

The Knolls Section 12

Meeting Notes

Meeting Date: December 8, 2004

Attended By: Heather Vertin, Steve Horvath, Corie Foster, and Maureen Johnston

Subject: Bi-Monthly Board Meeting

Call to Order: 7:05pm

The Minutes from the previous meeting: There were no minutes to approve.

The President's Report: Steve will develop a Welcome letter to deliver to the community. It will also explain what the Board has initially accomplished. This letter should go out to the community next week.

The Treasurer's Report: The report was read by Maureen. For all following meetings Maureen will supply the Treasurer's Report for Heather to read for the record.

The Board voted to increase the monthly homeowners' fee to \$46. The largest increase can be 10% of the current fee. The Board felt that the 10% increase was needed to be able to increase our funding to accomplish some of our goals. The Board approved the current budget.

Maureen stated that the fees collected for the capital contributions would stop when the last house went to settlement. She also explained the Reserve funds. These funds can only be used for long-term maintenance. For example: sidewalks, roads, parking surfaces. Maureen suggested that some of the reserve funds be put into a CD. The Board voted to place \$2500 in a CD account.

Maureen explained how the late fees are processed by ProCom. Initially ProCom charges the association the late fee. When the homeowner pays the late fee, the funds are returned to the association. There is some confusion with the homeowners regarding late fees. Steve suggested that we send a letter out twice a year to remind homeowners of any late fees or unpaid balances.

Grounds Committee Report: The Board analyzed three contracts for landscaping and snow removal. Corie stated that the same company would have to be chosen for each. The snow removal portion of the contract is very costly to the vendors, so they will probably only accept both contracts together. The Board approved the Jams Contractor for landscaping and snow removal. The Board expects to re-evaluate the contracts for the following year. Steve signed the contract for both, although Bill Berheart had already signed a contract. Steve suggested that we try to see if Jams will use environmentally friendly chemicals for our community grounds.

Taxes: No tax audit has been done for the association. This year will be the first time we will have the need. The association files a tax return each year, but does not owe any funds. It will cost approximately \$600 a year to prepare all the paperwork. The Board will analyze the proposals for an accountant to use for this purpose.

ProCom Report: Maureen will supply a copy of the builder's reserve study for the Board to review. She stated that the builder's copy is always low.

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The Parking Committee: It was stated that the community was in need of parking space lines. The Board is hopeful that the line painting will help alleviate some of the parking problems. The Reserve funds can be used for this purpose. Steve is the head of the Parking Committee; he will bring this to the attention of the committee.

The Social Committee: Steve suggested that we have a Spring and a Fall Block party.

The Newsletter Committee: Corie will write the initial newsletter for the community. It will be delivered the first week of the year.

New Business: Steve would like to set up a Yahoo site for the community. The newsletter could be sent out this way in addition to the hard copy. Steve also suggested that we have a Bi-Annual Homeowners meeting. Currently we have one in October each year.

Maureen will put signs on the mailboxes each time we have a meeting to invite any homeowner that would like to attend.

Adjournment: 9:00pm

AI #	Action Item	Assigned to	Due Date
	Minutes from this meeting	Corie	February 9
	Welcome Letter	Steve	
	Auditor/Account to be selected	Board	February 9
	Copy of the Builder's Reserve Study	Maureen	February 9
	Newsletter	Corie	January