

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

**7:00 PM, Wednesday, March 2, 2022**

**Meeting Conducted via Zoom**

Barry Bragg and Doug Brooks called the meeting to order at 7:00 PM. A quorum to conduct business was confirmed.

**Present:** Barry Bragg, President; Penny Kaiserlian, Vice President; Mark Watlock, Treasurer; Teri Smith, Corporate Secretary; Lynda Dunn, Director at Large **Absent:** Stephanie Polackwich and David Diggs, Directors at Large.

The minutes of the January 5, 2022 Board Meeting were unanimously approved as amended (November 3, 2022 to be corrected to November 3, 2021).

There were no additions or changes to the agenda.

### **Committee Reports:**

#### **Finance/Budget – Mark Watlock and Doug Brooks**

- ✓ Money is in good shape. Cash at end of January was just under \$190K. Backing out prepayments makes actual amount more like \$159K.
- ✓ Snow removal is over budget due to excessive snow vs. prior years. Overage will be funded from retained earnings.
- ✓ Expenses currently around 8% of budget–basically where we should be for January.
- ✓ Mark and Doug will be looking at the reserve study and will report back on their evaluation.
- ✓ Only one homeowner is behind in dues by over 2 months.

#### **Exterior Maintenance Committee – Julie Fudala**

- ✓ Tried to set pricing back in Sept/Oct with Matt Lightfoot, but couldn't due to economy and unpredictable pricing. Matt will provide pricing to be approved soon.

#### **Landscape Committee – Mary Norton reporting for Stephanie P.**

- ✓ Meeting with Caleb to discuss turf damage and other damages from snow removal.
- ✓ First pruning and turf application completed prior to this meeting (some opted out).
- ✓ January meeting took place where they evaluated damaged trees (14) – impending storm could potentially damage more trees.
- ✓ Arborist was hired on emergency basis to clear damage from the first storm prior to second impending storm.
- ✓ Mowing to begin early April.

**CARB – Teri Smith**

- ✓ One CARB application pending.

**Welcoming Committee – Lynda Dunn**

- ✓ Visited new resident at 465 Heritage Court.

**Website – Teri Smith**

- ✓ Nothing new.

**Newsletter – Teri Smith**

- ✓ The next newsletter is due out in March. (Teri will be working on next newsletter with Julie.)

**Unfinished Business**

- ✓ Damaged tree assessment.
- ✓ Community input on meetings (virtual vs. in-person).
- ✓ Doug to finalize Community Management contract.
- ✓ Doug to send one page sheet of important contacts to Board.
- ✓ Doug to send email opt-out list to Teri.
- ✓ March report on storm water pond project.

**New Business**

- ✓ Evaluating the damage to driveways by the sub-contractors from Valley. Trying to figure out what the contractor might be responsible for.

With no other issues to discuss the meeting ended.

Respectfully submitted,

Teri Smith

Corporate Secretary, Courtyard at Redfields HOA, Inc.