



Kingwood Forest Condominium Board Meeting Minutes

January 8, 2024

I. Call to Order

The KWFC Homeowners Association Board Meeting was called to order by Rich Eckhardt at 6:03 PM on January 8, 2024, at the KWFC Clubhouse.

II. Attendees

Present: Rich Eckhardt, Norm Essman, John Kronenberger, Tom Frederick (Phone), 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 November 13, 2023, Minutes

November 13, 2023, Board Meeting Minutes were unanimously approved by the Board with a motion by Pat Carlyn.

V. Board E-mail Approvals

- Gold-N-Touch Landscape and Snow Removal Contract was approved via Board Email

VI. Approve Owner Requests

- N/A

VII. Property Manager's Update

- Gwyn Rotramel provided a detailed review.
- Three address light fixtures replacements have been ordered.

VIII. Treasurer's Report

- An update at the February Board Meeting will be provided. The financial data was delayed.

IX. Capital Reserve Report

- Rich Eckhardt provided a review of the Capital Reserve Report as of the end of November 2023.
- Unanimously approved by the Board with a motion by Cathy Leedom.



X. Old Business

- 2024 Annual Meeting Date has been confirmed – March 4, 2024, 6:00 PM sign in, meeting begins 6:30PM.
- The Apple Management Portal will be updated with Board Meeting Minutes and the Audited Financial Statements.

XI. New Business

- 2024 Casualty and Property Insurance Award has been approved unanimously after Board discussion with a motion by John Kronenberger.
- 2024 Capital Reserve Budget was reviewed and discussed.
 - Pool Fence replacement review postponed until 2025.
 - Replace residential light poles will be replaced as needed.
 - Replace Pool light pole replacement review postponed until 2025.
 - Up to \$10,000 has been added to the budget for the clubhouse kitchen countertop update and replacement.
 - The next Capitol Reserve Study will be in 2025.
- Snow and Ice removal is reviewed by Tom Frederick with Gold-N-Touch based on circumstances. Norm Essman will substitute for Tom from the end of January through the first of March 2024.

XII. January 2023 Newsletter

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

XIII. For the Good of the Order

- Chat with a Board Member – N/A

XIV. Goodwill Ambassador Report

- N/A

XV. Executive Session

- The Board reviewed the delinquency report.

Adjournment: Rich Eckhardt adjourned the meeting approximately 6:42 PM with a unanimous approval after a motion by Pat Carlyn.



The **next meeting** will be Monday February 1255, 2024.

Respectfully submitted by:

John Kronenberger, Secretary KWFC