



Kingwood Forest Condominium Board Meeting Minutes

July 10, 2023

I. Call to Order

The KWFC Homeowners Association Board Meeting was called to order by Rich Eckhardt at 6:01 PM on July 10, 2023, at the KWFC Clubhouse.

II. Attendees

Present: Rich Eckhardt, Norm Essman, Tom Frederick, John Kronenberger, Cathy Leedom, Pat Carlyn Eric Christy, and Gwyn Rotramel. Brenda Houser-Langlas, Ron Langlas, Bill Elliot, and Candy Prystaloski owners. A quorum was established.

III. Approve Agenda

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

IV. Approve June 12, 2023, Minutes

The June 12th Board Meeting Minutes were approved by the Board with a motion by Pat Carlyn.

V. Board E-mail Approvals

- Chimney repair for 3429 Baronwood Blvd
- Awning approval for Carol and Douglas Sexton at 36 Martingham Ct

VI. Approve Owner Requests

- Bill Elliot requested the plantings removed for painting last year at 3449 Baronwood be replaced, and the unattached gas pipes be secured.
- Brenda Houser-Langlas and Ron Langlas reported another owner lost control of the owner's dog and the Langlas's dog was attacked and both the dog and Ms. Houser-Langlas were slightly injured. They requested the uncontrolled dog be removed from the HOA permanently. The Board is taking this into consideration and will further discuss when the Greene County Dog Warden completes the incident report.
- Candy Prystaloski requested an awning on her unit and was advised to submit a formal request,

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 now indicates there is an electrical issue and are waiting for the ordered parts to repair the unit.
- June 2023 Balance Sheet – See Attachment 1
- Open Work Orders Update
 - Gwyn Rotramel provided an in-depth 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 the scheduled date.
 - Concrete Repair is scheduled in the later part of July.

VIII. Treasurer's Report

- Tom Frederick presented an overview of the status as of June 30, 2023. The report was approved by the Board 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 June 2023, Attachment 2.
- 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 user-ids and passwords.
- The Board approved the 5/3 CDs to be rolled over with a motion by Pat Carlyn. The rollover will be managed by Gwyn Rotramel.
- Expense Reduction:
 - Tom Frederick made three expense reduction motions:
 - Vote to have owners responsible for trash /garbage removal. This motion is pending cost analysis from Gwyn Rotramel from Waste Management.
 - Gutters to be thoroughly cleaned twice a year. The Board approved.
 - Request to have owner's responsible for snow removal from driveways and sidewalks. The motion is pending further discussion and clarification.
 - Pat Carlyn and Cathy Leedom motioned to have the Clubhouse rental fee be increased to \$100 from \$50 and effective immediately with the existing reservations be grandfathered in at \$50,
 - The Board approved the motion.



- SB61 Amendment Status and Distribution. Rich Eckhardt and Tom Frederick to sign the amendment and have it notarized. The Amendment will be distributed appropriately to the owners by Gwyn Rotramel.

XII. New Business

N/A

XIII. June 2023 Newsletter

- Rich requested ideas and he will draft the articles.
- A motion to close the Board business meeting was made by John Kronenberger and the Board approved. Any owner wishing to address the Board must submit a request prior to the first Monday of the month.

XIV. For the Good of the Order

- No Chat with a Board Member opportunity was held due to the holiday.

XV. Goodwill Ambassador Report

- N/A

XVI. Executive Session

- The Board reviewed the delinquency report.

Adjournment Rich Eckhardt adjourned the meeting at 7:33 PM with a unanimous approval after a motion by Norm Essman.

The **next meeting** will be Monday August 14, 2023.

Respectfully submitted by:

John Kronenberger, Secretary KWFC Board