

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

The regular meeting of the Knolls Village Townhouse Association was held on Tuesday, March 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.

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

**The January 2021 Financials were reviewed and a motion to approve was made by Cindy Kiel and seconded by Joe Johnston. The motion passed.**

Delinquencies were discussed. It was discussed whether an 8% per annum charge should be implemented in addition to the \$10 late charge on resident's accounts over 30 days. This per annum charge is allowed per the collections policy, however it was decided that no changes would be made at this time.

**COMMITTEE REPORTS**

**Website** – Cindy Kiel met with Sue Cole concerning re-designing and updating the Knolls Village website **A motion to approve the cost for updating the website was made by Darcy Johnson and seconded by Barb Stokes. The motion passed.**

**Special Events** - No updates were provided.

**Clubhouse** – Barbara Stokes and Kathleen Sutton continue to work on updating the Clubhouse furnishings. Robin Stewart cleaned the Clubhouse. The furniture was delivered and accessories and plants will be installed soon. The electrician is scheduled to return to complete electrical updates and install light fixtures.

**Swimming Pool** – Dave Kaiser e-mailed Perfect Pools' 2021 Pool Management Agreement to the Board for their review. The agreement has been executed. Landon from Perfect Pools has the contract and the Board is waiting for his signature.

It was decided to delay the replacement of the pool equipment until the end of the pool season. Dave has been in contact with MEP Engineers to determine what repairs/replacement need to be completed and will attempt to set up a meeting.

**Tennis Courts**- A homeowner requested painting of an additional pickleball court. Dave will talk to Warren concerning costs.

**Architectural Control Committee** – The Board is currently looking for a replacement to chair the ACC committee. There has been no feedback concerning a replacement.

**Newsletter** – Cindy is gathering information for the April newsletter.

**Treasurer's Report** – Joe Johnston reported the Reserve account and the Paint Reserve balances as of March 2, 2021.

**Grounds Maintenance** –

During February the staff worked on lighting maintenance, snow removal, salt/sanding, general clean-up, pruning lower branches of trees, hand watering new plants, misc. projects at the clubhouse and other general maintenance.

During March the following activities are planned: Snow removal, salting, perennial pruning, bed clean-up, pruning of lower branches of trees and other general maintenance.

Warren is obtaining bids for community asphalt maintenance. These bids are for crack filling on driveways, parking areas and for repairs to the six remaining original driveways.

**HOMEOWNERS' FORUM**

It was noted that one homeowner requested participation in the meeting, but did not attend.

**OLD BUSINESS**

**Reserve Study** – The reserve study is complete. Joe Johnston expects to have the reserve study notes back this month from Richard Hirschman, from Advance Reserve Studies.

**Irrigation Analysis** - A proposal for sprinkler design in conjunction with this year’s re-landscaping efforts was submitted to Dave Kaiser from Smith Irrigation Design. **A motion to approve the proposal was made by Joe Johnston and seconded by Darcy Johnson. The motion passed.**

**Landscape Improvements** – Kirby Smith & Associates’ landscape design plans are finalized. When the irrigation plans are finalized, the irrigation and landscape plans will be sent out for bids. Kirby Smith & Assoc. will recommend additional contractors to our current list, prepare the bid documents, conduct a pre-bid meeting, receive the bids and make recommendations for award. By the end of April, the HOA should be in a position to receive bids. **A motion to approve Kirby Smith& Assoc. contract for bidding and construction administration services was made by Barbara Stokes and seconded by Cindy Kiel. The motion passed.**

**Handrail Fabrication/Installation** – Dave Kaiser and Cindy Kiel will schedule a meeting with DGO on-site to determine locations for handrail installations.

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

**Community Garden** – Judy Kaiser has volunteered to contact residents who would like to have a garden plot. Jay Parker has said he would assist in rebuilding some of the garden boxes. Cost of a garden plot for each resident for a season was discussed.

**NEW BUSINESS**

There being no further business the meeting was adjourned at 8:04 pm.

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