

MINUTES–COURTYARD HOMES BOARD OF DIRECTORS MEETING
7:00 PM, Thursday, September 15, 2022
(rescheduled from September 7, 2022, due to power outage)
Meeting Conducted via Zoom

Barry Bragg and Doug Brooks called the meeting to order at 7:05 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; Stephanie Polackwich, Director at Large; **Absent:** David Diggs, Director at Large.

The minutes of the July 6, 2022 Board Meeting were unanimously approved.

There were no additions or changes to the agenda.

Committee Reports:

Finance/Budget – Mark Watlock and Doug Brooks

- Total cash around \$179K. Total equity around \$132K. Backing out prepayments it is more like \$130K.
- Slightly over on Matt Lightfoot's work.
- Essentially overall in good shape.
- **Action Item:** Put Reserve Study on website.

Exterior Maintenance Committee – Julia Fudala

- No issues.
- Julie handing over to Mark on Tuesday all of the maintenance files as she transitions off the committee.
- One person replacing garage door, but Matt Lightfoot will paint that once installed.
- Unfinished business: 3 houses with shutters constantly blistering. At least 1 of them is a model that has 5 sets of shutters. Matt had worked on them previously 6 years ago scraping them and applying different primer. Matt has presented bid to replace the shutters. \$2900 to remove current shutters and remove waste. To paint would be \$2800.
- Teri Smith motioned to replace shutters as cost to replace is very close to cost of scraping and the shutters in question continue to blister. Stephanie Polackwich seconded the motion. Put to vote and Board unanimously decided to replace shutters.

Landscape Committee – Stephanie Polackwich

- Remaining Valley Services – As of August 31, had 5 mowings left, but have now used 2 so only 3 left. Planning 2 in September and 1 in October but may have to continue depending on weather and lawn growth.
- 1 more turf application in late September/October – high calcium lime – a note will go out prior to application.
- 2 leaf removals – one in October and one in November/December timeframe.
- Outside contract with Valley to work on tree and shrub planting. Caleb's estimate is under budget. 6 trees to go in where purple plums have been or will be removed.

- Some complaints about pruning in Spring. Valley suggested heavy pruning in January of hollies in foundation beds with an estimate of \$5,800.
- Stephanie thinks this should reduce the Spring pruning charge.
- Homeowners can opt out. A note will be sent to homeowners regarding the pruning.
- Stephanie motioned to approve Valley's hard pruning plan for January. Mark seconded the motion. Directors unanimously approved.
- Practical Arboriculture started removing purple plums in September. They will be working us into their schedule to prune the trees on their list until completed.

CARB – Stephanie Polackwich

- 1 outstanding application.

Welcoming Committee – Lynda Dunn

- Visited Jason & Christy Conner and Judy and Jack Mullen. More to come as more houses have turned over.

Website – Teri Smith

- No news.

Newsletter – Teri Smith

- Planning to send out September newsletter.

Unfinished Business

- Community input on meetings (virtual vs. in-person). Pending Redfields HOA decision.
- Signed management contract with Doug Brooks for Courtyard (was last listed in unfinished business because contract was not yet finalized).
- Report on storm water pond project.

Additional Discussion

Lynda mentioned request for acorns by Department of Forestry. Bring to Lynda by October 13 in paper or mesh bag.

Teri mentioned community-wide yard sale will be on October 15 from 8 AM-noon.

The meeting was adjourned around 8:27 PM.

Respectfully submitted,

Teri Smith

Corporate Secretary, Courtyard at Redfields HOA, Inc.