



Kingwood Forest Condominium Board Meeting Minutes

Novem 13, 2023

I. Call to Order

The KWFC Homeowners Association Board Meeting was called to order by Rich Eckhardt at 6:01 PM on November 13, 2023, at the KWFC Clubhouse.

II. Attendees

Present: Rich Eckhardt, Norm Essman, John Kronenberger, Tom Frederick, Cathy Leedom, Pat Carlyn, Eric Christy, and Gwyn Rotramel.

A quorum was established.

III. Approve Agenda

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

IV. Approve October 9, 2023, Minutes

The October 9, 2023, Board Meeting Minutes were unanimously approved by the Board with a motion by Norm Essman

V. Board E-mail Approvals

- Approval for Deck Re-Decking and New Railings -- 3454 Marblecrest Court

VI. Approve Owner Requests

- Approve Porch Railing at 3434 Baronwood – Motion by Norm, unanimously approved by the Board.
- Approve Structure Repair and Window Replacement at 3411 Aldersgate – HOA to pay for structure repair and owner to pay for window replacement. Unanimously approved with a motion by Cathy Leedom.

VII. Property Manager's Update

- Gwyn Rotramel provided a detailed review.
- Gutters to be cleaned by November 15, 2023, depending on the weather.
- Estimates for updates to 3407 and 3409 Darbyshire pending.



VIII. Treasurer's Report

- Tom Frederick provided the Treasurer's Report as of October 31, 2023, the report was unanimously approved with a motion by Pat Carlyn. the September and October update in November.

IX. Executive Session

- 2023 Operation Budget Deliberations.

X. Approve 2024 Operation Budget

1. That the budget, a copy of which is attached to the minutes, totaling \$488,532, be adopted.
2. That \$488,532 be assessed to all owners of record in accordance with their individual ownership interests in the common elements. The assessment is due and payable in 12 equal monthly installments on the first day of each month, commencing on January 1, 2024.
3. That the board, acting through its treasurer, is authorized to expend the funds collected in accordance with the limitations of the budget established above.
4. That the board, acting through its treasurer may transfer unexpended funds from one budget account to another as needed throughout the year.
5. That the budget includes \$157,797 additions to reserves that the board has reasonably determined is an amount adequate to repair and replace major capital items in the normal course of operations without the necessity of a special assessment, based on the 2022 reserve study.
6. That on December 31, 2024, all unexpended funds in the budget will be allocated towards reserves.

The Budget was submitted for approval with a motion by Tom Frederick and a second by Norm Essman, discussion followed. The motion passed 6 to 1.

XI. Capital Reserve Report

- Rich Eckhardt provided a review of the Capital Reserve Report as of the end of October 2023.
- Unanimously approved by the Board with a motion by Pat Carlyn.

XII. Old Business

- 3404 Darbyshire Update – No action taken.

XIII. New Business

- 2024 Annual Meeting Date – March 4, 2024, 6:00 PM sign in, meeting begins 6:30PM.
 - Brenda Houser-Langlas will be asked to secure Fairbrook Elementary School Gym for the meeting.



- 2024 Board Candidates – Terms expiring: Rich Eckhardt, Tom Frederick, Cathy Leedom.
 - Rich Eckhardt has indicated he is retiring from the Board, confirmation to follow.
 - Cathy Leedom is not running for an additional term; she finished Brenda Houser-Langlas's term after her resignation.
- 2023 Insurance Approval - Pending

XIV. October 2023 Newsletter

- Rich Eckhardt requested ideas and he will draft the articles.
- No Board Meeting in December.

XV. For the Good of the Order

- Chat with a Board Member – N/A

XVI. Goodwill Ambassador Report

- N/A

XVII. Executive Session

[REDACTED]

[REDACTED]

[REDACTED]

The **next meeting** will be Monday January 8, 2024.

Respectfully submitted by:

John Kronenberger, Secretary KWFC