

## **MINUTES--COURTYARD HOMES BOARD OF DIRECTORS MEETING**

**7:00 PM, Wednesday, November 6, 2019**

**Meeting Room - Villas at Southern Ridge**

Frank D'Alessandro called the meeting to order at 7:00 PM. Frank established that a quorum was present at tonight's meeting.

**Present:** Frank D'Alessandro, President; Robin Hamill-Ruth, Vice-President; Laura Hendrickson, Treasurer; Julie Fudala, Corporate Secretary; Stephanie Polackwich; David Diggs, Lynda Dunn and John Hulburt, director elect.

**Members Present:** Mary Pat Hulburt

The minutes of the September 2019 Board Meeting and the minutes of the October 2019 Annual Meeting were approved as they stand.

There were no additions to the agenda.

**Member Open Forum:** Members present brought no issues to the board.

### **Committee Reports**

**Exterior Maintenance-** Julie Fudala

Frank, Matt, Fritz Stoetzel and Julie met on October 9 to review this year's maintenance cycle, discuss possible improvements for 2020 and to set pricing for and review the pending contract for 2020.

- Prices for the basic painting package for 2020 will remain the same as will the hourly labor rate. Prices for trim boards are subject to market prices but remain fairly stable.
- We have all the lanterns necessary for total replacement
- Difficulty in finding reasonable and reliable lamppost replacement. Currently interviewing other electricians
- Fritz Stoetzel has joined the Maintenance Committee.

**UPON MOTION DULY MADE** by Robin Hamill-Ruth, seconded by Lynda Dunn and unanimously carried the board ratified the contract with Lightfoot Painting and Construction for 2020 as presented, reviewed and authorized by President Frank D'Alessandro.

**Budget** – Laura Hendrickson

- Cash on hand - \$61,000.00
- CD's - \$105,000.00
- Total Cash - \$166,000.00
- Reserve Balance - \$148,000.00
- Financials are in good stead
- Directors agreed the monthly assessment does not need to be raised for 2020.

**Landscape Committee-Robin Hamill-Ruth**

- The LC recommended the contract for S&N Lawncare, LLC not be renewed for 2020.
- The LC recommended awarding the contract for 2020 to Valley Landscaping once a few more issues have been ironed out.
- 11 replacement trees plus 51 junipers were planted by Waynesboro Landscaping in October
- Mary Pat Hulburt and Fritz Stoetzel planted the flats of ground cover
- The total bill for the above was slightly under the estimated \$7,000.

**UPON MOTION DULY MADE** by Lynda Dunn, seconded by Laura Hendrickson and unanimously carried, voted to end the landscaping contract with S&N Lawncare, LLC at the end of 2019 and to award the contract for 2020 to Valley Landscaping in the coming weeks.

**CARB-Stephanie Polackwich and David Diggs**

There are no CARB issues before the committee at this time.

**Welcoming Committee**

Laura Hendrickson and Lynda Dunn expressed an interest in helping Shirley Fritz carry out the duties of the Committee.

**Rentals & Resident Turnovers**-Julie Fudala

Rentals stand at 9.

It was learned the Oakes property which recently sold was purchased as a rental investment property and the owners have leased the property for 9 months, which is not in compliance with the rental policy stated in our covenants.

Via email the issue has been resolved by an addendum which extends the lease to a full 12 months.

We are close to the cap of 10 rentals, and after discussion by the board, a procedure is being developed for making the sellers, realtors and purchasers aware of the rental policy in order to avoid issues of noncompliance.

**Newsletter**-Julie Fudala

The newsletter is scheduled to go out in December

**Website**—Julie Fudala

Nothing new to report.

**President's Report**-Frank D'Alessandro**Snow Removal**

The snow removal contract will be awarded to Valley Landscaping. The cost will be tabulated by hours worked and equipment used. The contract begins December 1, 2019 and ends April 30, 2020.

**RPI Services**

With no volunteers coming forward, RPI having to take over services other than our finances is a real possibility. If this becomes necessary a monthly increase in assessments will occur commensurate to the number of services being provided.

## **Election of Officers**

**UPON MOTION DULY MADE** Julie Fudala, seconded by David Diggs and unanimously carried, the following officers and directors-at-large were elected.

Directors elected the following Officers for 2020:

Frank D'Alessandro – President

Robin Hamill-Ruth – Vice-President

John Hulburt – Treasurer

Julia Fudala – Corporate Secretary

Lynda Dunn, Stephanie Polackwich and David Diggs are the directors at large.

With no further business to discuss, the meeting adjourned at 8:16 PM.

Respectfully submitted,

Julie Fudala,  
Corporate Secretary, Courtyard at Redfields HOA, Inc