

FOREST GREENS CONDOS / TOWNHOMES

MEETING MINUTES – 9/21/25

**Attendance:**

Building 100 – Units 106, 107, 115

Building 200 – Units 202, 206, 216, 221

Building 300 – Units 304, 318, 324

Townhomes – 406, 412, 414, 415, 420

1. CALL MEETING TO ORDER – 6:00PM
2. **PRESIDENT / TREASURER’S REPORT MONTH ENDING 8/31/25**
  1. Income: \$21,860.00
  2. Expenses: \$17,559.61
  3. Net Income: \$4,300.39

Phase I: Operating Cash - \$33,264.12

Phase I: Reserve Fund - \$93,763.40

Phase II: Operating Cash - \$29,099.08

Phase II: Reserve Fund: - \$35,085.78

Total Operating Cash Balance: \$62,383.20

Total Reserve Funds -- \$128,849.18

CD Report – We had a CD Mature. \$55,131.06 and was renewed for 6 months at 4.2%. issued on 7/10/25 and matures on 1/09/26

<p><b>Motion to approve the Treasure’s Report was made and adopted by the forum.</b></p>
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### 3. VICE PRESIDENT REPORT

In May 2025, the new Board walked through the property with Affinity and identified several items that need attention across the community. The Board decided to focus on the items that had the most immediate impact and yield benefits. These are listed below.

- a. **Community Dryer Vents Cleaning** – Complete – June 11/12, 2025
- b. **Phase 1 Carpets Cleaning** – Complete - June 21, 2025
- c. **Trees Trimming/Landscape** – Due to several trees brushing against the shingles, it was decided that this needed to be addressed. Following bids – The Tree Girl was awarded the task. Approx 4 trees were removed due to Ash-borer disease. This exercise was completed Sept 22, 2025. Stump grinding will be completed in the next few weeks.

Thanks to Community residents Lois Evans and Stephanie/Dave Nomura for donating trees to plant in our courtyard. Sometime in October, we will be planting them in our courtyard. This will be a community driven effort, so everyone is welcome to help. We will share the exact date when we get that.

You will also notice that the putting green has some woodchips on it. We will use this mulch for bedding the new trees.

#### d. **Phase 1 Building Door Entry System**

Following a request for information and formal proposals from 3 separate vendors. The Board has decided to proceed with the Big Dog solution. This solution represented functionality similar to the current system, offered the easiest of user interfaces and was the most affordable for the near term.

- e. For those not at the meeting, the new system will look like shown in the pictures (not exact but representative).
  - i. The main panel will be at the main entrance and the two side doors will have card readers.
  - ii. Each unit in Phase 1 buildings will get 3 key fobs.
  - iii. There will be a **monthly \$3.50 fee per unit to be added to your HoA for System Support/Maintenance**. This will be for a period of 36 months, after which the rate may be renegotiated.



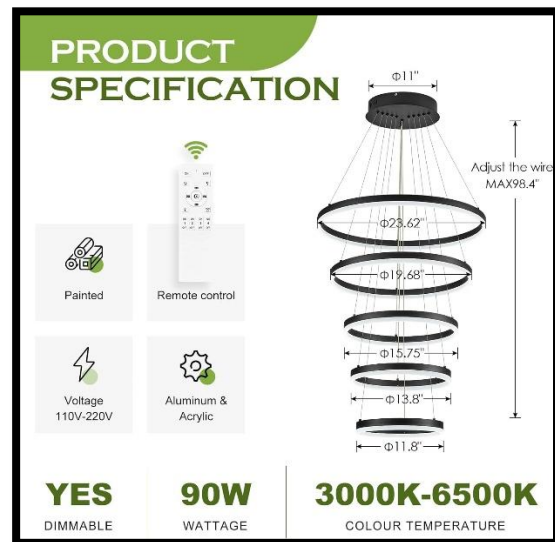
We are sure there will be questions, but Big Dog has offered to help us with answering them. We will try and educate everyone through the transition.

