



Open Meeting  
February 12, 2025  
7:30 PM

**Call to Order**

Shirin made a motion to call the meeting to order at 7:34pm.

**Roll Call**

Shirin Bansal, President  
Champagne Lawrence, Vice President  
Giles Davis, Secretary  
Janki Jariwala, Treasurer  
Lisette Romero Velez, Member  
Erin Spiliotopoulos, Matrix Property Management Group

**Minutes**

Review Minutes from January's Meeting – Shirin made a motion to approve; Janki seconded. All present voted in favor. November's meeting minutes have been tabled.

**Manager's Report**

**Old Business**

- Breaker Panels – Matrix reminded homeowners that the breaker panels need to be updated in our system by March 1<sup>st</sup>. If they are not updated or not scheduled to be updated by the 1<sup>st</sup>, homeowners will incur a fine.
- KBA Website – Management confirmed that the new Kingsberry website is up and running. Erin noted that if homeowners have pictures that they would like to submit, we will post them on the website.
- Reserve Study – Management will gather proposals in March for the update to the reserve study. We will gather 3-4 proposals for the board's review.

**New Business**

- Zego Updates – Management noted that there was a discrepancy when Towne and Country closed their Zego account. If homeowners did not remove the link, they would be deactivated. Homeowners are encouraged to call Matrix if they are still having an issue. Giles made a motion to waive late fees for February for homeowners that are not delinquent. Janki seconded the motion. All present voted in favor.

- Feeding Animals – Erin reminded community members that they cannot feed the animals. It brings unwanted wildlife and is a health and safety issue.
- Community Events – The board will be focusing on community events and will post to Enumerate and the website once confirmed.
- Modification Requests – Management noted that all modifications to the outside of the unit must be submitted and presented to the board for approval. This includes gate/deck installations and door/window updates.
- Annual Meeting and Election – Matrix notified the community that the Annual Meeting and Election has been scheduled for March 13<sup>th</sup>. This will be held at the Senior Center in Franklin Township. If homeowners are interested in being on the board, they must submit their information to Management.
- Calcium Chloride – Management noted that Doyle Brothers has purchased pet safe salt for the community.

### **Financials**

Financial Review (unaudited) – Management is hoping to give a full review at the annual meeting after we have received and updated all the financial information.

### **Homeowner Comments**

- Homeowner requested vehicle decals. Board will review.
- Homeowner requested a work order for concrete work. Management noted that she would submit a work order on homeowners behalf.
- Homeowner asked about a composite gate. Board noted the owner should submit a modification proposal.

### **Motion to Adjourn**

Giles made a motion to adjourn the meeting at 8:05am. Janki seconded the motion. All present voted in favor.