

MINUTES—COURTYARD HOMES BOARD OF DIRECTORS MEETING

4:30 PM, Wednesday, July 1, 2020

Meeting was Conducted via ZOOM

Frank D'Alessandro called the meeting to order at 4:30 PM.

Present: Frank D'Alessandro, President; Robin Hamill-Ruth, Vice-President; John Hulburt, Treasurer; Julia Fudala, Corporate Secretary; Lynda Dunn, Stephanie Polackwich, David Diggs and meeting facilitator, Doug Brooks.

A board meeting notice of change in time and venue to a virtual ZOOM meeting was sent via email to all homeowners.

Homeowners Present on Zoom: Myra Cooper, Fritz Stoetzel, Maureen Stoetzel, and Bill Kehoe.

Frank confirmed all directors were properly connected via audio/visual.

The meeting quorum was met.

The minutes from the May 6, 2020 board meeting were approved as they stand with the correction of a typo in the word "Redfields".

Member Open Forum – there were no comments during the open forum by members.

Code of Conduct for Directors

Frank presented and read Resolution No. 2020-01, which spells out the code of conduct for the individual members of the board in maintaining a high standard of ethical conduct in the performance of the Association's business and insures they also maintain confidence in and respect for the entire board. Discussion and questions followed.

UPON MOTION DULY MADE by Stephanie Polackwich, seconded by Lynda Dunn and unanimously carried, the Board adopted Resolution No. 2020-01 which states the rules of conduct, standards of behavior, ethical rules and enforcement procedures applicable to all members of the board. This resolution becomes part of the Association's governing documents.

Committee Reports were presented by Landscape, Maintenance and Welcoming Committee liaisons.

Landscaping Motions

UPON MOTION DULY MADE by Frank D'Alessandro, seconded by Lynda Dunn and unanimously carried the board approved the following procedure for the fall "walk around curbside shrub inspection:

- Once the date of the walk around is determined, the LC will notify the board to allow for director participation.
- The only shrubs to be removed are those that are dead, economically unsalvageable, present a safety hazard or present a severe overcrowding issue.
- An impartial expert approved by the board shall be present on the walk around.
- A list of the plants to be replaced by type and number should be presented to the board after the walk around.

UPON MOTION DULY MADE by Frank D'Alessandro, seconded by Stephanie Polackwich and unanimously carried, the board specified that a minimum of two bids, one of them being from Valley Landscaping, should be obtained and presented to the board by the Landscape Committee for the cost of replacement plants in the streetscape.

CARB – there was nothing new to report.

Treasurer's Report – as our meeting took place on July 1st it was too early for a complete financial report for the month of June. John will distribute said report as soon as it is complete.

John also reported the completed audit should be in his hands later this month.

Rental/Resident Turnover

Julie reported the cap of ten allowed rentals has now been reached, and that anyone wanting to rent their property now has to go on the Rental Waiting List.

Newsletter/Website

The next newsletter will go out in September.

There was nothing to report regarding the website.

President's Report

Landscape Architect Meeting – meeting #2 will take place on July 17 with the presentation of the drawings for three separate plans for the streetscape. There is the possibility of another meeting on or about July 23 or 24 that would allow for questions the board may have regarding the plans after some in-depth study.

Nominating Committee- the terms of directors Robin Hamill-Ruth, Stephanie Polackwich, Lynda Dunn and David Diggs end on December 31, 2020. Frank and Stephanie volunteered their services to the Nominating Committee. A slate needs to be ready for the annual meeting by early September. The annual meeting will be held in October, and will most likely be a virtual ZOOM meeting. With no physical meeting taking place, all voting will be done via proxies that will be mailed to all homeowners.

Street Parking – a pre-meeting concern brought to the board about the enforcement of street parking is still a work in progress.

Convene to Executive Session – 6:15 PM

Virginia Code 55-79.75C states: the executive organ (board of directors) may convene in executive session to consider personnel matters. No contract, motion or other action adopted, passed or agreed to in executive session shall become effective unless following the session the board reconvenes in an open meeting.

Re-Convene to Open Meeting – the board left the executive session and reconvened at 6:45 PM.

With no other business to conduct, the meeting adjourned at 6:50 PM.

Respectfully submitted,

Julia Fudala

Corporate Secretary, Courtyard at Redfields HOA, Inc.