

Kingswood Homeowners Association

Meeting Date: January 25, 2023 – 6:00pm Central

Meeting Location: Held via Zoom/Teleconference

Join Zoom Meeting:

Meeting ID: 838 8039 2161

Link: <https://us06web.zoom.us/j/83880392161>

Join by Phone via One tap mobile

+1 312 626 6799 US (Chicago)

Board of Director's Meeting Minutes

I. Call Meeting to Order

- a. A motion was made by Jonathan to call the meeting to order at 6:03PM
- b. The motion was seconded by Nancy.
- c. The vote in favor was unanimous, the meeting was called to order at 6:03PM

II. Establish Board Quorum & Owner Attendance

- a. **Board Members Present:** Nancy Williams, Hassan Lakhani, Frank Maurino & Jonathan Bierman
- b. **Owners Present:** Gordon Marshall (3109 King Alfred)

III. Appoint Owner to Fill Board Vacancy

- a. A motion was made by Jonathan to appoint Lisa Newell to the Board to fill a vacancy.
- b. The motion was seconded by Frank.
- c. The vote in favor was unanimous, motion passes.

IV. Approve Previous Meeting Minutes (12/14/2022 Board Meeting)

- a. A motion was made by Jonathan to approve the 12/14/22 Meeting Minutes.
- b. The motion was seconded by Frank.
- c. The vote in favor was unanimous, motion passes.

V. Treasurer's Report was given by Jonathan Bierman

- a. Operating Funds:
 - i. Checking Account Balance: \$45,056.63 as of 01/25/2023
- b. Reserve Funds:
 - i. Savings Account Balance: \$5,339.48 as of 12/31/2022
 - ii. CD Balance: \$21,381.06 as of 12/31/2022
- c. Delinquencies: \$8,368.55 as of 01/25/2023
 - i. Nancy will contact Kingswood Townhome Association Board to collect balance owed for Shared Property Income.

VI. Committee Reports

- a. **Architectural Control Committee**
 - i. An Architectural Control Committee will be established and an email will be sent to Owners to solicit interest.
 - ii. Frank Maurino volunteered to chair the committee.

Kingswood Homeowners Association

VII. Manager's Report

- a. Tom will get back to Board with update on contact information collection for Owners.
- b. PMT will send out an email to Owners to with instructions on how to make assessment payment, requests and access documents.
- c. Property inspection was conducted by PMT on 01/24/23. Inspected property for maintenance issues and owner violations. PMT will send notice to Owners with violations.
- d. Nancy requested that PMT periodically send out informational emails to Owners (i.e. STC services, how to make STC public work requests, parkway tree issues, refuse pickup, annual clean-sweep service etc.)
 - i. Tom suggested a periodic Newsletter. PMT can provide a template.

VIII. Old Business - None

IX. New Business

- a. **Association Legal Representation**
 - i. A motion was made by Jonathan to engage Kovitz Shifrin Nesbit as the Association's new legal representative and registered agent.
 - ii. The motion was seconded by Frank.
 - iii. The vote in favor was unanimous, motion passes.
- b. **2022 Corporate Tax Return Engagement Proposals**
 - i. A motion was made by Jonathan to engage GLM to complete the Associations 2022 Federal and State Corporate Tax Returns.
 - ii. The motion was seconded by Hassan.
 - iii. The vote in favor was unanimous, motion passes.
- c. **2023 CD Renewal**
 - i. A motion was made by Jonathan to close the CD with BMO Harris Bank upon its renewal date of 02/12/23 and move the funds to the Reserve Savings Account.
 - ii. The motion was seconded by Nancy.
 - iii. The vote in favor was unanimous, motion passes.
- d. **Graf Tree Care Proposals**
 - i. Tree Inventor & Management Plan
 - ii. 2023 Watering Service
 - 1. The Board tabled approval of 2023 landscaping service agreements to the February 2023 Board Meeting at which time the Board plans to have proposals and pricing for the other required services.

X. Adjourn Meeting

- a. A motion was made by Jonathan to adjourn the Board Meeting at 7:26PM
- b. The motion was seconded by Nancy.
- c. The vote in favor was unanimous, motion passes.