



Kingwood Forest Condominium Board Meeting Minutes

May 8, 2023

I. Call to Order

The KWFC Homeowners Association Board Meeting was called to order by Rich Eckhardt at 6:00 PM on May 8, 2023, at the KWFC Clubhouse.

II. Attendees

Present: Rich Eckhardt, Tom Frederick, John Kronenberger, Cathy Leedom, Pat Carlyn Eric Christy, and Gwyn Rotramel. Jackie Thode and Jane Sims, owners. A quorum was established.

Absent: Norm Essman

III. Approve Agenda

The agenda was unanimously approved by the Board with a motion by Cathy Leedom.

IV. Approve March 13, 2023, Minutes

The March 13th Board Meeting Minutes were approved by the Board with a motion by Eric Christy.

V. Board E-mail Approvals

- 27 Martingham Lights and Doors
- 3040 Darbyshire Deck Replacement
- 3453 3453 Marblecrest Window Replacement

VI. Approve Owner Requests

- 3453 Marblecrest Screen Door – The Board approved with a motion by Cathy Leedom

VII. Property Manager's Update

- Gwyn Rotramel provided a detailed review
- April 2023 Balance Sheet – See Attachment 1
- Open Work Orders Update
 - Attachment 2 – Work Order History
- Landscape Report
 - Fireplace Gas Logs to be installed within the Month of May



VIII. Treasurer's Report

- Tom Frederick presented an overview of the status as of April 30, 2023. The report was approved by the Board with a motion by John Kronenberger.
- Tom Frederick reviewed the importance of reducing expenses overall to be able to meet the required reserves for future expenses. As an example, the daily cost for pool maintenance has increased from about \$45 per day to \$107 per day. 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.
 - Gwyn Rotramel was requested to inquire regarding costs.

IX. Capital Reserve Report

- Rich Eckhardt provided a review of the Capital Reserve Report as of the end of March and April 2023. See Attachment 3.
- Unanimously approved by the Board with a motion by Tom Frederick.

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 access and contents for KWFC owners.
- Clubhouse Fireplace Replacement – Gwyn Rotramel advised the installation should be completed in May.
- Pool Shed Replacement or Repair – Gwyn Rotramel advised the estimates are \$12.5K from Nic-No LLC and \$3,8K from All Style. The Board approved the \$3,8K bid with a motion by John Kronenberger.
- Clubhouse Bathroom refresh at \$5,2K estimate from All Styles was approved by the Board with a motion by Pat Carlyn

XII. New Business

- Gutter Guards – Jackie Thode requested the Board consider gutter guards.
- 3404 /3406 Darbyshire – Honeysuckle bushes to be trimmed
- Tennis Court Repair estimate to be provided before the end of May.
- 2023 Pool Opening and Closing to be May 26th and September 4th.
- Baronwood Blvd Right of Way – Gwyn to review with Beavercreek again to establish ownership of parcels along Baronwood and responsibility for maintenance.



XIII. May 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]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]