

Notice of Board of Directors Meeting

ForestWalk Condominiums Owners Association

Date: October 21th, 2025 @ 5:00 PM: Brookfield Public Library – Rotary Room

1. Call to Order : 5:09 PM Central

2. Board Member Roll Call

- Héctor Flores – President **(Present)**
- Jennyfer Villarreal – Vice President **(Present)**
- Chandra Kothamasu – Treasurer **(Present)**
- Dilip Kothamasu – Secretary **(Present online)**
- Mary Zarse – Member at Large **(Present)**

Others : Charles, Barbara Scott, Janet (Online), Mary Lou, Mary Szymanski

3. Approval of Previous Meeting Minutes

Minutes: Meeting minutes for Sept 2025 have been unanimously approved.

4. Financial Reports

- Pending approval of 2 Invoices from Kaman & Cu - Kaman & Cusimano LLC
- Pending approval expense from Mary Lou Finn on 5 Irrigation System valves
- September 2025 Financial Report unanimously approved.

Minutes: One duplicate invoice has been rejected for Kaman & Cusimano LLC. Hector is looking at all the financial reports from 2023 - 2025 before the official transition to payHOA.

5. Committees and Management Reports (if applicable)

6. Owner Comments & Questions

- Each owner may speak for up to three (3) minutes
- A board member or the property manager may respond briefly
- Speakers must maintain decorum; time may not be transferred

Minutes:

- Mr. Maqsood's issue has been resolved and his account is no longer in collections.
- Reimbursement for Garage Sale of \$100 will be paid
- An owner raised concerns about the new landscape company's use of salt, which

damaged property last year, and the lack of courtyard blowing. New contractors should take care of these issues.

- Annual meeting is on November 10th 2025. One position is up for re-election.
- Talked about notifying Brookfield fire department about change of owners & future access

7. Old Business

• Deck Case (18305)

- Update on Project Completion Process.

Minutes: Delayed due to parts & previous contractor bailing. Progress continues after parts have arrived.

• Buildings Exteriors - Capital Expenses

- Outdoor Lighting – seeking matching LED pole fixtures to the existing ones.

Minutes: Find LED lighting that looks good and easy to maintain, rather than trying to perfectly match the existing custom-built lights, which are hard to maintain and hard to replace.

• Annual Maintenance Contracts

- Signing of Contract with Hernandez Landscaping (Snow Removal and Landscaping Maintenance) Before November 1 2025

Minutes: New contract is being signed with Hernandez Landscaping for snow removal and landscaping. Clarified that prepayments made to the previous management company, Eminem, should be transferred to the new system without issue

• Reserve Study

- inform Superior Reserve to include the following components in the updated Reserve Study:

- Decks
- Patios
- Landscaping Drainage System

Minutes: Will reach out Superior Reserve to add this items to the receive study

• Collections

- Chandra's feedback on the case with Unit 18331. Jennifer Feedback on unit 18235

Minutes: Chandra and Jennifer commented this accounts will be up to date before November 1 2025.

• Reimbursements

- Generate payment for Rummage material expenses

Minutes: Reimbursement for Garage Sale of \$100 will be done

• Fire safety

- Meeting with the Town of Brookfield — Sandy Davis to schedule

8. New Business

Notice of Termination of Management Agreement

- The Board of Directors unanimously requested to terminate the current management agreement.

Minutes: Until then, Mike & Mike's Management will continue providing services and will assist with the transition to the new management service.

• Review and Selection of Proposals for New Management Company/Service/Agent

- Urban Land & Property Management
- PayHOA
- Third proposal – pending identification

Minutes: PayHOA was unanimously approved.

• Buildings Exteriors - Capital Expenses

- Courtyard wood diving wall 5 poles base to be repair
- Two Garage door frame repairs (To be refund by units 18315 and 18325)

Minutes: Authorized capital expense for fixing five rotten end poles of courtyards. Owners are going to refund the HOA for the cost of garage door repairs.

• Year-End Planning & Fall Maintenance

- Annual fire sprinkler inspections (Saturday September 9th, starting at 9:00am) Note 1 building Pending.
- Landscaping fall cleanup
- Landscaping irrigation system winterization: Saturday October 18 2025
- Gutter cleaning (reviewing bids) and removal of Gutter guards.
- Annual HOA Meeting –
 - Thursday November 13th Town of Brookfield Board Room
 - Election of one board member
 - Approval of budget

Minutes:

- The board agreed to establish a standard schedule for monthly meetings, to be held on the third Tuesday of each month. Propose to skip this year board meetings for the month of November and December do to annual meeting and holidays.

- A voting was conducted on removal of gutter guards. It was in favour of removing the gutter guards by 3-2.
- Call will be made to finish up the annual fire sprinkler inspections.
- Annual Meeting to be held on Monday November 10th Town of Brookfield Board Room
- Landscaping irrigation system winterization was done on Saturday October 18 2025.
- Landscaping Fall cleanup to be done by Sobert Landscaping before ending of there contract November 15th

9. Adjournment : 7: 09 PM Central