

MINUTES—COURTYARD HOMES BOARD OF DIRECTORS MEETING

7:00 PM, Wednesday March 3, 2021

Meeting Occurred Virtually via ZOOM

President Frank D'Alessandro called the meeting to order at 7 PM.

Present: Frank D'Alessandro, President; Teri Smith, Vice President; Rich Lawson, Treasurer; Julia Fudala, Corporate Secretary; Lynda Dunn, Stephanie Polackwich, David Diggs and Doug Brooks.

The minutes from January 6, 2021 were approved as they stand.

No modifications were made to the agenda.

Member Open Forum:

No issues were brought forth by members, only a thank you to directors for their service and time.

Committee Reports

Budget: Rich Lawson

As of March 1, 2021: \$113,967.00 –Operating Budget

\$ 37,486.00 – Reserves

Total Assest: \$151,453.00

The only major expense these past two months was in the area of landscaping, Contract (\$5,200.00) and Non-Contract (\$4,900.00) which totaled \$10,100.00.

Landscape: Stephanie Polackwich

Pin oaks were trimmed this winter, plums will be dealt with in late spring after leafing so their condition can be evaluated for either removal or pruning.

March will see first turf application and front and side foundation beds readied for mulching.

April will see a second turf treatment, beginning of weekly mowing, pruning of front and side foundation shrubs

UPON MOTION DULY MADE by Lynda Dunn, seconded by David Diggs and unanimously carried, directors voted to award the contract for the treatment of all forty-six leaf scorch ailing pin oaks to be treated with an injection of antibiotics and fertilizer at the appropriate time, to Van Yahres Tree Service for the price of \$8,740.00. This bid is approximately \$5,000.00 less than the Bartlett bid. The treatment will be a yearly occurrence which will be budgeted for in the operating budget beginning in 2022.

Maintenance Committee. Julia Fudala

The MC will meet with Matt Lightfoot in early April in preparation for this year's cycle.

Letters to all homeowners and renters receiving the maintenance/painting and mid-cycle power washing explaining what to expect will be mailed soon after the meeting with Matt Lightfoot.

CARB: Stephanie Polackwich & David Diggs

Several applications have been received and approved with no major issues.

Welcoming Committee: Lynda Dunn

The delivery of Welcome Packets for new residents is as up to date as Database Forms received.

Rentals & Turnovers: Julia Fudala

The current tally is ten rentals with one potential renter on the Rental Waiting List. The database is as up to date as it can be with the possibility of two or more houses going up for sale.

Newsletter – the spring newsletter will be published by the end of March.

Website – the website is need of updating. We hope to have it fully updated by the end March.

A discussion ensued re the payment of our yearly subscription to the website being paid from the HOA account rather than on a personal credit card which then requires a reimbursement. Doug Brooks has this in the works for next year. Also discussed was whether the current HOA PO box and the current safety deposit box are truly needed expenditures. Doug Brooks volunteered the use of RPI's address in the event we should require it. The board has electronic versions of everything in the safety deposit box. This should be a savings of over \$200.00 in our 2022 budget

UPON MOTION DULY MADE by Frank D'Alessandro, seconded by David Diggs, and unanimously,, carried, the safety deposit box and the PO Box will be discontinued. The PO Box is rented on a yearly basis and will be discontinued at the end of the current contract. The safety deposit box will be closed out when the documents can be safely removed and the final cost will be pro-rated.

President's Report

Code of Conduct: as the board membership has changed a new signature is needed by all directors to meet compliance.

Mission Statement: directors discussed the whether or not a mission statement is needed and decided that for our purposes it is not.

Five Year Reserve Study: directors will be working with Doug Green of DMA sometime in May to update the Reserve Study.

With no further business to undertake the meeting adjourned at 8:00 PM.

Respectfully submitted,

Julia Fudala

Corporate Secretary, Courtyard at Redfields HOA, Inc.