



Kingwood Forest Condominium Board Meeting Minutes

June 12, 2023

I. Call to Order

The KWFC Homeowners Association Board Meeting was called to order by Rich Eckhardt at 6:00 PM on June 12, 2023, at the KWFC Clubhouse.

II. Attendees

Present: Rich Eckhardt, Tom Frederick, John Kronenberger, Cathy Leedom, Pat Carlyn Eric Christy, and Gwyn Rotramel. George Kosta, Richard McNally, and Becky Barrett, owners. A quorum was established.

III. Approve Agenda

The agenda was unanimously approved by the Board with a motion by Tom Frederick.

IV. Approve May 8, 2023, Minutes

The May 8th Board Meeting Minutes were approved by the Board with a motion by Pat Carlyn.

V. Board E-mail Approvals

N/A

VI. Approve Owner Requests

- George Kosta requested to extend the front porch at 3387 Darbyshire with pavers. Request was Board approved with a motion by John Kronenberger. See Attachment 2.
- Richard McNally, 3354 Darbyshire, discussed problems with the gutters that appear to have not been completely cleaned for several years. The Board will take it into consideration.
- Becky Barrett, 3408 Darbyshire, discussed issues with gutters and requested cleaning and gutter guards. The Board is in the process of reviewing the gutter problem over the complete community and is considering an overall resolution.

VII. Property Manager's Update

- Gwyn Rotramel provided a detailed review.
 - The pool heater continues to be an issue. Gwyn Rotramel advised the pool company indicated the filter was restricting water flow causing the heater to shut down. More information will follow pending further investigation.



- May 2023 Balance Sheet – See Attachment 1
- Open Work Orders Update
 - Gwyn Rotramel provided an indepth review.
- Landscape Report
 - Fireplace Gas Logs pending installation. The vendor was at the clubhouse and did not gain access on May 11th, but Gwyn Rotramel was not informed of scheduled date.
 - Concrete Repair is scheduled in the later part of July.
 - Fiber Optic access to KWFC was discussed and Gwyn Rotramel will research.

VIII. Treasurer's Report

- Tom Frederick presented an overview of the status as of May 31, 2023. The report was approved by the Board with a motion by John Kronenberger.
- Tom Frederick reviewed the importance of reducing expenses. The suggestions for review are:
 - Snow removal is currently at 2 inches, recommended move to 4 inches.
 - The Board should consider having the owners be responsible for garbage removal.
 - Cathy Leedom suggested a clubhouse rental fee be increased to \$100. This will be discussed further at the July Board Meeting.
 - Treasurer's Report was Board approved with a motion by John Kronenberger

IX. Capital Reserve Report

- Rich Eckhardt provided a review of the Capital Reserve Report as of the end of May 2023, Attachment 3.
- Unanimously approved by the Board with a motion by Eric Christy.

X. Capital Reserve 2023 Budget

- Rich Eckhardt reviewed and discussed the Operating Budget versus the Capital Reserve Budget.

XI. Old Business

- Webmaster Status – Gwyn Rotramel advised the developers to finalize the access codes.
- Investing Capital Reserve Funds was discussed based on the Kaman No. 2 2023 report. The invested funds are not required to be FDIC secured. The Board is taking this into consideration.

XII. New Business

- SB 61 Bylaws /Declarations changes approved by the Board with a motion by Cathy Leedom.
- An owner had requested a tree near the pool be removed. The Board is taking this into consideration.



- Gutter concerns were addressed above, and the Board is considering unit wide resolutions.

XIII. June 2023 Newsletter

- Rich requested ideas and he will draft the articles..

XIV. For the Good of the Order

Pool equipment clean up, including tables, chairs and lounge chairs, scheduled for May 23 with a rain day of May 25.

XV. Goodwill Ambassador Report

- N/A

[REDACTED]

[REDACTED]

[REDACTED]

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