

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

The regular meeting of the Knolls Village Townhouse Association was held on Tuesday, January 5, 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 November financials will be reviewed by Joe Johnston to determine if any transactions should be booked into the class 'Reserves' from 'Operations'.

The November Delinquency Report was discussed. One of the residents should be sent to collections instead of receiving a demand letter.

The December 2020 Minutes were reviewed and a motion to approve was made by Barbara Stokes and seconded by Darcy Johnson. The motion passed.

COMMITTEE REPORTS

Website – No updates

Special Events – No updates

Clubhouse – Barbara Stokes and Kathleen Sutton continue to work on updating the Clubhouse furnishings.

Swimming Pool – Pool Connection sent another bid to the Board, which will be evaluated. Perfect Pools will send a bid to the Board, as well.

Tennis Courts – No updates.

Architectural Control Committee – Anita Zukas is currently looking for a replacement to chair the ACC committee. Anita and Tom will still serve on the Paint Committee.

Newsletter – Nan Matthews and Cindy Kiel continue to coordinate the newsletter.

Treasurer's Report –The Reserve account balance and the Paint Reserve balance were reviewed. A CD matured on December 28, 2020 and Joe Johnston recommended renewing it as a 6-month CD.

Grounds – Maintenance staff: Full time Cady and Warren. Part time: Alex. Special projects and snow removal: John. The following maintenance work was done by the maintenance staff in December of 2020: Lighting maintenance, snow removal, salting, front bed grading, planting and hand watering of new plants, etc.

DRC Construction has performed a camera inspection of the main water lines around the community. Overall, the system has been found to be in serviceable condition with some lines needing cleaning, root removal, etc.

Xcel Energy is working on cable replacement in the southwest corner of the complex. Comcast installed a pedestal housing cable lines.

OLD BUSINESS

Reserve Study – Joe Johnston reported the Reserve Study will be completed by February.

Irrigation Analysis Report – Board discussed whether this invoice was paid or not.

Irrigation Proposal – Warren will mark sprinkler line locations on the Kirby Smith & Associates’ plans and sent to Irrigation Analysis.

Landscape Improvements –Kirby Smith & Associates have been asked to provide a landscape design for one more building frontage.

Dues Payment Method Options – Joe Johnston and Darcy Johnston will discuss.

Handrail Fabrication/Installation – Dave Kaiser and Cindy Kiel will review the DGO bid for the installation of handrails in the community.

NEW BUSINESS

Committee Assignments – Dave Kaiser will meet with Warren about concrete and asphalt replacements. Garden plots will need some maintenance. The wooden garden boxes have boards that need to be replaced. The board discussed recruiting a resident to coordinate the garden plots going forward.

Some homeowners do not seem to be insuring their full structures, not just the interior contents of their home. The Board will make the information about insuring one’s home more prominent on the website and publish information in the newsletter. A homeowner in the community has raised a concern about old circuit breakers in the community.

A performance evaluation template form will be distributed by Darcy Johnston to the Board members and will be used to evaluate staff performance yearly.

There being no further business the meeting was adjourned at 8:30 pm.

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