

Forest Knoll

Homeowner Association Board Meeting Minutes

August 20, 2018, 5:00 p.m.

Board Members Present: Ken Dick, Kirsten Haefner, and Maria Campbell

Management Present: Adam Wiesner

- 1.) Minutes from July were reviewed and approved
- 2.) Financial Report:
 - a.) Update on homeowner with lien – Dunlop has been contacted to begin legal proceedings. A certified letter will be sent and the lawyer fees will be charged back to the homeowner
- 3.) Old Business:
 - a.) Townhome Maintenance Person: Adam will touch base with Matt to stress the importance of pulling weeds from the landscaping
 - i.) Weed Control on Properties: Turf Tech will apply two applications to assist with getting our grounds caught up on weed control and fertilizing. Each treatment will be about \$450 and they will be able to do the first application this week.
 - b.) Sprinkler Service Issues: Greenlawn Care did come out to assess the sprinklers, but they missed a couple of sprinkler heads that were broken. They are to come out tomorrow to address the situation and make repairs where needed.
 - c.) Proscap Lawn Care: The Board has decided to look for a new vendor. If possible to start immediately, but definitely for next season. We will not be renewing our contract with Proscap.
 - d.) Driveways/Road Repairs; Adam has been working to coordinate dates with Elcor for the repairs. Discussed notifying homeowners by handing out flyers, Adam sending out emails, and the Board posting on Facebook.
 - e.) Woodtick-clean up ponds – missed areas: Additional areas surrounding the ponds were completed, but on the East side not cleared all the way behind Fleet Farm. The board discussed pond clean up needs for next season.
 - f.) Greg's Lawncare – settlement for replacement to damaged trees: Sargent's will be replacing 2 decorative trees. Per their recommendations this will occur closer to fall.
 - g.) Spring Walkthrough: Adam has contacted Meyer's Tree Service for an estimate for bush trimming. The bushes and dead tree replacements need to be completed yet, but per recommendations this will be done closer to fall. Proscap's estimate included a bid for all tasks needing completion, including the landscaping, but the Board has decided to contact Whiting's Nursery for our landscaping needs.

4.) New Business:

- a.) Association Dues: Need a minimum 10% reserve contribution to prevent the need for assessments in the future. Without this, we face decreased interest from prospective buyers.
- b.) Lawn Care: Needs for fertilizing, weed control, and ground maintenance going forward have been covered. See above.
- c.) Homeowner Update: A homeowner on Emory will be back paying the pet fees that should have started collection in October 2017.
- d.) Homeowner Compliance: No issues

5.) Concerns from Paramark: None

6.) Board/Homeowner Concerns: None

7.) Next Meeting - September 17, 2018 @ 5pm at the Paramark Offices