



Kingwood Forest Condominium Board Meeting Minutes

January 9, 2023

I. Call to Order

The KWFC Homeowners Association Board was called to order by Rich Eckhardt at 6:00 PM on January 9, 2023, at the KWFC Clubhouse.

II. Attendees

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

Absent: Norm Essman, One Board Vacancy
Owner: Eric Christy

III. Approve Agenda

The agenda was unanimously approved by the Board with a motion by John Kronenberger and a second by John Grilliot.

IV. Approve November 14, 2022, Minutes

The November 14th Board Meeting Minutes were approved by the Board with a motion by Cathy Leedom and a second by Tom Frederick.

V. Board E-mail Approvals

36 Martingham owner submitted a request to update the Common Area in front of the unit and next to the driveway. Owner will be responsible for all costs.

VI. Approve Owner Requests

Approve sidewalk and porch repair at 3403 Aldersgate Rd. Board approved the estimate and will be responsible for sidewalk repair and owner will be responsible for porch repair. The Board approved the request with a motion from Tom Frederick and a second by John Grilliot. The vote was 4 approvals and 1 recusal.

VII. Property Manager's Update

- December Balance Sheet – See Attachment 2
- Open Work Orders Update
 - Gwyn Rotramel supplied an update on work orders.



- Clubhouse Fireplace gas logs update is pending, vendor has had a delay in delivery of the burner.
- Landscape Report
 - Gwyn Rotramel will request Beaver Creek to remove logs and debris on Baronwood prior to the HOA taking over mowing responsibility.

VIII. Treasurer's Report

- Tom Frederick presented an overview of the current status as of December 31, 2022.. The report was approved by the Board with a motion by John Kronenberger and a second by Cathy Leedom.

IX. Capital Reserve Report

- Rich Eckhardt provided a review of October 2022 and November 2022. Attachments 3 and 1 respectively.
- Unanimously approved by the Board with a motion by John Kronenberger and a second by Cathy Leedom.

X. Old Business

- Investing Capital Reserve Funds
 - John Grilliot to provide additional information.
- Concrete Repair
 - Repair work was approved previously and will be completed in Spring 2023 by Vandalia Concrete
- Tennis Court Brush Removal Proposal from Gold-N-Touch - \$3,255. A second estimate was requested.
- Capital Reserve 2023 Program
 - Clubhouse Renovation – Estimates to be resent and reviewed in February 2023.
 - Pool Shed Replacement or Repair – to be reviewed in February 2023
 - Tennis Court Replacement or Repair – Estimate pending.

XI. New Business

- 2023 Property and Liability Insurance – Estimate should be received by January 12, 2023.
- 2023 Tree Removal – Gwyn will initiate spring survey.



- 2023 Annual Meeting – Scheduled for March 6, 2023, and Gwyn Rotramel will request Brenda Houser-Langlas to contact school board to reserve the Fairbrook Elementary School Auditorium.
- Amendment to Change Allocation of Common Expenses – Tom Frederick will draft an amendment to be presented at the Annual Meeting. Draft request was approved with a motion by Tom Frederick and a second by John Kronenberger.

XII. January 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 – postponed in December 2022 and January 2023 due to the holidays
- The webmaster for the HOA website has resigned – Gwyn Rotramel will discuss with Apple Management's webmaster to assume responsibility.
- Discuss Changing the Board Meeting from Monthly to Quarterly – Rich Eckhardt will provide a proposal.

XIV. Goodwill Ambassador Report

- No update available

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