

**BOARD OF DIRECTORS REGULAR MEETING
THE KNOLLS VILLAGE TOWNHOUSE ASSOCIATION
July 2025 Board Meeting Minutes**

The regular meeting of the Knolls Village Townhouse Association (KVTA) Board of Directors was held on Tuesday, 01 July at 6:30 PM at the Clubhouse. Board members present: Tom Zukas, Yvonne Anderson, Jennifer Stokes, Margie Nowick, Kim Phillips, Lori Reece. All Board members are present. Scott Ward recorded the proceedings.

June Board Meeting Minutes were signed and approved previously.

Homeowners Forum

Community members in attendance: Ann Winterbottom

Ann Winterbottom advised pine trees surrounding the tennis courts are shedding needles on the tennis courts and may need trimming.

Treasurer Report- Jennifer Stokes

Jennifer Stokes reported on the Chase Bank CD coming due. She also reported bank balances. There was a discussion on finding an alternative bank to hold funds in excess of \$250,000. Jennifer Stokes and Scott Ward visited PNC Bank, US Bank and Metrum Community Credit Union. Communications with the banks have been sparse. No decision has been made. Yvonne Anderson recommended that Schwab Bank be added to the list to be contacted.

Audit Report: Yvonne and Jennifer met with bookkeeper Marie Kilty about the audit. Marie will add an entry item meant to show transfers to and from reserve accounts. The auditor also stated that if there are fees related to the reserve accounts, they must be paid for by the reserve accounts. The Reserve Study must be paid from the Reserve Accounts according to the auditor.

Committee Reports:

Technology – Jennifer Stokes

Jennifer reported there is a need for another license that will let Infront access and test website functions. There are presently 12 licenses with Google. Failures of website functions are a hot issue with the President.

Special Events Hospitality – Yvonne Anderson

Yvonne sees a need for Community volunteer recognition. There are as many as forty volunteers who are due recognition. Yvonne mentioned open positions available: one Board member, the Paint Committee Chairperson, walkers for Paint Committee, and one Clubhouse Committee member.

There was a discussion of how to recognize the volunteers. It was determined that “stuff” is not a favored means of recognition. John Bringenberg suggested a portion of the newsletter could be used for recognition. One article each month rotate through the many groups that have volunteers and recognize their efforts. Kim Phillips mentioned the three levels of food recognition: a meal, appetizers, desserts.

Yvonne Anderson discussed the Meet the Board Event and Event Planning session on July 19. Promotional signage on community property and word of mouth were addressed. Community Events promoted at the Meet the Board Event will include community day which encompasses painting of rocks, pulling weeds, and picking up trash. Other events will be history of the area, Bar-B-Q, Fun Day, and Special Events. Special Events include: how to make our home safe and a possible appearance of our local firemen, or speakers talking about how to exterminate pests and other topics. There was a discussion of the Cady Dixon presentation on August 9th needing a projector.

Clubhouse-

No Report

Tennis / Pickleball- Open Position

Yvonne reported the bid for refurbishing the Tennis Courts by Renner is \$232,950 which includes plans and an ADA accessible ramp on the south side. Yvonne is hopeful that Jackson’s health is maintained until the start of the project. Alternate additions to the present contract are a start date of January 1, 2026, a six-foot windscreen on the north side, a six-foot windscreen on the north and south sides, a six-foot windscreen designed and installed on the north side for \$3,130, a six-foot windscreen designed and installed on the north and south sides for approximately \$6,000. Margie Nowick asked Warren about control joints in the court surface. It is unknown if the bench will be reused. There were questions regarding the north access to the tennis courts being locked and not being used by residents.

Architectural Control Committee - John Bringenberg

No report.

Community Gardens - Kim and Reece

The hose went missing. Cady found and returned it.

Newsletter - Nan Matthews

Margie Nowick reported the August Newsletter submission deadline is Tuesday, July 29th.

Major Projects

Yvonne Anderson reported on Budget 2026 preparations: a meeting on July 15 is scheduled to work on a budget that will be used to evaluate an increase in dues.

An extended discussion of Rowdy Roddy Paint Project 2025: subjects discussed included porta-potty reimbursement, primer upgrade, unfinished final touch-ups, and unreturned tools. Warren advised the overwhelming issue is the edges not primed or painted.

Maintenance - Warren Deutsch, Cady Dixon

Excess trimmed branches have been disposed of in dumpsters instead of individual bins. A pin hole water leak on Knolls Way has been repaired. The sewer inspection has been delayed due to DES ordering and receiving a transport for their camera. The inspection should proceed next week. Concrete replacement for priority one locations was bid at \$22,033. Yvonne advised that concrete mud jacking and leveling is an operational expense when it is maintenance instead of a reserve expense.

Concern was expressed about the concrete and crack fill projects as the bid will use most of the Capital Improvement monies for 2025. There are still priority- one projects that may need to be pushed to 2026.

Kim moved and Margie seconded to allocate \$22,033 for capital improvement concrete replacement. The measure passed.

There is no firm bid on the crack fill at this time. Warren plans to contact Metro Pavers. Historically Knolls Village has spent \$20,000 on tree trimming. We have not spent any during the last eighteen months.

Old Business

Old business was previously discussed.

New Business

No new business

The meeting was adjourned at 8:24 PM.