



# **Kingwood Forest Condominium Board Meeting Minutes**

September 11, 2023

## **I. Call to Order**

The KWFC Homeowners Association Board Meeting was called to order by Norm Essman at 6:01 PM on September 11, 2023, at the KWFC Clubhouse.

## **II. Attendees**

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

Absent: Rich Eckhardt,

A quorum was established.

Note: August Board Meeting cancelled.

## **III. Approve Agenda**

The agenda was unanimously approved by the Board with a motion by John Kronenberger.

## **IV. Approve July 10, 2023, Minutes**

The July 10th Board Meeting Minutes were approved by the Board with a motion by Tom Frederick.

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

None

## **VI. Approve Owner Requests**

None

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

- Gwyn Rotramel provided a detailed review.
- Open Work Orders Update
  - Gwyn Rotramel provided an in-depth review with Board discussion.
- Trash Proposal – Review pending receipt of proposal from Waste Management
- Clubhouse and Restroom Update
  - Patching of the ceiling and walls in main room underway
  - Clubhouse restrooms are in the process of being updated, Paint colors confirmed.



- Snow Removal – The Board is reviewing the proposal received from Gold-N-Touch. Proposal will be discussed at the October Board Meeting. Postponement approved the Board with a motion by Eric Christy.
- Tree Trimming – Proposal from Kinder was Board approved with a motion by John Kronenberger.
- 2024 Painting - Schedule to be presented at the October Board Meeting.
- 2024 Concrete Repair – Schedule to be provided as next Board Meeting

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

- Tom Frederick presented an overview of the status as of August 21, 2023. The report was approved by the Board with a motion by Cathy Leedom..

### **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**

- N/A – Review will be provided in October.

### **XI. Old Business**

- Webmaster Status – Gwyn Rotramel advised the developers to finalize the user-ids and passwords.
- Expense Reduction – Further discussion after above proposals are received.

### **XII. New Business**

N/A

### **XIII. September 2023 Newsletter**

- Norm Essman requested ideas and he will draft the articles.

### **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** Norm Essman adjourned the meeting at 6:45 PM with a unanimous approval after a motion by Norm Essman.

The **next meeting** will be Monday October 9, 2023.

Respectfully submitted by:

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John Kronenberger, Secretary KWFC Board