

**MEETING OF THE BOARD OF DIRECTORS**  
Northwest Forest Improvement Association  
*Meeting Minutes*

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Date: Tuesday, September 8, 2025

Time: 6:00 p.m.

Location: Northwest Forest Recreation Area

I. CALL TO ORDER

President Kyle Knupple called the meeting to order at 6:12 p.m.

II. ROLL CALL OF OFFICERS

- Present: Kyle Knupple, Trey Hart, Adam Jacobs, Keri Praznik, Howard Rusche
- Absent: N/A

III. RESIDENTS PRESENT

- Amanda Conway, Parks & Recreation

IV. PUBLIC COMMENTS

- Parks & Recreation Superintendent Amanda Conway requested that the pool remain open throughout October if the weather remains warm and volunteers are available. Request approved.

V. APPROVAL OF MINUTES OF THE REGULAR MEETING

Motion by Howard Rusche seconded by Trey Hart to approve the minutes of the regular meeting of July 14, 2025. Motion carried at 6:40 p.m.

VI. ADMINISTRATIVE, FINANCIAL AND BOARD REPORTS VIA Keri Praznik

A. FINANCIAL REPORT as of end of July 2025

- Asset balance as of 7/31/2025: \$ 118,389.73
- Arrears owed as of 8/9/2025 (less any pre-paid/credits): \$54,176.35
- Arrears balance +90 days past due as of 7/11/2025: \$ 51,856.61 (less pre-paid/credits)
- Total account receivable balance as of 7/31/2025: \$53,386.11 YTD
- Total expenses incurred YTD: \$ 66,757.86 – including but not limited to:
  - Operating expenses
  - Utilities
  - Repairs
  - Lawn Care
  - Improvements and betterments
  - Legal Fees
  - Lightning
  - Pool Maintenance/services/equipment
  - Taxes

- B. Motion by Adam Jacobs seconded by Trey Hart to approve treasurer's report. Motion carried at 6:58 p.m.

#### VII. OLD BUSINESS

- A. Improvement project schedule and updates including capital expenses
- Down payment c.\$8700 made at end of August.
  - Fencing fabrication is underway with installation scheduled for end of October to early November
- B. Fencing quote re: Crosswinds. Project and estimate approved.
- No new updates

#### VIII. NEW BUSINESS

- A. Consideration and possible action to facilitate better monitoring, reporting and ultimately enforcement of by-laws and restriction violations.
- The board will create a reporting spreadsheet format accessible to property management and board members to track violations, cures, fines and payment.
  - Members are encouraged to report violations to property management, preferably with address of violation and time/date-stamped photographic evidence.
  - The board will consider AI technology for courtesy notification of violations.
- B. Architectural committee and new legislation
- The board discussed that new state legislation no longer prohibits board members' family members from acting as architectural committee members.
  - The board will continue to recruit members for architectural committee

#### IX. COMMENTS FROM BOARD MEMBERS

- Next month is annual meeting with officer election and 2026 budget measure vote.

#### X. ADJOURNMENT

The meeting adjourned at 7:27 p.m.

*PREPARED BY: Leisa Stokes, Secretary*