

BOARD MEETING MINUTES

Location: Berto's home
Date: Jun 12, 2025
Time: 06:00 p.m.
Facilitator: Srabo Biswas

1. Opening

- a. Call to order: 6:16 PM
- b. Roll call: Berto Rodriguez, Diana Crabbe, Maheep Bhambri, Srabo Biswas
- c. Last meeting minutes (2025-04-02) review: **Approved** (Berto, Bill – 2nd)

2. Treasurer's Report

- a. Treasurer's report (2025-04-01) review: **Approved** (Maheep, Srabo – 2nd)
- b. Current paid membership: 100

3. Old Business

- a. Welcome new residents – Purchase welcome buckets
 - i) Purchase welcome buckets
 - ii) Get information on whom welcome buckets have been sent to

Address	Sold On	Price	Status	Name
1020 Cherrywood Ln	3/7/25	\$600K	Delivered	
1050 Cherrywood Ln	8/5/24	\$540K	?	
401 Columbine Ln	1/30/25	\$635K	?	
970 Knollwood Ln	4/25/25	\$120K	Cannot deliver	
1070 Ridgewood Dr	2/14/25	\$575K	?	
1080 Ridgewood Dr	11/22/24	\$575K	?	
1110 Ridgewood Dr	3/15/24	\$505K	Occupancy status?	
400 Spring Cress Ln	1/15/25	\$538K	?	
401 Spring Cress Ln	10/17/24	\$700K	?	



FOREST TRAILS HOMEOWNERS ASSOCIATION

Address	Sold On	Price	Status	Name
477 Spring Cress Ct	5/12/25	\$595K	?	
925 Wild Ginger	3/12/25	\$520K	?	

- b. Current listing
 - i) 645 Rosewood Dr | TBD
 - ii) 440 Cranesbill Dr | \$635K
 - iii) 1023 Trillium Tr | \$650K
- c. Annual HOA meeting lessons learned/ action items
 - i) Next time to go door-to-door for paid members to attend or get proxy
 - ii) Members list should be done via laptop
 - iii) Facebook blast for the event
 - iv) Hybrid virtual and in-person
- d. Garage sale update/ lessons learned
 - i) Not many people participated in garage sale
 - ii) New signs for garage sale – need to check
 - iii) Advertisement – Facebook, garage sale finder

4. New Business

- a. Nomination for open roles
 - i) President – Dianna Crabbe (**Approved:** Srabo, Ken – 2nd)
 - ii) Vice president
 - iii) Admin – Maheep Bhambri (**Approved:** Diana, Berto – 2nd)
- b. Board recruitment
 - i) Talk to Mir to get information regarding the couple who showed interest in joining HOA board
 - ii) Send the email to get new members and inform the community on new action president and admin
- c. File sharing
 - i) Use Google Drive moving forward to have all the files in one place
- d. Resident inquiries/ complaints



FOREST TRAILS HOMEOWNERS ASSOCIATION

Address	Date	Request	Status
970 Cherrywood Ln	5/14	Registered on website	No action
970 Knollwood Ln	5/24	Grass maintenance	Completed
N/A	5/21	Roadway improvements timeline	Completed
1020 Cherrywood	5/23	Tree removal	Approved
327 Woodside Dr	5/27	HOA bill copy (not part of FT)	Denied
1000 Cherrywood Ln	5/28	Roof permit	Follow up
N/A		Restrictions and monitoring	Completed
943 Wild Ginger Tr	5/30	New windows	Reply

- e. Covenants/ architectural guidelines/ by laws update
 - i) Ask Ken to understand how to update covenant (including dissolving HOA)
 - ii) Understand from AI how to dissolve to HOA - Maheep
- f. Mulching in spring and fall
 - i) Estimate for mulching – Maheep, Bill
- g. Light post right – contact the city to get that update
- h. Retain wall near the sign
 - i) This is so that mulch and everything else do not keep flowing to the sidewalks and streets
 - ii) Get it estimate

5. Adjournment

- a. Adjourned: 7:40 PM
- b. Next meeting: Thu, Aug 14th at 6 pm at Berto's

Action items	Owner(s)	Deadline	Status
Start posting budget vs. Actual moving forward with every board meeting on HOA web portal	Berto	6/15/25	New



FOREST TRAILS HOMEOWNERS ASSOCIATION

Action items	Owner(s)	Deadline	Status
Give access admin access to Diana and Maheep in web portal	Srabo	6/15/25	New
1000 Cherrywood Ln: roof permit – need to send a follow up email to get more information regarding color (Tania and Ken already replied). We just need to follow up.	Berto	6/15/25	Active
943 Wild Ginger Tr: new windows – send a reply	Berto	6/15/25	Active
Contact Mir to get phone numbers of the couple who showed interest in joining the board	Maheep	6/20/25	New
Purchase welcome buckets of valued at \$40: Ace hardware gift card, trash stickers, yard waste bags (1 packet), greetings card, bow, Menards bucket, welcome letter	Bill	6/30/25	New
Follow-up with Tania regarding: <ul style="list-style-type: none"> • Inventory she has • Transferring of roles and responsibilities • Any emails she responded to • Where welcome buckets were delivered 	Berto	6/30/25	Active
Find names of people who have registered for new purchased homes	Berto	6/30/25	New
Send email to inform the community of changes in position (president and admin) and request for any volunteers to join the board	Maheep	6/30/25	New
Give a rundown of what is being handled by whom in the web portal to Diana and Maheep	Berto	6/30/25	New
Give access and send instructions on how to use Google Drive to the board members, so they can now access files and collaborate easily	Srabo	6/30/25	New
Send email blast for new fiscal year membership fee	Berto	7/1/25	New



