

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

A regular meeting of the Knolls Village Townhouse Association was held on Wednesday, **February 5, 2013** at the association clubhouse at 6:30 PM. Present were Directors Dick Campbell, Barbara Stokes, Cynthia Kiel, Doug Hall, Darcy Johnson and Rick Olson; Committee Chair Roger Veach; and Manager Warren Deutsch. Joan Rowe was present to record the proceedings. One homeowner was also present at the meeting.

**A motion was made by Cynthia Kiel and seconded by Barbara Stokes to accept the January 2, 2013 financial statements as presented. The motion was passed.**

**Barbara Stokes made a motion to approve the 2012 audit report from the CPA. The motion was seconded by Doug Hall and was passed.**

**A motion was made by Barbara Stokes and seconded by Doug Hall to retain Michele Giometti to audit the records for 2013 and prepare tax returns for an amount of \$2,400.00. The motion was passed.**

**Barbara Stokes made a motion to approve the minutes of the January 2, 2013 board meeting as written. The motion was seconded by Darcy Johnson and was passed.**

**A motion was made by Doug Hall to approve payment to Sue Cole for the restructuring of the association website. Cynthia Kiel seconded the motion and it was passed.**

Sue Cole will be asked to attend the April quarterly meeting of homeowners to discuss the website.

Roger Veach, Hospitality Committee, stated that the only events currently planned for 2013 are a community coffee at the clubhouse on May 4<sup>th</sup> and an ice cream social on July 14<sup>th</sup>.

An e-mail report from Ilena Lea, Clubhouse Committee, reported that there were 6 uses of the clubhouse in January.

The Board asked Warren Deutsch to seek a solution for removing standing water from the tennis courts.

Dick Campbell, reporting for the Architectural Control Committee, stated that a new door on the second level and a new garage door were approved in January.

The deadline for the next newsletter is February 8<sup>th</sup>.

A written report from Joe Johnston, Treasurer, reported that the current balance in the reserve fund is \$466,914.00 and the painting fund balance is \$65,187.00.

Warren Deutsch, Maintenance Manager, reported that the work done in January included re-landscaping of bed areas, pruning and cleanup of the area, raking pine needles and snow removal. The pruning and cleanup will continue in February, weather permitting. The design work for the sprinkler replacement of zones L1, L2, L3 and L4 has begun. Consideration will be given for the elimination of small grass areas and extending of bed areas in the zones being redesigned. The 2013 lawn maintenance proposal from Blade Runners was presented to the Board.

**Rick Olson made a motion to approve the contract from Blade Runners for the 2013 lawn maintenance. The motion was seconded by Darcy Johnson and was passed.**

The Board members were asked to consider expanding their responsibilities. This could include serving on a committee or representing the Association at community organizations.

There being no further business, the meeting was adjourned.


**RECORD OF MOTIONS AND POLICIES**  
**THE KNOLLS VILLAGE TOWNHOUSE ASSOCIATION**

**February 5, 2013**

Barbara Stokes made a motion to approve the 2012 audit report from the CPA. The motion was seconded by Doug Hall and was passed.

A motion was made by Barbara Stokes and seconded by Doug Hall to retain Michele Giometti to audit the records for 2013 and prepare tax returns for an amount of \$2,400.00. The motion was passed.

A motion was made by Doug Hall to approve payment of \$620.00 to Sue Cole for the restructuring of the association website. Cynthia Kiel seconded the motion and it was passed.

Rick Olson made a motion to approve the contract from Blade Runners for the 2013 lawn maintenance in the amount of \$58,430.00. The motion was seconded by Darcy Johnson and was passed.

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