

Forest Knoll

Homeowner Association Board Meeting Minutes

March 19, 2018, 5:00 p.m. at Paramark

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

Management Present: Adam Wiesner

- 1.) Review Minutes: February minutes were reviewed and approved
- 2.) Financial Report: February financials reviewed and approved
 - a. 1 Homeowner association dues remain NSF, discussed filing a lean
- 3.) Old Buisness:
 - a. Townhome Maintenance Person: Adam has placed an ad on Indeed. At this time pay will be \$15-\$18 an hour depending on person's capabilities. Board will decide on an applicant when there are at least 3 to choose from.
 - b. Forest Knoll Website Refresh: The website company Adam hired on the Board's behalf has almost completed the mockup of our new website. The board will review the mockup before it goes live. After it is completed, the board will have the ability to edit content as needed.
 - c. Current CDs – Renewal Dates: June 1st reminder has been set to review interest rates with Andrew Roberts before we renew.
 - d. HOA Dues/Cost of having Reserve Study Completed: The study will recommend HOA fees and amount that should go into the reserves each month. It will also break down maintenance needs and greatest foreseen expenses. The study will estimate for repairs and make a timeline as to when maintenance should occur and when HOA fees should increase. Once completed the board will have a fiduciary responsibility to follow all recommendations
- 4.) New Buisness:
 - a. Date for Spring Walkthrough/Homeowner Update: Preliminary date set for May 7th at 1pm
 1. Roof Leak has been fixed. Adam continues to attempt follow up with homeowner
 - b. Homeowner Compliance – No new issues
- 5.) Concerns from Paramark: No new issues.
- 6.) Board/Homeowner Concerns: No concerns
- 7.) Next Meeting: Monday, April 16th @ 5:00 pm at Paramark