FOREST TRAILS HOMEOWNERS ASSOCIATION

Action items	Owner(s)	Deadline	Status
Add any files that are in local computer to Google Drive, so all board members can access it	Berto, Srabo	7/4/25	New
Ask Ken to get instructions on how to update and refresh the covenant (including how to dissolve the HOA)	Berto	8/14/25	New
Understand from AI on how to update and refresh the covenant (including how to dissolve the HOA)	Maheep	8/14/25	New
Get estimates on mulching at the entrance	Berto, Maheep	8/14/25	New
Light post by the entrance on the right is out. Need to contact the city to get it fixed.	Diana	8/14/25	New
Get an estimate for adding a retaining wall for the entrance sign	Diana	8/14/25	New





Forest Trails Homeowners Association

Board of Directors

Treasurer's Report

06/01/2025

Checking Account

Prior Balance on April 01, 2025: \$ 2,270.54

Additions (Deposits and Transfers In)

Membership Dues rec'd via check (1)	\$ 40.00	
HOA Express deposits (net of fees) (8)	\$ 303.36	
HOA Express deposits (bank transfer)	\$ 39.44	
Transfer In: From Vanguard Money Mkt Fund (5/02/25)	\$ 200.00	
Total Additions		<u>\$ 582.80</u>

Total Funds Available

\$ 2,853.34

Deductions (Checks and Transfers Out)

eCheck paid to State Farm Insurance	(04/03/25)	\$ 153.67	
HOA Credid Card Purchase (Supplies)	(04/07/25)	\$ 12.99	
eCheck paid to Joshus Olson (Mowing)	(04/28/25)	\$ 25.00	
eCheck paid to Ken Dunn (Mulch)	(04/30/25)	\$ 55.64	
eCheck paid to State Farm Insurance	(05/01/25)	\$ 153.67	
eCheck paid to Joshus Olson (Mowing)	(05/30/25)	\$ 100.00	
Total Deductions			<u>\$ 500.97</u>

Subtract Total Deductions from Total Funds Available: \$ 2,352.37

Add Back Outstanding Checks [none] \$ 0.00

JPM Chase Checking Account balance on June 01, 2025 \$ 2,352.37

Savings / Money Market Fund (MMF)

Prior Balance (Chase Savings) on April 01, 2025: \$ 0.01

Interest earned (April, May) \$ 0.00

Chase *Savings* Balance on June 01, 2025: \$ 0.01

Prior Balance (Vanguard MMF) on April 01, 2025: \$30,719.88

Transfer Out: To Chase Checking (5/02/2025) \$ -200.00

Dividends paid (04/30/25) \$ 106.69

Dividends paid (05/30/25) \$ 109.61

Vanguard Brokerage Balance on June 01, 2025: \$30,736.18

Current Total Funds as of 06/01/2025 (Checking & Savings & MMF) \$ 33,088.56

2024-25 (FY 2025) Budget vs. Actual

As of 06-01-2025

7/2024 – 6/2025	Budgeted	Actual (YTD)	Difference
	102	100	-2
Receipts:			
Collections from Members (net of fees)	\$ 3,940	\$3,857	\$(1,233)
Other Income	\$ 0	\$200	\$ 0
Interest earned	\$ 1,100	\$1286	\$ (482)
Total Receipts	\$ 5,040	\$ 5,343	\$ (1,715)
Disbursements:			
Attorney Fees	\$ 600	\$ 0	\$ 600
Insurance	\$ 1,575	\$1379	\$196
Govt. Filing Fees	\$ 15	\$ 10	\$ 5
Landscaping	\$ 850	\$ 331	\$ 519
Neighborhood Events	\$ 420	\$ 0	\$ 420
Postage	\$ 120	\$ 0	\$ 120
Supplies/Printing	\$ 200	\$13	\$ 187
Welcome Buckets for New Neighbors	\$ 280	\$ 88	\$ 192
Website	\$ 650	\$ 626	\$ 24
Tax	\$ 330	\$380	\$ -50
Total Disbursements	\$ 5,040	\$ 2,827	\$2,213
Net Inflow for the Year	\$ 0	\$2,516	\$2,516

2025-26 (FY 2026) Budget vs. Actual

As of 6/01/25

7/2025 – 6/2026		Budgeted	Actual (YTD)	Difference
Receipts:		100		0
	collections from Members (net of fees)	\$ 3,860	\$ 0	\$ 0
	Other Income	\$ 0	\$ 0	\$ 0
	Interest earned	\$ 1,200	\$ 0	\$ 0
	Total Receipts	\$ 5,060	\$0.00	\$ 0
Disbursements:				
	Attorney Fees (net)	\$ 500	\$ 0	\$ 0
	Website	\$ 650	\$ 0	\$ 0
	Govt. Filing Fees	\$ 15	\$ 0	\$ 0
	Insurance	\$ 1,855	\$ 0	\$ 0
	Landscaping	\$ 850	\$ 0	\$ 0
	Welcome Buckets for New Neighbors	\$ 280	\$ 0	\$ 0
	Neighborhood Events	\$ 260	\$ 0	\$ 0
	Postage	\$ 100	\$ 0	\$ 0
	Supplies/Printing	\$ 150	\$ 0	\$ 0
	Tax	\$ 400	\$ 0	\$ 0
	Total Disbursements	\$ 5,060	\$ 0	(\$ 0)
	Net Inflow for the Year	\$ 0	\$ 0	\$ 0