter letter needs to be getting started.
 - d. Maintenance needs to be made aware of to put ice melt out before snow comes. Also needs to be asked to clean out in front of the mailboxes.
5. Homeowner Update: No additional concerns were raised at this time.
6. Homeowner Compliance: None noted.
7. Paramark Concerns: None noted.
8. Board/Homeowner Concerns: None noted.

Next Meeting will be September 20th at 5pm at Paramark