

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

**7:00 PM, Wednesday, January 6, 2021**

**Meeting Conducted via Zoom**

Frank D'Alessandro called the meeting to order at 7:00 PM.

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

The minutes of the November 11, 2020 Board Meeting were approved as they stand. There were no additions or changes to the agenda.

**Member Forum** – Mark Watlock informed the board of the dilemma regarding getting machinery into his small and inaccessible back yard to deal with encroaching bamboo growth.

**Appointment of Two Board Members**

Due to the resignation of two board members—one in October of 2020 and another in December of 2020, the board is invoking Article VI, Section 1 of the Bylaws; Section 13.1-862 of the Code of Virginia to fill these two vacancies with one year appointments.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Lynda Dunn and unanimously carried the current directors approved the one year appointment of Teri Smith to be a director on the board for the year 2021.

**UPON MOTION DULY MADE** by Frank D'Alessandro, seconded by Julia Fudala and unanimously carried the current directors approved the one year appointment of David Diggs to be a director on the board for the year 2021.\_

**Committee Reports:**

**Budget** – Rich Lawson

- ✓ A final accounting for the year 2020 should be available by mid-January, once all final income and disbursements are posted.
- ✓ All directors had time to study and ask questions regarding the proposed budget for 2021.

**UPON MOTION DULY MADE** by Lynda Dunn, seconded by Stephanie Polackwich and unanimously carried the board approved the 2021 Budget proposed by the Budget Committee.

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

- ✓ Demonstration berms have been completed by Joan Albiston
- ✓ An email concerning the watering of new plants in the berms will soon go out residents
- ✓ Also coming soon and to be distributed via email is a calendar of landscape services that are expected to occur each month in 2021.

**Exterior Maintenance Committee** – Julie Fudala

- ✓ Only one repair since the November meeting—the spacers on a double mailbox post.
- ✓ Fred Miller of Foothill Fence recommended staying with the use of treated lumber for spacer replacement.
- ✓ MC will meet with Matt Lightfoot in late February to initiate the 2021 maintenance cycle.
- ✓ Letters to residents receiving maintenance services will go out to residents in late March.

**Welcoming Committee** – Lynda Dunn

Nothing new to report.

**CARB** – Stephanie Polackwich and David Diggs

There were no issues pending for the CARB

**Rentals & Resident Turnovers** – Julie Fudala

Rentals remain at 10

One request has been made by a resident to be placed on the Rental Waiting List.

**Website** – Julie Fudala

Nothing new..

**Newsletter** – Julie Fudala

The next newsletter is due out in March. Julie will solicit suggestions at the March meeting and see what develops in the meantime.

**President's Report** – Frank D'Alessandro

**Election of Vice-President**

Teri Smith has agreed to serve as Vice-President in her one year appointment as a director.

**UPON MOTION DULY MADE** by Lynda Dunn, seconded by Julia Fudala, and unanimously carried the board elected Teri Smith to serve as Vice-President of the Board for 2021.

- ✓ Landscaping, Snow Removal and Maintenance Contracts for 2021 have all been negotiated, approved and signed.
- ✓ The 5 year Reserve Study is coming due later this year, and Frank has already contacted Doug Green regarding the study.
- ✓ More solid information regarding the transition of the assessment increase will be available in another month.
- ✓ Work on an updated list of snow shovelers is in progress.

With no other issues to discuss the meeting ended at 7:35 PM.

Respectfully submitted,  
Julie Fudala  
Corporate Secretary, Courtyard at Redfields HOA, Inc.