**NOTE THAT YOU WILL NEED TO RETAIN YOUR EXISTING KEYS. THIS WILL BE IN THE EVENT OF A PROLONGED POWER OUTAGE EVENT. PLEASE DO NOT THROW THEM AWAY.**

**f. Phase 1 Building Lighting Update**

There have been multiple complaints about the existing chandeliers having too many light bulbs not working, hallway lightbulbs burned out and fluorescent tubes out of commission. After careful consideration to replace these with similar fittings, calculating efficiency and costs, the Board has decided to proceed with installing modern LED light fixtures in each Phase 1 building to make them consistent. (Building 300 has different lights than Building 100 & 200)

**(i) Front Entry Chandelier - 5-Rings Modern LED Chandelier Black High Ceiling Chandelier**



**(ii) Side Entry Chandelier 3-Rings Modern LED Chandelier Black Pendant Lighting**



**PRODUCT SPECIFICATION**

Painted

Remote control

Voltage  
100V-120V

Aluminum & Acrylic

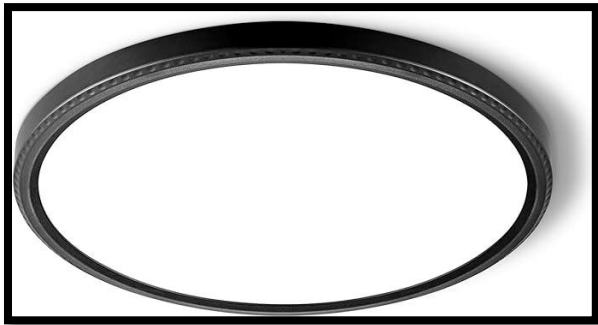
**YES**  
DIMMABLE

**55W**  
WATTAGE

**3000K-6500K**  
COLOUR TEMPERATURE

**(iii ) Hallway Light Replacements**

A small sample of these lights have been installed in Building 100 & 200 since August.



**SUPER THIN DESIGN**  
At just 0.87 inch, fits perfectly into the ceiling

**0.87in**

All items are commercially available and offer excellent illumination and longevity.

**IMPORTANT - For the Door Security System and Light Replacement projects for Phase 1 buildings there will be a one-off Assessment conducted for Phase 1 buildings.**

This is estimated to be approximately **\$425-450 per unit**.

We are still trying to clarify a few items with Big Dog on the Entry system about the integrity of the current door and the existing panel set up before we can announce an exact figure. We will work with Affinity to establish a payment plan to allow you to spread it over a fixed period.

**Motion to proceed with the above works with the proposed assessment range was made and adopted by the forum.**

The Board will work with Affinity and other contractors to place the necessary orders for the materials above and commence the work. We will let you know when each set of work will start so that you can prepare for it.

**f. Community Insurance Update**

In 2025, our community insurance increased by approximately \$19,000 per year. This was discounted because we chose to pay for it as a single installment. Had we not chosen this option, it would have been significantly higher.

We are anticipating a similar (If not higher) increase for 2026. We have reached out to our agent at Skogman to give us some estimates for such an increase. We will formally share the exact figure with everyone as soon as we have the information from our agent.

**This increase in community wide HoA fees is anticipated to commence in January 2026.**

**g. Owners Personal Insurance Coverage i.e.: Loss Assessment**

Our insurance broker has advised us that each unit owner should confirm their current policy and see how much personal loss assessment they have. The recommended amount is \$20,000 - \$25,000.

#### 4. Other Business

a. Request ABC to label what should and should not be placed in garbage and recycling drums for Phase 1 buildings. The recycling container already has this identified on the dumpster.

**Action** - Board to follow up with ABC.

b. Contact ABC regarding oil slicks on driveway. **Action** - Board to follow up with ABC.

**Done**, ABC has been notified.

c. Ensure Phase 1 building smoke detectors have working batteries and fire extinguishers are up to fire department code. **Action** - Board to follow up with Affinity.

**Informed**, this will be done at the Oct 2025 Bi-Annual walk through.

d. Basketball hoop on Lawn in townhouse – **Action** - Board to follow up.

**Done**, hoop has been removed from lawn.

e. Building 200 – Crack in ceiling tile on 3<sup>rd</sup> floor – **Action** - Board to follow up with Affinity.

**Informed**, Affinity to address.

f. Phase 1 Buildings – General bushes (Fall) and Hydrangeas (Spring) trimming – Request Lawn company to trim them way back.

**Action** - Board to follow up with Pro Lawn.

g. Phase 1 cleaning – Review scope of current cleaning contract. **Action** - Board to follow up with Affinity. **Done**.

h. Speeding in the community – Please be mindful of pedestrians in the neighborhood. The speed limit throughout our cul-de-sac remains 10 mph. **Please slow down**.

#### 9. Meeting Adjournment 7:41 PM