

Forest Knoll Homeowner Association

Board Meeting Minutes

Sept 23, 2019 Paramark Boardroom

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

Management Present: Adam Wiesner

- 1) August minutes reviewed and approved
- 2) Guest: Elizabeth Johnson regarding roof leak: Before moving forward the Board requires itemization of original bid and a comparative quote from a contractor recommended by Adam. Requesting verification that original contractor is insured. Ms. Johnson is in agreement of the plan moving forward.
- 3) Financial Report: reviewed
- 4) Old Business:
 - a) Homeowner compliance: 272 Emory continues to be in default of association dues. The judgement to be filed and a lien has been placed on the property. Once judgement is filed, there will be options available to recover funds.
 - b) Spring Walkthrough follow-up:
 - i) Siding Damage: bid approved, however, awaiting clarification if insurance will cover down spouts
 - ii) Landscaping:
 - 1) Whiting Estimate for Cherrybark and Replacement Trees: Board approves bid for Cherrybark landscaping, additional river birch trees to be planted in part two, and replacement trees for removed Ash trees to be completed this fall.
 - 2) Retention pond: Exploratory work approved.
 - iii) Asphalt Needs: Identifying a vendor and obtaining bids will be tabled until spring.
 - c) New Homebuyer Rule: Adam will add a new sheet that will need to be signed at closing. Jenn and Adam will work together to make bylaws user friendly so that homeowners have a quick guide as to what is the Associations responsibility and what is the responsibly of the homeowner.
 - d) Roof Leak Policy: process approved by Board. Adam to send out process explanation for edit and approval.
 - e) Sprinklers: System has been turned off for season.
- 5) New Business:

- a) Lawn Care: Clearing patios and mowing in rotating directions for end units discussed.
 - b) Annual Meeting date set as November 18th. Will discuss agenda and topics at next meeting.
 - c) Homeowner Update: one unit for sale. 268 Emory sold.
 - d) Homeowner Compliance: Suspicious activity noted. Informed homeowners that if it occurs again to notify Rochester Police.
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- 6) Concerns from Paramark: none
 - 7) Board/Homeowner Concerns: none
 - 8) Next Meeting October 21, 2019. Paramark boardroom @ 5 pm