

**FOREST KNOLL**  
**HOMEOWNER ASSOCIATION BOARD MEETING Minutes**  
**September 21, 2015 - Paramark**

**Board Members Present:** Carol Fitzgerald, Pam Haluska, Ellie Behrens

**Board Members Absent:** Todd Pruisman, Maria Campbell

**Management Present:** Adam Wiesner

1. August 2015 financials were reviewed and approved. Renewal of the 11/21/15 CD will be discussed by the board via email when rates are available.
2. Old Business
  - a. Annual homeowners meeting will be November 2, 2015 at 6pm at the Comfort Inn. Adam will make arrangements for the room, pizza and pop. The letter for homeowners will be sent by October 9th. Included in the letter will be a reminder to homeowners about lawn repair responsibilities and outdoor building maintenance. Adam will ensure Skip updates the website with meeting date. Ellie will post on Facebook to see if there is interest in joining the board.
  - b. Billing and homeowner concerns for Family Tree lawn repairs were reviewed by board. The Board agreed all billing is appropriate and will be due by the homeowners.
  - c. Adam will update the pet fee information to specify that pet fees are for repair and maintenance of common areas. Damage to individual lawn and shrubs are an additional expense to the pet owner if they are excessive. Board will approve by email.
  - d. Homeowners will be reminded of Rule 10 (homeowners are responsible for cost of lawn repair to their individual lawns over and above normal wear and tear). This includes things such as pet damage and cutting drive corners.
3. New Business
  - a. Adam will get remaining bids for fall shrub pruning, 2016 lawn care and retention pond mowing bids, and board will approve by email.
  - b. Board clarified that the cleaning of bugs from light fixtures and siding is the homeowner responsibility.
  - c. Snow removal for 2015/2016 was discussed and the board decided to continue using ProScape. Adam will talk to them regarding price and a 2016 contract.
  - d. Homeowner Update: One homeowner selling.
  - e. Homeowner Compliance: Parking issues were discussed by board and it was agreed that homeowners can be towed if parked in the fire lanes (streets) for prolonged period of time, especially when they have had previous warning letters.
4. Concerns from Paramark: None
5. Board/Homeowner Concerns: None

**Next Meeting – Monday, October 19th at Paramark**