

**Minutes of Courtyard HOA Board Meeting  
November 2, 2022, 7 PM  
Meeting Held Virtually Via Zoom**

The Meeting was called to order at 7:01 PM by President Barry Bragg.

**Present:** Barry Bragg, President; Penny Kaiserlian, Vice-President; Mark Watlock, Treasurer; Stephanie Polackwich; Lynda Dunn; David Diggs; Doug Brooks, Manager

**Excused:** Teri Smith, Corporate Secretary

A Quorum was established with a majority of directors present.

The Minutes of the Board meeting held September 7, 2022 were approved as they stand.

**Financial Report**

A brief financial summary was presented by Doug Brooks as members heard the comprehensive version just last week at the HOA's Annual Meeting. All finances are in good staid.

**Standing Reports**

**Maintenance Committee**

- Mark Watlock reported the 2022 cycle is complete except for the blistered shutter situation at three homes which Matt Lightfoot and crew will complete as soon as their schedule allows.
- Mark will also reach out to the lamplighters soon.
- Frank Tarrant has volunteered to serve on the MC for the year 2023.

**Landscape Committee**

- One final mowing will be done soon. This mowing is out of contract and will be an additional charge.
- Following the mowing, the final turf treatment of high calcium lime will be applied. There will be a two-day notice to members before this turf treatment occurs.
- Estimates for pin oak treatment for 2023 are in and could be less than the previous treatment depending on the company chosen.
- The LC is receiving estimates for seasonal monitoring of new trees planted. The estimates received so far have been very reasonable.
- One more leaf removal will occur in early December.

**CARB**

No new outstanding applications

### **Welcoming Committee**

Nothing new to report.

**Rental/New Resident** status is still in flux with many houses being sold and some rentals sold to permanent residents. Thus, the database is continually being updated at this time.

### **Newsletter/Website**

The next newsletter is due in December, and Teri Smith will monitor the website for updates.

### **Unfinished Business**

#### **Member Request for Fence Painting in Question.**

There was a general discussion with the floor open for member questions and comments regarding an owner's request that the association paint three sections of a fence located along their yard boundary. The owner does not have a fence on the back corner of their house on the zero-lot line as do all but three of the other homes in the community. The Board shared its position that the association paints three sections of "privacy fences" defined as the three-panel fences mostly installed during initial construction on the back corner of houses and on the zero-lot line. The owner shared their position that the yard fence provided privacy and should be painted as they do not have a fence maintained per the Board's position. The owner shared their position that certain language in the CARB guidelines, maintenance responsibility chart, and the Rules and Regulations were vague and did not support the Board's interpretation and definition. The Board affirmed that it would paint three sections of privacy fence if the owner was to install same on the back corner of their home on the zero-lot line. The Board resolved to seek legal advice.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Lynda Dunn, and unanimously carried, the Board voted to seek the advice of our Attorney at Chadwick Washington regarding maintenance responsibility for the fence in question.

### **New Business**

#### **Landscaping Contract**

Stephanie Polackwich and Doug Brooks met with Valley Landscaping to finalize the 2023 landscaping contract. The total is just a tad over \$80,000 which comes to \$6,676.50/month. This contract does not include mulching.

**UPON MOTION DULY MADE** by David Diggs, seconded by Lynda Dunn, and unanimously carried, the Board voted to accept the contract and to retain Valley Landscaping for the year 2023 to carry out the landscaping duties of the HOA required by the governing documents.

#### **Maintenance Contract**

Mark Watlock, Matt Lightfoot and Julia Fudala met in October to negotiate the maintenance contract. Just like last year, cost of supplies is still in flux with PVC prices having almost doubled and the price of paint having risen by 12% in September. With 6-7 months before the next

cycle begins, Matt did not feel comfortable setting prices with such a long interim. The MC will meet again in March to set the pricing at a time that is much closer to the actual purchase of materials.

**UPON MOTION DULY MADE** by Lynda Dunn, seconded by Mark Watlock, and unanimously carried, the Board voted to retain Lightfoot Painting & Construction as the contractor for the 2023 cycle, with pricing to be determined in March of 2023.

#### **Management Contract**

**UPON MOTION DULY MADE** by Mark Watlock, seconded by Stephanie Polackwich, and unanimously carried, the Board approved extending the contract of Doug Brooks as Manager for the year 2023.

#### **Legal Retainer/Insurance Coverage**

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by David Diggs, and unanimously carried the Board voted to authorize the continuation of our legal retainer and insurance coverage.

#### **Budget Approval**

Mark Watlock and Doug Brooks have been working on the 2023 operating budget. All major pieces are in place. There will be increases in the categories of Contract Landscaping, Maintenance and Mulching along with some reduction in the cost of non-contract landscaping and snow removal. Monies from categories that did not use all their funds in 2022 were reallocated to categories needing increases. Our Reserves are healthy and available for capital expenses which are not part of the operating budget.

**UPON MOTION DULY MADE** by David Diggs, seconded by Lynda Dunn, and unanimously carried, the Board voted to approve the budget for 2023.

The budget calls for a 6.51% increase in the Courtyard portion of our monthly assessment. The Redfields' portion of monthly assessment will not increase. Thus, the Courtyard assessment will be \$180.00/month and the Redfields assessment will be \$50.00.

#### **2023 Board Meeting Schedule**

The Board opted to keep the current meeting schedule which will be the first Wednesday of the months of January, March, May, July, September and November. These meetings take place at 7 PM. The Annual Meeting will take place on an assigned day in October.

#### **Election of Officers**

The officers of the 2022 Board will continue in their positions as the officers of 2023, making up the Board as follows:

**President**, Barry Bragg; **Vice-President**, Penny Kaiserlian; **Treasurer**, Mark Watlock; **Corporate Secretary**, Teri Smith.

**Members-at-Large**: Stephanie Polackwich, David Diggs and Anne Broccoli.

**Assignment of Directors to Committees**

Anne Broccoli volunteered to be part of the Landscape Committee.

**Electronic Meetings**

With the Covid-19 pandemic making so many in-person meetings impossible, it is incumbent on the Board to have another legal means of conducting meetings that allow for member participation.

**UPON MOTION DULY MADE** by Mark Watlock, seconded by Stephanie Polackwich, and unanimously carried, the Board voted to adopt an electronic meeting policy.

**Member Comments and Feedback**

There was only one comment. Bill Kehoe thanked the Board for all its hard work and for doing a good job.

With no other business to discuss, the meeting adjourned at 8:13 PM.

Respectfully submitted,

Julia J. Fudala

Subbing for Teri Smith

Corporate Secretary, Courtyard at Redfields HOA, Inc.