

Knolls Village Townhouse Association (KVTA)
Board of Directors Regular Meeting Minutes
Tuesday, October 7, 2025 – 6:30 PM | KVTA Clubhouse

Board Members Present:

Margie Nowick, Tom Zukas, Yvonne Anderson, Kim Phillips, L. Reece, and Jennifer Stokes

Absent: None

Recorded by: Scott Ward

Board Meeting Minutes

September Minutes have been signed and approved and were forwarded to Kim.

Financials

Jennifer Stokes reported the current financials. July and August financials have been approved.

Homeowners Forum

Community Members in Attendance:

Kerry Ficklin, Chris Smith, Bob Evans, Chrissy Krumholz, Kathy Kurtz, Norm Edson, and Darla Rae.

- Kerry Ficklin and Chris Smith were at the meeting to observe.
- Bob Evans inquired whether recent financial reporting discrepancies were the reason for the increased number of Board meetings held between regular monthly sessions.
 - It was clarified that the additional meetings were necessary to assemble documents for the annual mailing, not due to financial issues.
 - Mr. Evans commended the format of the annual budget distributed to homeowners.
 - He also asked who has access to the Schwab account; it was confirmed that only the President and Treasurer have access.
 - Regarding the CD held at Schwab, Mr. Evans encouraged investment in reputable banks.
- Chrissy Krumholz asked why her building was not scheduled for painting this year.
 - Yvonne explained the approach taken to achieve a quality finish and noted that painting was delayed one year to make additional funds available in 2027.
 - Reece added that this delay helped avoid a substantial dues increase.
 - It was further noted that by delaying the paint cycle one year, sufficient funds would be available to hire a painting company with skilled labor.
- Kathy Kurtz expressed concern that the \$1 increase to the paint fund may not be sufficient to impact the budget.

- It was acknowledged that a reevaluation may be necessary in approximately three years.
- Ms. Kurtz also asked about the Pool Manager position; Warren clarified that a member of the pool staff might assume the managerial role and oversee pool maintenance operations.
- Darla Rae asked whether she could be compensated for siding materials she personally replaced.
 - Warren provided clarification of the paint contractor's responsibilities and related processes. Additionally our properties are 48 years old and expect siding to need repair; painting is not the main cause of aging siding.
- Norm Edson observed that the quality of paint and primer currently being used may allow for a longer paint cycle, suggesting that the seven-year rotation might be extended.
 - He proposed that the HOA consider an as-needed approach for repainting.
 - Mr. Edson also commented that roofing quality can influence the preservation of siding materials.

Committee Reports

Technology – Reece

- September activity: 13 phone calls; 13 contact forms submitted
- Website traffic: 1000 views., with high interest in documents, contact information, and news sections.
- The navigation bar was changed to be more intuitive:
 - The resident menu has a shorter drop-down menu with the addition of ACC.
 - Amenities category includes pool, tennis, and tennis/pickleball.

Special Events Hospitality – Yvonne

- **Upcoming Events:**
 - *Mahjong Gathering* – October 8 at 6:30 PM, hosted by Olivia Buchtel at the Clubhouse. The meetings will be held the second Wednesday of the month. Both new and experienced players are welcome.
 - *Darla Rae Film Short Presentation* – October 16 at 6:30 PM at the Clubhouse
 - *BBQ:*
 - Tentatively scheduled for June 6, 2026 at Booth Woods.
 - The next planning meeting is scheduled on Jan 8, 2026 at 6:30 PM at the Clubhouse..

Clubhouse – Yvonne

- Volunteers are needed for club house reservations.

Architectural Control Committee – John Bringenberg

- September walks and reports completed.
- Advisory Letters (41) and Out of Compliance Letters (11) mailed.

Community Gardens- Reece

- An email was sent the first week of October advising to clean the gardens.
- If gardeners are interested in keeping their plots for 2025, take advantage and plant winter crops.

Newsletter – Nan / Kim Phillips

- Next month's spotlight is still under review.
- November submission deadline: October 29 by Noon.

Maintenance Updates – Warren Deutsch

Work Completed and Ongoing Projects

- **Grounds Maintenance:**
 - Trimming of trees and bushes and placement of crushed rock have been completed.
 - Assembly of a handrail at 2594 EGA was completed; welding to be performed by Dick Campbell.
- **Sprinkler System:**
 - Winterization plans discussed with Eminent Professional Ground Services to confirm details of the upcoming service.
- **Snow Removal and Sidewalk Maintenance:**
 - Expectations for winter plowing and sidewalk shoveling reviewed with contractors.
 - Plowing will occur with each snow event that meets the amount noted in the contract.
- **Sewer System:**
 - Inspection and cleaning have been completed.
 - Warren is reviewing inspection notes to ensure all items were addressed.
 - Areas with feed lines protruding into the main line are being evaluated for potential grinding as a corrective measure.
- **Mud Jacking:**
 - Mud jacking for some garage aprons is scheduled.
- **Tree Maintenance:**

- Rushton has completed tree trimming and deadwood removal per the initial request.
- **Crack Fill Project:**
 - Work began on October 1.
 - A review with the contractor was conducted after the first day due to workmanship and traffic concerns.
 - Measures have been implemented to prevent vehicles from driving over hot material by spraying affected areas with a water solution.
- **Leaf Pickup:**
 - Ongoing with Eminent Professional Ground Services.
 - Two sessions have been scheduled for the coming weeks and into next month.

Pool Winterization

- Several companies were contacted for bids on the pool winterization service.
- Pool Connection assisted with closing the pool in 2023 after equipment startup.
- A cracked heat pump fitting, caused by incomplete blowout, was repaired by Pool Connection.
- A written lifetime warranty is expected from Pool Connection covering the repaired fitting for as long as the heat pump remains in use at Knolls Village.

Clubhouse Air Conditioning

- Columbine HVAC advised two options for the existing system:
 - Recharge and inspection for leaks, estimated at approximately \$1,000.
 - Equipment replacement estimated at \$15,000.
- The Reserve Study identifies 2028 as the scheduled replacement year for this equipment.

Old Business

- Capital improvements are crack filling and mud jacking / concrete lifting in designated areas.

New Business - Reece

Annual Meeting Report

- Dues Increase and Voting Update
 - Reece provided an update regarding the dues increase voting process and proxy votes.
 - A total of 80 proxy votes have been received to date.

- For the dues increase to be approved at least 225 of 374 homeowners must submit ballots, and two-thirds of the returned ballots must vote in favor of the increase.
- As of the meeting, 130 votes have been cast.
- If the required 225 ballots are not received, a second mailing will be necessary, resulting in additional costs.
- **Proxy Voting Process**
 - The proxy form includes six proxies per sheet and allows for write-in candidates at the Annual Meeting.
 - Some mailings were returned due to invalid addresses, which delayed receipt of the envelopes by nearly a month.
 - The association maintains an extensive homeowner contact list, allowing communication by both phone and email when needed.

The meeting was adjourned at 7:53 PM