



Kingwood Forest Condominium Board Meeting Minutes

June 10, 2024

I. Call to Order

The KWFC Homeowners Association Board Meeting was called to order by Norm Essman at 6:00 PM on June 10, 2024, at the KWFC Clubhouse.

II. Attendees

Present: Norm Essman, John Kronenberger, Tom Frederick, Jackie Thode, Pat Carlyn, and Gwyn Rotramel.

Absent: Two open Board positions

A quorum was established.

III. Approve Agenda

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

IV. Approve June 19, 2024, Minutes

Board Meeting Minutes were unanimously approved by the Board with a motion by Tom Frederick.

V. Board E-mail Approvals

- 3429 Baronwood – Deck upgrade
- 3344 Baronwood – Landscape upgrade

VI. Approve Owner Requests

- 3409 Aldersgate – Landscape trim request approved with a motion by Pat Carlyn.
- 31 and 34 Martingham – Deck upgrade approved with a motion by Pat Carlyn

VII. Property Manager's Update

- Gwyn Rotramel provided a detailed review.
- Pool Heater repair is not covered under the warranty due to Greene County Water causing sediment build-up. Repairs pending.

VIII. Treasurer's Report

- Tom Frederick provided a financial update as of May 31, 2024. The report was unanimously approved with a motion by Jackie Thode.



IX. Capital Reserve Report

- No new expenses reported by Gwyn Rotramel. The limited reserve report was approved unanimously with a motion by Jackie Thode.

X. Old Business

- 2024 Capital Reserve Budget was unanimously approved with a motion by John Kronenberger.
- Metro-net installation of fiber optics is pending.

XI. New Business

- Cyndi Jordan elected to the Board unanimously with a motion by John Kronenberger and a second by Tom Frederick.
- The vote for Bob Doyle as new Board member tabled until July Board meeting. Bob was scheduled to address the Board at the June Board meeting but was unavailable.
- The election of Board officers will be at the July Board meeting.

XII. June 2024 Newsletter

- Norm Essman 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

- Brenda Houser-Langlas addressed the Board with a proposal to revamp and upgrade the monthly HOA newsletter. The Board tabled the request until the July Board meeting pending further review.

XV. Executive Session

- The Board reviewed the delinquency report.

Adjournment: Norm Essman adjourned the meeting approximately 7:30 PM.

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

Respectfully submitted by:

John Kronenberger, Secretary KWFC