

Knollwood Board of Directors Meeting Minutes
February 12, 2024

The meeting was called to order at 6:43pm.

Attendance: Mike Drinkwater, Erin Ryser, Debby Gomberg, Deb Neal, Lori Matlack, Joseph Distel, Karen Wright. Deena Poulsen was absent.

Action Items:

1. **January Board Meeting Minutes** were approved by electronic vote on January 22, 2024.
2. **January financials:** Joseph moved to approve and Erin seconded. The financials were unanimously approved.
3. **Knollwood Property Insurance:** Concern about the rise in our property insurance rates prompted an investigation into possible ways to reduce the cost. Shaina Markulin contacted several sources to try to reduce the annual cost of insurance. She reported that the current HOA policy provides excellent coverage and is the lowest cost option available, and that by increasing the amount of our deductible, our insurance rates be reduced, saving the HOA money. Deb Neal moved to increase the deductible from \$10,000 to \$25,000 effective April 1, 2024, and Karen seconded. The motion was unanimously approved. This means, however, that **all unit owners will need to have enough coverage on their individual HO6 policies to cover the first \$25,000 of the damage costs.** It also means that the HOA budget will have to hold enough money in reserve (Operational Flex Spending Account) to fully cover the \$25,000 in the event of the need to file a claim for which the HOA would be responsible. Mike Drinkwater will send additional information to all unit owners soon.
4. **Street Coordinators (previously referred to as neighborhood reps):** Lori Matlack presented a proposal to create Street Coordinators, one per street, to serve as a point of contact and as a liaison to the HOA Board. Duties would include ensuring that all units have a binder that remains with the unit with a copy of all governing documents for the HOA, checking on the water and sprinkling systems, checking on streetlamps, and keep an eye on cars in the parking lots that do not belong to residents or guests. Deb Neal moved to have a limit of \$400 for binders and printing costs, and Lori seconded. The motion passed unanimously. Lori will coordinate the street coordinators for the Board.
5. **Property Management Company:** The HOA Board considered three bids for a management company to assist the Board in the day-to-day functions related to the management of the HOA (e.g., maintenance, repair, and finances). A property management company would provide on-line services such as access to governing documents, budget items, and board meeting minutes to all unit owners. Interviews were held with the two finalists. Karen moved to select Welch Randall as the successful bidder, and Lori seconded the motion. The motion passed; Mike Drinkwater abstained due to questions he still had regarding banking issues. Deb Neal and Mike will meet with the management company representative to begin the transition. More information will be forthcoming soon.
6. **Request for variation in design of garage on Nightingale:** New owners requested that an access door be placed on the side of their garage. The Board approved the request by electronic vote on February 7, 2024.

Other Information:

1. Renew Homes is continuing to perform common area maintenance as needed and authorized - this continues to be limited by budget shortfalls.
2. The grounds contractor is salting the roads as needed when they are icy or wet and there is potential for ice.
3. The main water valve on Partridge Way has failed. Luckily, the city alerted us to the significant increase in water use within twenty-four hours. The plumber has ordered the parts, and the valve will be repaired as soon as the parts arrive. The cost will probably be over \$4000.
4. Phase 4/5: The developer has requested building permits from Ogden City to begin construction on several new condo unit.

The meeting was adjourned at 7:43 pm.

The next meeting will be held on Wednesday, March 12, 2024, at 6:30pm.

Additional Information:

1. Recycle bin: Please ensure that all cardboard boxes are broken down before placing them in the recycle bin.
2. We need another individual to become a Certified Pool Operator (CPO). This person would assist in the maintenance of the pool and coordinate volunteers to open and close the pool. The \$250 fee for taking the online class will be covered by the HOA.
3. Calendar for Garbage Pick-up on Saturdays: Republic has informed us the garbage will be picked up on Saturdays on the following holidays:

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas

On all other holidays, the garbage will be picked up on Fridays as usual. If snow or other bad weather prevents them from getting their trucks up here, they will come later in the day or the next business day. *"If in doubt, leave it out!"*

2025 Board of Directors

President: Mike Drinkwater

Vice-President: Erin Ryser

Secretary: Debby Gomberg

Treasurer: Deb Neal

Member: Joe Distel

Member: Lori Matlack

Member: Deena Poulsen

Member: Karen Wright