

**Minutes of Courtyard HOA Board Meeting**  
**March 8, 2023, 6 PM**  
**Meeting Held Virtually Via Zoom**

The Meeting was called to order at 6:01 PM by President Barry Bragg.

**Present:** Barry Bragg, President; Penny Kaiserlian, Vice-President; Mark Watlock, Treasurer; Stephanie Polackwich, Anne Broccoli, Directors at Large; Doug Brooks, Manager. Absent: David Diggs, Director at Large.

A Quorum was established with a majority of directors present.

The Minutes of the Board meeting held January 25, 2023 were approved as they stand.

**Financial Report**

A brief financial summary was presented by Doug Brooks and Mark Watlock:

- Overall, in a strong position with about \$176K in Owner's Equity at the end of February. These are the months with very little activity.
- Doug and Mark categorized some of the Retained Earnings on the Balance Sheet rather than keeping as one unallocated lump sum.

**Standing Reports**

**Maintenance Committee**

- Mark proactively reviewed all mailboxes and created a list of boxes to be worked on. Vendor will take 4-6 weeks to go through the list. He also spoke with the mail carrier who is supposed to alert him if there are any mailbox issues.
- Talked about the upcoming maintenance cycle. 18 houses on the list for power washing and 17 on the list for power washing and painting. 15 of the 17 will also need facie maintenance. Sending out letters mid-April.
- Lightfoot contract went up about 10%.

**Landscape Committee**

- Valley did second round of holly tree reduction.
- Mulching and edging in progress.
- First turf treatment in March.
- Mowing to start April 1.
- Removing several purple plum trees.

**CARB**

- Stephanie reported that there was only one outstanding application and that requires a site visit.
- Reminded residents that a CARB application is required for all roof tile replacement.

**Welcoming Committee**

- 2 new residents on list to visit.

**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. Currently, 5 rentals on record.

**Newsletter/Website**

- Newsletter going out before end of March.
- The next newsletter is due in June.

**Unfinished Business****Privacy Fences**

- Legal reviewed question about HOA and painting a privacy fence that was not a standard Courtyard privacy fence and the advice of counsel was that the HOA not make exceptions.

With no other business to discuss, the meeting adjourned at 6:42 PM.

Respectfully submitted,

Teri Smith  
Corporate Secretary, Courtyard at Redfields HOA, Inc.