

Minutes of Courtyard Homes Annual Meeting—October 2, 2018

The meeting was held in the basement of the Calvary Chapel.

Directors in attendance: Frank D’Alessandro, President; Jo Ellen Wilkins, Vice-President; Laura Hendrickson, Treasurer; Julie Fudala, Corporate Secretary; David Diggs, Stephanie Polackwich and Lynda Dunn

Frank D’Alessandro called the meeting to order at 7:00 pm.

A quorum was certified by proxy and Members in attendance. 55% of all Courtyard homeowners submitted proxies/ballots which more than satisfied the 15% quorum necessary to conduct business. 25% of Courtyard homeowners were represented at the meeting.

Proof of Notice was established by an Affidavit of Mailing from the Corporate Secretary, stating the Annual Meeting Packet was mailed to all members on September 8, 2018 which date was no less than 14 days and no more than 30 days before this meeting.

UPON MOTION DULY MADE by Tom Shepherd, seconded by Claire Tieder and unanimously carried, the reading of the Minutes from the 2017 Annual Meeting was waived, letting them stand as approved.

Election of Members of the Board of Directors— As a member of the Nominating Committee, Frank D’Alessandro introduced the following candidates whose names appear on the proxy and the ballot to fill four 2-year terms on the Board of Directors: David Diggs, Lynda Dunn, Robin Hamill-Ruth, and, Stephanie Polackwich. Frank then asked for nominations from the floor. There being none, he then asked for nominations to be closed.

UPON MOTION DULY MADE by Tom Shepherd, seconded by Claire Tieder and unanimously carried, the nomination process was officially closed.

Matters Brought Forth by Members

- ✓ A member asked if we will see more road improvements on Sunset Ave. Ext. once all the new house construction is complete. The Board is not aware of any such improvements.
- ✓ A member was concerned about trees which are on the Oak Hill Farm development that are leaning toward Redfields Road. This is in the area of the Hayrake and Redfields Road intersection. Those trees are the responsibility of the Oak Hill Farm subdivision. Apparently Oak Hill Farm does not yet have a functioning HOA.
- ✓ A member questioned how the plum trees marked for removal were selected. Arborists have evaluated the plums and chose those that are currently diseased. More could have been chosen but budget constraints also enter the picture.
- ✓ As our homes are aging one member stated she purchases a ‘home warranty’ insurance which for a yearly premium covers such items as hot water heaters, heat pumps, plumbing, etc. There are different levels of coverage and deductibles. This member will provide more information about the insurance in the December newsletter.

Treasurer’s Report

- ✓ Laura Hendrickson reported the 2018 is in good shape with 25% of this year’s operating budget still available for the remainder of 2018
- ✓ Reserves stand at \$77,000.00
- ✓ The 2019 budget is still a work in progress as we still have contracts to approve.

Exterior Maintenance

- ✓ The 2018 Maintenance Cycle is not yet complete, with 5 houses still not invoiced—weather caused delays during the entire process
- ✓ The total amount available for all maintenance this year was \$59,043.00.
- ✓ The average cost for painting and trim repair per house was \$3,400.00, with approximately \$1,000.00 of that going to trim replacement
- ✓ We will definitely be over budget for maintenance this year
- ✓ The biggest frustration for the painters aside from the weather was difficult access to the trim because of shrubbery planted right up against the house. It is the homeowner's responsibility to trim back shrubbery. That is clearly stated in the letter each homeowner receives. Not everyone complied.
- ✓ The Maintenance Committee recommends that we again contract with Lightfoot Painting and Construction for the 2019 cycle.
- ✓ On behalf of the Board, Julie thanked Bob Brandenburger, JoEllen Wilkins and Bob Elliott who volunteer as our lamp lighters. These volunteers definitely save your Association a fair amount of money.

CARB Report

Co-Chairs Stephanie Polackwich and David Diggs had nothing new to report. Any homeowner wishing to make a change to their landscape or house exterior should seek the approval of the CARB before beginning any work. CARB members welcome calls from homeowners regarding any questions they might have.

Landscape Report

- ✓ Lynda reported it was impossible to keep any sort of proper schedule for lawn mowing this year due to all the rain.
- ✓ Dead shrubbery in the curbsides will be replaced in the fall. Holly replacements may be of a different variety
- ✓ The purple plums which are currently marked will be removed in late November or early December.
- ✓ Stumps will not be removed due to their proximity to water and electrical utilities.
- ✓ Replacements will likely be small crepe myrtles or blood good Japanese maples, and those replacements will be made on an individual basis

Welcoming Committee – Shirley Fritz and Julie will be working on updating the Welcome Packet as this has not been done in some time. We have lots of new neighbors, and we ask you all to be patient as all the updates will not be available until the November organizational board meeting takes place.

A Big Thank You to Shirley Fritz for providing and setting up the refreshments for our pre-meeting social. Everyone present enjoyed the refreshments and chatting with neighbors!

Rentals – We currently have 9 rentals. Rentals are capped at 10.

Website – The Board sincerely hopes you take advantage of the Courtyard at Redfields website. You can find all important information right there. Minutes are now being posted on the site as they are approved. A Big Thank You to Teri Smith who does such a great job of maintaining the site for us!

President's Report

Landscaping

- ✓ Frank reported the Association will be seeking bids from landscaping companies as our two year contract comes to a close at the end of this year.
- ✓ This is a difficult process due to the large scope of our landscaping needs plus the need for the company to also handle snow removal. There just aren't that many companies out there that can handle the scope of our needs.
- ✓ Frank hopes to have a final decision by the November organizational board meeting.
- ✓ We will be looking for a company that provides good oversight. Frank also encouraged homeowner oversight—report problems to the Landscape Committee if work is not satisfactory.

New Volunteers - The Association is always in need of and welcomes volunteers to serve on various committees

Assessments for 2019 – The Association hopes not to increase assessments for 2019, however, much depends on contract pricing for next year. More should be known after the November meeting.

Election Results

Board of Directors Elected to a 2-Year Term beginning January 2019:

David Diggs, Lynda Dunn, Robin Hamill-Ruth, and Stephanie Polackwich

Board positions will be determined at the November 7, 2018 organizational meeting.

With no other business to discuss, the meeting adjourned at 8:05 PM.

Respectfully submitted,

Julia J. Fudala

Corporate Secretary, Courtyard at Redfields HOA, Inc.