



## ***Kingwood Forest Condominium Board Meeting Minutes***

October 9, 2023

### **I. Call to Order**

The KWFC Homeowners Association Board Meeting was called to order by Rich Eckhardt at 6:01 PM on October 9, 2023, at the KWFC Clubhouse.

### **II. Attendees**

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

Absent: Norm Essman, John Kronenberger

A quorum was established.

### **III. Approve Agenda**

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

### **IV. Approve September 11, 2023, Minutes**

The September 11th Board Meeting Minutes were approved by the Board with a motion by Tom Frederick.

### **V. Board E-mail Approvals**

### **VI. Approve Owner Requests**

None

### **VII. Property Manager's Update**

- Gwyn Rotramel provided a detailed review.
- Painting is almost completed for 2023.
- Trash Proposal – proposal from Waste Management was received, to be discussed at November's Board Meeting
- Clubhouse and Restroom Update
  - Waiting for new countertops
  - The new paint colors used to be discussed.
  - New lighting fixtures are less than desired and discussion was held on replacing them.
- An owner on Baronwood removed all honey suckle bushes behind their unit without submitting a request to the Board. Discussion was held regarding how to handle the situation across the whole community. Gwyn Rotramel will draft a letter to be sent to all owners.



### **VIII. Treasurer's Report**

- Tom Frederick will provide the September and October update in November.

### **IX. Capital Reserve Report**

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

### **X. Preliminary 2024 Budget**

- Tom Frederick presented a preliminary budget to highlight issues to be discussed before the Board finalizes the 2024 budget at the November Board meeting.

### **XI. Old Business**

- Webmaster Status – Gwyn Rotramel provided owners with the user id and password for access to the Apple Management site now housing the Kingswood Forest Condo information.
- Expense Reduction – Ongoing discussion.

### **XII. New Business**

N/A

### **XIII. October 2023 Newsletter**

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

### **XIV. For the Good of the Order**

- Chat with a Board Member – Deboarh Wallace, 3435 Baronwood stated and provided a written request that she has requested multiple times to have the limbs cut from over the roof of her unit. More discussion required. See Attachment 1.

### **XV. Goodwill Ambassador Report**

- N/A

### **XVI. Executive Session**

- The Board reviewed the delinquency report.

**Adjournment:** Rich Eckhardt adjourned the meeting approximately 7:00 PM with a unanimous approval after a motion by Pat Carlyn.

The **next meeting** will be Monday November 13, 2023.



Respectfully submitted by:

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John Kronenberger, Secretary KWFC Board (Based on notes prepared by Cathy Leedom)