



Kingwood Forest Condominium Board Meeting Minutes

August 12, 2024

I. Call to Order

The KWFC Homeowners Association Board Meeting was called to order by Norm Essman at 6:00 PM on Aug 12, 2024, at the KWFC Clubhouse.

II. Attendees

Present: Norm Essman, Jackie Thode, Pat Carlyn, Cyndi Jordan, Tom Frederick and Lisa Brown.

Absent: Gwyn Rotramel, John Kronenberger.

A quorum was established.

III. Approve Agenda

The agenda was unanimously approved by the Board with a motion by Cyndi Jordan.

IV. Approve July 8, 2024, Minutes

The Board Meeting Minutes were unanimously approved by the Board with a motion by Pat Carlyn.

V. Board E-mail Approvals

- N/A

VI. Approve Owner Requests

- N/A

VII. Property Manager's Update

Gwyn provided updates via email.

- Inspection of 3352 DS for sidewalk lift and caulking.
- Painting underway of 3404-3410 DS. Kenny is worried about paint adhering to light posts.
- If there is a line break from the light post to the unit who is responsible? Association is responsible unless digging or modification has been done to create the break of the line.
- A New phone was placed in the clubhouse hallway replacing one that had gone missing.
- It was reiterated by the board that gutter cleaning is two times a year. There may be special cases where it is done more frequently.

VIII. Treasurer's Report

- Tom Frederick gave update on July 2024 report. The report was unanimously approved by the Board with a motion by Pat Carlyn See attachment one.



IX. Capital Reserve Report

- Norm to ask Gwyn for an update.

X. Old Business

- Pool heater status – Board to tell Gwyn to move forward with repairs after pool closure including the refill of the pool and testing, and heater repair. This is to be accomplished in the fall and not wait until Spring.
- Metronet Fiber Optics installation- The construction layout has been completed. The board is requesting a review of the plan. After approval, Metronet can plan an open clubhouse to educate owners about the plan and to provide them pricing options, if they are interested. Metronet to own the notification to owners about the meeting at the clubhouse at their expense. Info will also be added to the Newsletter.
- The clubhouse countertop replacement – awaiting estimates from two vendors.

XI. New Business

- Next of Kin of owners. A note will be added to the monthly Newsletter to inform owners that next of kin information can be provided to Gwyn, if requested.
- Adams Structural Beam issue. Need update from Kaman & Cusimano. Tom reviewed Bylaws Article 6A, subsection A and Article 6D regarding Association responsibilities.
- Early Insurance Renewal – Gwyn needs to proceed with renewal date moved as requested by Board.
- Board members need to check if they are up to date with CTA compliance. Information submitted through ATLAS.

XII. June 2024 Newsletter

- Norm Essman requested ideas. Pat Carlyn will draft the articles.

XIII. For the Good of the Order

- Tom Frederick will not be attending the September Board meeting.
- A reminder will go out to the new owner at 3401 Aldersgate that structural changes including doors need to be submitted to the Board for approval.
- Norm will contact Greene County regarding the uplift station, fence, trees and our current water quality. Many people are experiencing cloudy water issues.
- The draft of the August 2024 minutes was provided by Jackie Thode and slightly edited by John Kronenberger.



XIV. Executive Session

- The Board reviewed the delinquency report.

Adjournment: Norm Essman adjourned the meeting approximately 6:55 PM.

The **next meeting** will be Monday September 9, 2024.

Respectfully submitted by:

John Kronenberger, Secretary KWFC