

*Forest Knoll*

*Homeowner Association Board Meeting Minutes*

*February 19<sup>th</sup> 2018, 5:00 p.m. at Paramark*

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

Management Present: Adam Wiesner

1. December's minutes were reviewed and approved
2. Financial reports for January were reviewed and approved. The board discussed the possible need to further increase HOA dues. Adam is to get an estimate of cost for having a reserve study completed.
3. Old Business:
  - a.) Discussed job description for new maintenance person. Board approved of description and list of responsibilities. Adam will place an ad for the position.
  - b.) All previous late fees and fines have been collected and are up to date. Adam attempting to contact owner about recent NSF for HOA fees.
  - c.) The Board discussed increasing presence on Facebook.
  - d.) Possible internet alternative through Jaguar Communication was found to be not feasible.
4. New Business:
  - a) Officer Elections were held. Maria Campbell will continue in the role of President. Kirsten Haefner will be in the Secretary role.
  - b) Discussed changing days and times of board meetings. It was agreed that the 3<sup>rd</sup> Monday of every month at 5pm would continue to be when the board will meet.
  - c) 2018 Budget was discussed and approved. It was decided that money would not be set aside for possible concrete work, instead if completed, the funds would come from the reserve account.
  - d) The look and usability of the association website was discussed. Redesign was approved the board. Adam to contact a company to assist with redesigning the association website. Board members to review current site for needed updates and changes in content.
  - e) CD rates were discussed. Homeowner and financial planner, Andrew Roberts spoke to the board about options for making current CDs earn more money for the association. Discussed different investing options as well. Adam to pull numbers and dates due for CDs for board to continue review.
  - f) Homeowner Update:
    - a. Roof leak has been fixed. Adam continues to follow up with homeowner.

g) Homeowner Compliance:

a. Noncompliant storm door has been replaced.

5. Concerns from Paramark: none

6. Board/Homeowner concerns: none

Next Meeting – Monday March 19<sup>th</sup>, 2018 @ 5:00pm at Paramark