

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

**4:00 PM, Wednesday, November 11, 2020**

**Meeting Conducted via Zoom**

Frank D'Alessandro called the meeting to order at 4:00 PM. Frank established that a quorum was present at the meeting.

**Present:** Frank D'Alessandro, President; Julia Fudala, Coorporate Secretary; Stephanie Polackwich; David Diggs, Lynda Dunn and directors-elect, Jack Crowley and Rich Lawson.

The minutes of both September 2020 Board Meetings and the minutes of the October 2020 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**

**Budget – Frank D'Alessandro**

- Current total in bank accounts is \$147,731.63.
- Estimated big expenses at the end of the year are: Valley Landscaping \$9,736.00 (two months pre-payment and Chadwick, Washington retainer \$225.00 (quarterly payment).
- Total taken out of reserves = \$24,113.89 (Lightfoot trim replacement, Tumolo for completion of lamppost replacement and Landscape Architects).
- Residential Assessment payment balance is excellent.

**Landscape Committee-Stephanie Polackwich & Lynda Dunn**

- Six of the 13 remaining Ornamental Plums need to be removed and their replacement is iffy due the proximity of utilities
- Fall shrub and tree replacement will begin next week. Owners receiving this service will be contacted about using their water to keep plants healthy.
- The planting of the three demonstration berms by the landscape architects will occur late this fall.
- Bacterial Leaf Scorch is affecting all of our pin oaks. It is contagious and will need to be dealt with in 2021 which will require deep fertilization and yearly treatment with an antibiotic. The budgetary implications for these treatments are significant.
- After meeting with Valley Landscaping representatives, the Landscape Committee recommended their contract be extended for 2021.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Lynda Dunn and unanimously carried, the Board voted to award the landscaping contract for 2021 to Valley Landscaping.

**Exterior Maintenance- Julie Fudala**

- Three new mailboxes were purchased to have on hand with one being used as a replacement on Heritage Court.
- The underground wiring was replaced from lamppost to sensor at a Courtyard Court address.
- Matt Lightfoot is raising his pricing by 10% across the board which will use up the entire \$50,000.00 normally set aside in the operating budget for this expense.
- The Maintenance Committee recommended the 2021 maintenance contract be award to Lightfoot Painting and Construction due to the high quality of work and reasonable pricing.

**UPON MOTION DULY MADE** by Julia Fudala, seconded by Frank D'Alessandro and unanimously carried the board ratified the contract with Lightfoot Painting and Construction for 2021 as presented, reviewed and authorized by President Frank D'Alessandro.

**CARB-Stephanie Polackwich & David Diggs**

Nothing new to report

**Welcoming Committee-Lynda Dunn**

Everything is up to date.

**Rentals & Resident Turnovers**

- Rentals remain at ten.
- Database is as up to date as it can be.

**Newsletter**-Julia Fudala

The newsletter is scheduled to go out in December

**Website**—Julia Fudala

Nothing new to report.

**President's Report**-Frank D'Alessandro**Election of Officers**

**UPON MOTION DULY MADE** Frank D'Alessandro, seconded by David Diggs and unanimously carried, the following officers and directors-at-large were elected to serve a one year term in 2021.

**Directors elected the following Officers for 2021:**

Frank D'Alessandro – President  
Jack Crowley – Vice-President  
Rich Lawson – Treasurer  
Julia Fudala – Corporate Secretary

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

**Snow Removal**

Frank recommended the snow removal contract be awarded to Valley Landscaping. The cost will be tabulated by hours worked and equipment used. The contract would begin December 1, 2020 and end November 30, 2021.

**UPON MOTION DULY MADE** by Frank D'Alessandro, seconded by Julia Fudala and unanimously carried, the Board voted to award the snow removal contract for the coming year to Valley Landscaping.

**Five Year Reserve Study**

The five year reserve study is approaching. Our first professional study was done by Doug Green of DMA and provided extremely useful information and direction to the Board. For these reasons, we will likely be looking to DMA for our five year follow-up.

**2021 Assessment Increase?**

With the Board facing a 10% across the board maintenance increase, ongoing improvements to the curbsides and costly yearly therapeutics for our pin oaks, the board discussed the state of our monthly assessment. Frank provided current board members and directors-elect with scenarios of increases between 5 and 10% (the board is allowed to increase assessments up to 10% without approval of the membership). After much discussion of the pros and cons, an increase of \$10.00/month reached consensus. The \$10.00 increase is approximately a 6% increase.

**UPON MOTION DULY MADE** by Julia Fudala, seconded by David Diggs and unanimously carried, the Board voted to approve an increase of \$10.00 per month for the year 2021. This brings the Courtyard portion of our dues to \$169.00.

With no further business to discuss, the meeting adjourned at 4:59 PM.

Respectfully submitted,

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