

**KNOLLRIDGE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of September 21, 2023**

PRESENT: Neil Goluba President
David Burkes Vice President
Brian Rossiter Secretary Treasurer

ALSO PRESENT: Keith Lammey Association Manager

ABSENT: None

Owners Open Forum

There were no non-board member owners present, thus there were no owners open forum comments.

The meeting was called to order at 10:04 AM by Neil Goluba.

Approval of Minutes

A **motion** was duly made by Neil Goluba and seconded by Brian Rossiter to approve the minutes of the March 9, 2023 Board of Directors meeting. *Passed Unanimously.*

Manager's Report

Keith Lammey, Association Manager, submitted a written report including the August 2023 financial statements. A **motion** was duly made by Neil Goluba and seconded by Brian Rossiter to approve the financial report through August 2023 as prepared. *Passed Unanimously.*

The past due accounts were briefly discussed.

New Business

Snow Plowing Discussion

The Association Manager explained that he has not been able to arrange for "early morning" snow plowing services; however, he has identified two contractors who are willing to plow if it is acceptable to the Association to plow during the afternoon vs. first thing in the morning following an overnight storm. He recommended that the Association contract with Baker and Associates because their equipment is also able to plow the perimeter sidewalks. Following a brief discussion, the board directed the Association Manager to obtain pricing and draft a snow plowing contract for the board's review.

Old/Other Business

Roofing

The Manager explained that all of the seven townhome structures, the fourteen storage units and one of the three – four-unit – garage buildings have been reroofed. He suggested that the board may want to obtain roofing bids in 2024 to re-roof the last two four-unit garage buildings.

Fencing

The Manager explained that all of the fencing behind buildings five and six have been replaced, as approved by the board, and that the finished product was well liked by the residents. The fencing behind the other five buildings is showing its age and requires some maintenance, but does not need to be replaced at this time.

Asphalt

The Manager explained that the Association should plan to complete a crack fill and probably seal coat during 2024 of all of the Association's asphalt surfaces.

Reserve Fund Investment

One of the Association's CD's at Edward Jones will mature on November 17, 2023; however, since the board meets on November 9th, no reinvestment decision is needed at this time.

Adjournment

With no further business to come before the Board, a **motion** was duly made by Neil Goluba and seconded by David Burkes to adjourn the meeting at 10:29 AM. *Passed.*