

## *Forest Knoll*

### *Homeowner Association Board Meeting Minutes*

*April 16, 2018, 5:00 p.m. at Paramark*

Board Members Present: Ken Dick, Jay Gunnarson, Ellie Behrens, Kirsten Haefner, and Maria Campbell

Management Present: Adam Wiesner

\*Facebook Page Discussion: Discussed possibly changing administrators so it would be possible to have posts come directly from the Forest Knoll Board. This would also allow the Board to be able to have members of the group more accurately reflect current homeowners.

- 1.) Minutes from March's meeting were reviewed and approved.
- 2.) The financial report has been reviewed and approved
- 3.) Old Business:
  - a. Homeowner with NSF – Update: A lien has been filed against the homeowner
  - b. Townhome Maintenance Person – 6 applications were reviewed by the board. 2 were approved to be interviewed
  - c. Website Refresh – The overall new look of the website has been approved. The Board requested a few minor layout and cosmetic adjustments before the site is to go live. Once these are made, Adam will get the website up and activated.
  - d. HOA Dues/Reserve Study – Adam is obtaining bids from different companies. Once such bid is \$2166. The Board has decided to complete the walkthrough before going forward with a study approval.
  - e. Winter Clean-up/Proscap – Proscap to address concerns of grass damage from winter snow removal. Adam will walk through and address areas of concern with Proscap. Woodtick will be contacted regarding clearing the areas around the retention ponds.
  - f. Spring Walkthrough – Was set for May 7<sup>th</sup>, but due to delayed spring growth the walkthrough has been rescheduled for May 21<sup>st</sup> at 2pm.
  - g. Driveway repairs – Elcor assessment for 2018 – the Board will have Elcor assess and repair last years insufficiently completed patches and filling of the street cracks. The Board will reevaluate if we want to continue using their services going forward.
- 4.) New Business:
  - a. Spring/Summer Letter – The Board reviewed and edited the letter. Adam to make these changes and sent to the Board for approval before it is sent.
  - b. Sprinklers – The Sprinklers have been blown out and are ready to be turned on. Greenlawn will notify the Board when it is time to start the sprinklers.
  - c. Homeowner Update – 1 unit sold and 1 unit for sale.
  - d. Homeowner Compliance – A homeowner is consistently parking in the fire lane on Scarlett and will be notified by Adam to refrain from doing so. Also, the unit

for sale on Gambel had a large for sale sign in the yard and was directed to remove it.

- 5.) Paramark has no concerns.
- 6.) Board/Homeowner concerns – none
- 7.) Next Meeting after walkthrough May 21, 2018