



Kingwood Forest Condominium Board Meeting Minutes

February 13, 2023

I. Call to Order

The KWFC Homeowners Association Board was called to order by Rich Eckhardt at 6:00 PM on February 13, 2023, at the KWFC Clubhouse.

II. Attendees

Present: Rich Eckhardt, Norm Essman, Tom Frederick, John Kronenberger, John Grilliot, Cathy Leedom, and Gwyn Rotramel. A quorum was established.

Absent: One Board Vacancy
Owner: Janice Stewart

III. Approve Agenda

The agenda was unanimously approved by the Board with a motion by Norm Essman and a second by Cathy Leedom.

IV. Approve January 9, 2023, Minutes

The January 9th Board Meeting Minutes were approved by the Board with a motion by Tom Frederick and a second by Cathy Leedom.

V. Board E-mail Approvals

3449 Baronwood owner, William Elliot, submitted a request to update Common Area behind the unit. Owner will be responsible for all costs.

VI. Approve Owner Requests

3388 Darbyshire, Pete Potenza has requested the rotted posts on the side fencing of his unit be repaired. Gwyn Rotramel will request a quote.

3449 Darbyshire owner, Janice Stewart, advised of a mole infestation around her unit. Gwyn Rotramel will request an estimate /inspection and remedy.

VII. Property Manager's Update

- January 2023 Balance Sheet – See Attachment 1
- Open Work Orders Update
 - Gwyn Rotramel supplied an update on work orders – Attachment 2



- Landscape Report
 - Gwyn Rotramel provided an estimate from Gold-N-Touch for community mulching. After discussion, the Board unanimously approved Option 3 – Common Beds Only will be mulched. Owners will be advised to contact Gold-N-Touch if desired for individual unit mulch options. The Board approved unanimously with a motion by John Kronenberger and a second by John Grilliot. See Attachment 3.

VIII. Treasurer's Report

- Tom Frederick presented an overview of the current status as of January 31, 2023. The report was approved by the Board with a motion by Norm Essman and a second by Cathy Leedom.

IX. Capital Reserve Report

- Rich Eckhardt provided a review of the Capital Reserve Report as of January 31, 2023. See Attachments 4.
- Unanimously approved by the Board with a motion by John Kronenberger and a second by Tom Frederick.

X. Old Business

- Tennis Court Brush Removal Proposal from Gold-N-Touch - \$3,255.
 - The Board unanimously approved with a motion by John Kronenberger and seconded by Cathy Leedom.
- Capital Reserve 2023 Program
 - Clubhouse Facade Repair – Estimate provided by Darren Hought at \$6,000 was unanimously approved after discussion, with a motion by Rich Eckhardt and a second by John Grilliot. .
 - Pool Shed Replacement or Repair – Gwyn Rotramel to secure an estimate.
 - Tennis Court Replacement or Repair – Estimate pending.
- 2023 Concrete Repair
 - Early spring
- Annual Meeting Location and Time
 - Gwyn Rotramel confirmed the meeting will be held on March 6, 2023, at Fairbrook Elementary School, 260 N Fairfield Rd, Beavercreek, OH 45430. The doors open at 6:00 PM and the meeting begins at 6:30 PM. Brenda Houser-Langlas arranged the location.
- Investing Capital Reserve Funds



- After extended discussion, the Board approved a motion by John Grilliot:
 - “I move that the President of the Kingswood Forest Condominium Owner’s Association (The Association) open on the behalf of The Association a Fidelity Investment brokerage account with an initial deposit of \$225,000. Furthermore, that The Association then purchase a \$225,000 six (6) month Fifth Third, or an equivalent financial institution, a Certificate of Deposit with a yield of 4.75% maturing six (6) months after the purchase date.”
 - The motion was seconded by Cathy Leedom and was unanimously approved.
 - John Grilliot and Rich Eckhardt will work with Fidelity Investments to establish an account.

XI. New Business

- ADA and Clubhouse Renovation.
 - Requirements were discussed and the HOA attorney advised that if any changes were cosmetic and the clubhouse private, the ADA requirements do not apply.
- 2023 Restroom Renovation – After Board review and discussion, John Kronenberger will provide a Statement of Work and, after it is approved, the Board will seek estimates.
- Webmaster Status – The current webmaster, Hayden Web Works, LLC, is retiring and the Board unanimously approved Apple Management to add KWFC to Apple’s webpage with access to all unit owners. The motion was made by John Kronenberger and seconded by Cathy Leedom.
- Property Purchase
 - At the November 2022 meeting, owner Susan Phillips suggested the Board consider the purchase of the lot adjacent to KWFC on Baronwood (the lot includes the empty plot on Darbyshire) to be used as Common Area providing owners a natural area to add walkways, benches, etc. Tom Frederick provided an overview, and the Board is taking the request under consideration.

XII. February 2023 Newsletter

- Rich requested ideas and he will draft the articles. Board openings will be mentioned.

XIII. For the Good of the Order

- Chat with a Board Member – John Grilliot, Cathy Leedom, and John Kronenberger were available on February 6, 2023 for an open forum with Board Members. There was no discussion with owners pertaining to the Association.



XIV. Goodwill Ambassador Report

- Gwyn Rotramel relayed from Brenda Houser-Langlas that there were two (2) recent deaths in KWFC recently and the clubhouse has been offered for any memorial services.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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