

**BOARD OF DIRECTORS' REGULAR MEETING
THE KNOLLS VILLAGE TOWNHOUSE ASSOCIATION**

The regular meeting of the Knolls Village Townhouse Association was held on Tuesday, December 1, 2020 at 6:30 p.m. The meeting was held via video conference due to the closure of the Clubhouse as a result of the COVID-19 restrictions on gatherings. Present were Board Members: David Kaiser, Barbara Stokes, Cindy Kiel, Darcy Johnson, Kathleen Sutton, Anne Krause and Joe Johnston. Marie Kilty recorded the proceedings.

Joe Anderson of Cherry Creek Insurance Group made a presentation concerning the Association's insurance coverages. He will update the Workers' Compensation coverage to change the bookkeeper's status code to Office/Clerical and attempt to change the policy coverage periods to align with one another.

Joe Johnston addressed reclassifying transactions as being from Reserves. He will continue to review the financial statements to determine which expenses should be reassigned.

A motion to approve the October financial statements was made by Joe Johnston and seconded by Barb Stokes. The motion passed.

The November Delinquency Report and Financial Statements will be available later this week and emailed to Board members for review.

The November 2020 Minutes were reviewed and a motion to approve was made by Cindy Kiel and seconded by Joe Johnston. The motion passed.

COMMITTEE REPORTS

Website – No updates

Special Events – Cindy Kiel sent out an updated 2021 event calendar to the Board members. The calendar was discussed and approved to be posted on web site and bulletin board and published in the January newsletter.

Clubhouse – Barbara Stokes and Kathleen Sutton continue to work on updating the Clubhouse furnishings. The Board addressed concerns with disposing of the old clubhouse furniture.

Swimming Pool – See *Grounds* section below.

Tennis Courts – No updates.

Architectural Control Committee – Anita Zukas is working on the year-end report. She is currently looking for a replacement to chair the committee.

Newsletter – No updates

Treasurer's Report –The Reserve account and Paint Reserve Fund balances for December 1, 2020 were reported. A CD is maturing on December 28, 2020.

Grounds – Warren and his crew completed the following tasks in November 2020: Lighting maintenance, landscaping, map replacement, map enclosure reconditioning and other general maintenance. Warren has

requested a bid from Real Painting for the 2021 paint cycle. DRC Construction is scheduled to start the community sewer line inspection at the end of this week.

The Board discussed bids from Perfect Pools, Bill Smith Plumbing and Heating and Pool Connection, Inc. to replace the swimming pool heater, filters and equipment. The bids require further discussion for comparison. Joe Johnston and Dave Kaiser will meet with Perfect Pools to discuss their proposal further.

OLD BUSINESS

Reserve Study – Joe Johnston reported the Reserve Study will be completed before the end of the year.

Irrigation Analysis Report – The HOA continues to wait for an invoice from this vendor.

Irrigation Proposal – Warren will mark sprinkler line locations on the Kirby Smith & Associates’ plans and these will be sent to Irrigation Analysis.

Landscape Improvements – Kirby Smith & Associates have been asked to provide a landscape design for one more building frontage.

Dues Payment Method Options – No updates

Handrail Fabrication/Installation – DGO will provide a bid for fabricating and installing additional handrails and replacing handrails in various locations throughout the community.

NEW BUSINESS

Committee Assignments – Dave Kaiser recommended a Painting subcommittee under the ACC Committee. Kathleen Sutton agreed to Chair the Nominating Committee. Committee Chairs will be updated on website.

The Board entered an Executive Session for personnel discussions and the meeting was adjourned at 8:30 pm.

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