

**Minutes of Courtyard HOA Board Meeting**  
**July 12, 2023, 6:00 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; Teri Smith, Secretary; Anne Broccoli and Stephanie Polackwich, Directors at Large; Doug Brooks, Manager.

A Quorum was established with a majority of directors present.

The Minutes of the Board meeting held May 10, 2023 were approved unanimously as they stand.

**Financial Report**

A brief financial summary through June 30 was presented by Doug Brooks

- Overall, in a strong position with about \$162K in total equity.
- Expenses at about 48% of budget and this is especially good since we have already paid for mulch.
- Forecasting – equity will drop a bit at the end of the year because of management expenses.

**Standing Reports**

**Maintenance Committee** Reported by Mark Watlock

- 2023 cycle will be completed soon. About 8 houses left to complete.
- Continued work on mailbox issues.

**Landscape Committee** Reported by Stephanie Polackwich

- Will Allen with Plant Rx has completed fertilization of 46 young trees. Inspected and corrected any issues. Some are not doing well and may have been planted too deeply so Will corrected the problem and will keep an eye on them. The trees are warrantied, and Valley will replace at no cost if needed.
- Bacterial leaf scorch treatment and fertilization of the pin oaks was completed.
- Valley will be trimming barberry, hollies and common area berms. Pruning new growth and also scaling down any shrubs blocking view from driveways.
- Next turf treatment will be in September, with final in October.

**CARB** Reported by Stephanie Polackwich

- Only 1 outstanding application which should be completed in a few days.
- Reminded residents that a CARB application is required for all roof tile replacement.

**Welcoming Committee** Reported by Lynda Dunn

- New renters at 412 and 448 Heritage Court.

**Rental/New Residents** Reported by Teri Smith

- Rentals remain at 5 and suspect will drop to 4 if new Courtyard owners buying previous rental will be primary residents.

**Newsletter/Website** Reported by Teri Smith

- The next newsletter is due in September.

**Unfinished Business**

- If landscape does summer/fall planting proposal will come before Board.
- September budget review.
- September renewal for landscape/snow removal contract.
- Landscape pruning has not gone smoothly. Will probably need to make changes in timing and process.
- Mark announced he will not run for Treasurer again.

**New Business**

- Mark suggested we have some sort of recognition for hard work of maintenance and landscape providers given excessive heat. Possibly food/cooling station.

With no other business to discuss, the meeting adjourned at 6:51 with a motion to adjourn by Stephanie Polackwich, seconded by Mark Watlock.

Respectfully submitted,

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