

Forest Knoll Homeowner Association

Board Meeting Minutes

September 19, 2022, Paramark Conference Room

Board Members: Ken Dick, Jennifer Gifford, Brent Gessner, and Kirsten Haefner

Property Management: Jeff True

- 1) Approved August Meeting Minutes
- 2) Approved Financial Report: August
- 3) Old Business:
 - A) Priority Construction:
 - a. Aware fixes are needed on siding replacement. This has not occurred due to the in insurance adjuster coming out to survey hail damage.
 - B) Seal Coating: Rochester Service Co
 - a. Jeff to reach out about “cleaning” up edges specifically trimming/cutting asphalt where it spills over sprinkler heads and into neighboring landscaping.
 - C) Front Doors:
 - a. 2nd nature painting making progress on buildings. Have completed 2 so far, and will continue working westwardly.
 - b. Discuss pause on moving forward with pausing front door painting on the off chance siding colors change with replacements in the spring.
 - D) Hail Issues:
 - a. Awaiting third-party report should have it by Wednesday
 - b. Patching has been completed on ALL roofs by Weather Shield
 - c. Roofs should be 100% covered
 - d. Unsure coverage on siding and gutter repairs/replacements
 - E) Landscaping:
 - a. Jeff to communicate to Chris that there were missed bushes requiring replacement on building 1 and 2
 - b. Jeff to inquire about the ability to perform landscaping trimming this fall
 - c. Jeff to inquire about when tree replacement will occur
 - F) Masonry:
 - a. Jed Leno is able to work on projects beginning in the Spring
 - G) Power washing Buildings:
 - a. Cancel for now as the adjuster needs to determine the extent/ability to replace the damages
 - H) Review Updated Roof Policy
 - a. Dryer Vent cleaning addendum has not been added
 - b. The need to have vents cleaned every 3 years, or damage caused to the roof or interior due to improperly maintained dryer vents (aka plugged with lint) will result in damages to be paid by the homeowner instead of the association
 - I) Ash Trees on Property Line:

- a. Woodtick bid for \$1475 for full tree removal with another \$330 for stump grind and seed – approved to move forward
 - J) Maintenance:
 - a. Discussed beginning winter prep
 - i. Removed long eaves from shared driveways
 - ii. Place sand/salt buckets under mailboxes
 - iii. Turn on heaters in maintenance rooms
 - K) Light post on Emory/Scarlett:
 - a. Boom truck needed to determine the model number and find a similar post to replace.
- 4) New Business:
- A) Flow Meters:
 - a. Need to be checked this year yet
 - B) Neighbors' Night Fall Edition:
 - a. Will discuss dates via text when Ellie is available
 - C) Selection of New Management Company
 - a. Discussed the Pros and Cons of each company (Infinity and Matik)
 - b. Infinity voted to be the new management company: Kirsten to notify Randy and Tom of the decision
 - D) Begin Management Transition:
 - a. Kirsten is to write a letter terminating Paramark representation
 - b. Kirsten and Jenn to notify vendors of the change in representation to Infinity
 - c. Kirsten is to be added to all banking accounts
 - i. After the annual meeting (December) and elections 1 to 2 other board members are to be added to the accounts
 - ii. Arrange for Paramark representatives to be removed from all accounts after 11/21/22
 - d. Kirsten is to begin getting bids for the care of the pet waste stations
- 5) Homeowner Updates:
- 6) Homeowner Compliance:
- 7) Paramark Concerns:
- 8) Board/Homeowner Concerns:
- a. homeowners have reached out to Jeff wondering when they will receive new driveways

The next meeting will be October 17th, 5 pm in the Paramark conference room