

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

The regular meeting of the Knolls Village Townhouse Association was held on Tuesday, February 2, 2021 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.

Revised December and January Financials will be sent out by Marie Kilty this week.

The January 2021 Minutes were reviewed and a motion to approve was made by Joe Johnston and seconded by Barb Stokes. The motion passed.

COMMITTEE REPORTS

Website – Cindy Kiel will obtain a cost estimate for refreshing the website's background colors and rearranging the links. Suggested costs and changes will be discussed at the March meeting.

Special Events, Tennis Courts and Newsletter. No updates were provided.

Clubhouse – Barbara Stokes and Kathleen Sutton continue to work on updating the Clubhouse furnishings. The interior painting is completed and carpet has been installed. The Clubhouse windows will be washed this week and Warren and Cady will install the window blinds and assemble the remaining chairs. The electrician is scheduled return this month to complete the installation of new indoor and outdoor light fixtures.

Swimming Pool – David Kaiser e-mailed Perfect Pools' 2021 Pool Management Agreement to the Board for their review. To allow the Board time to review the agreement it was suggested to delay the vote for a day or two. An email vote was called the next day and was approved by Board to award the contract.

Pool Connections and Perfect Pools have both submitted revised bids for replacing the pool equipment. The Board continues to evaluate the bids with respect to cost, timelines, availability of new equipment and possible inspection / permitting delays due to COVID-19 backlog. The installation of new equipment after this pool season instead of before is now being considered.

Architectural Control Committee – The Board is currently looking for a replacement to chair the ACC committee. Anita and Tom Zukas will both remain on the ACC committee for this year, but Anita will be stepping down as chairperson.

Treasurer's Report –The Reserve account balance and CD balances for February 1, 2021 were reported by Joe Johnston. The Paint Reserve balance on February 1, 2021 was reported. A CD matured on December 28, 2020 and Joe Johnston recommended reinvesting the balance in another CD for a 6-month term. He will follow up with obtaining the CD.

Grounds Maintenance – During January the staff worked on lighting maintenance, snow removal, salt/sand, general clean-up, pruning lower branches of trees, hand watering new plants and other general maintenance.

During February the following activities are planned: salting, cutting back perennials, bed clean-up, pruning lower branches of trees and other general maintenance.

DRC Construction completed the sewer line inspection and cleaning. They have submitted a condition report and video inspections which Warren will review.

Xcel energy has almost completed their cable replacement in the Southwest area of the complex. An Xcel representative and their contractor met with Warren to discuss clean-up and restoration of the work areas. This work will include removal of paint markings, restoration of bed and lawn areas and patching of asphalt.

Rushton Tree Service is scheduled to provide one day of service chipping brush, removing a Russian Olive tree and working on pruning. This work was discussed with and approved by Dave Kaiser.

Bids for lawn maintenance were obtained from Cox Landscaping and Blade Runners. The estimated costs for 2021 will increase by more than 20% over 2020. **A motion to approve the Blade Runners' bid was made by Cindy Kiel and seconded by Joe Johnston. The motion passed.**

Painting - Real Painting submitted a bid for exterior painting of 55 units in 2021 on the new seven-year rotation cycle. The bid includes power washing, caulking and surface preparations. Sherwin-Williams agreed to match Home Depot's lower Behr paint price to enable us to continue using Sherwin-Williams' paint. Going from a six-year paint cycle to a seven-year has allowed the current \$15 per month collected for the painting escrow to be at a break-even point this year; it will likely need to increase to accommodate higher labor and material prices going forward. **A motion to approve the bid from Real Painting was made by Joe Johnston and seconded by Barb Stokes. The motion passed.**

HOMEOWNERS' FORUM

It was noted that one homeowner logged into the Zoom meeting at the designated time for homeowner participation, but did not vocalize any concerns.

OLD BUSINESS

Reserve Study – The study is complete. Joe Johnston will finalize the document and send out to the Board members and include it with the Annual Report.

Irrigation Analysis Design Proposal – The Board is waiting on a proposal for sprinkler design in conjunction with this year's re-landscaping efforts.

Landscape Improvements – Kirby Smith & Associate's landscape design plans are finalized. When the irrigation plans are finalized the sprinkler and landscape plans will be sent out for bids for installation.

Dues Payment Method Options – The Board decided to not adopt an alternative payment method at this time.

Handrail Fabrication/Installation – Dave Kaiser discussed approving the first half of DGO's bid for fabricating, powder coating and installing metal handrails along common area walkways during 2021. The second half of the bid would then be awarded in 2022. **A motion to approve for 2021 was made by Joe Johnston and seconded by Darcy Johnson. The motion passed.**

Concrete & Asphalt Replacement Projects – Dave Kaiser and Warren are reviewing this and will report their findings at the next Board meeting.

Community Garden – Kathleen will contact a homeowner who might be interested in heading up the Community Garden plots this year. Many boxes are in need of repair and much coordination is needed.

Employee Performance Reviews – An annual performance review form was developed and will be sent to Board members for review and comments.

NEW BUSINESS

There being no further business the meeting was adjourned at 8:30 pm.

_____	_____	_____
_____	_____	_____
_____	_____	_____