

**Minutes of Courtyard HOA Board Meeting**  
**September 13, 2023, 6:00 PM**  
**Meeting Held Virtually Via Zoom**

The Meeting was called to order at 6:00 PM by President Barry Bragg.

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

A Quorum was established with a majority of directors present.

The Minutes of the Board meeting held July 12, 2023 were approved unanimously as they stand.

**Financial Report** Presented by Doug Brooks

A financial summary through August 31 was presented by the Courtyard Manager, Doug Brooks. The reports showed that the organization was on track with its budget and had a healthy cash and equity balance.

- Operating Income is at 67% of budget, right on track.
- Operating Expenses are at 81% of budget as expected. We have already fully paid for mulch, insurance and painting for the year. Some expenses, such as insurance and Matt Lightfoot's contract, were a little higher than expected. We have \$41k left to spend in the operating budget to cover the mowing contract and other administrative and ongoing expenses.
- Forecasting—a rough projection is that we will end the year with about \$100k in cash and equity. We will have cash to fully fund our snow contingency. We will go over the forecast in more detail at the budget meeting.
- There was a discussion about investing some of the organization's funds in a CD to take advantage of current high interest rates. This is under consideration now that most major expenditures have been paid.

**Standing Reports**

**Maintenance Committee** Reported by Mark Watlock

- 2023 maintenance cycle has been completed and paid for, very close to budget.
- Mark Watlock continued work on mailbox. The mailbox expenses are a little over budget as we have needed to make several replacements. Although most of the work has been on the posts, a few of the boxes have rusted pins and may need to be replaced. There was discussion about where to order the house numbers for the mailbox posts and the best places to get replacement mailboxes.

#### **Landscape Committee** Reported by Stephanie Polackwich

- Will Allen with Plant Rx has completed the spring and summer monitoring of 46 young trees. He corrected some issues from earlier plantings and removed webworm infestation from some of the merlot redbuds.
- Valley completed trimming barberries and hollies in common area berms.
- Next turf treatment will be in September, with final in October. Notice will be sent to homeowners of Valley's treatment date so those who wish can opt out.
- We may need more mowing than in earlier estimates.
- Landscape Committee compiled a final list of shrubs and trees that need to be replaced. Valley has submitted an estimate that comes in a little under our budget. We expect the work to be done in late October or early November.

#### **CARB** Reported by Stephanie Polackwich

- Many applications this summer, mostly for landscaping, but no problems along the way. The President expressed his satisfaction with the CARB application process.
- The Board has reminded residents that a CARB application is required for all roof tile replacement.
- There is only one outstanding CARB application.

#### **Welcoming Committee** Reported by Lynda Dunn

- New renters are Chris and Caroline Boggs, 412 HC; and Frank Vasquez, Kate Donovan, Alec McKee at 1289 CYD.

#### **Rental/New Residents/Newsletter/Website**

Teri Smith will report at the next meeting.

#### **Annual Meeting Preparation and Nominating Committee**

- Doug announced that the Annual Meeting will be held on **October 25**. Notices will be sent out to homeowners.
- Nominations: Since Board members are approved at the Annual Meeting, the Board needs to form a Nominating Committee very soon to make the call for nominations for various positions. The President and the Courtyard Manager will discuss selection of a chair for the Nominating Committee as soon as possible.
- A few people have indicated interest in serving on the Board. New Board members should be confirmed at the Annual meeting after a vote.
- Dues. 2024 rates to be decided at the Annual Meeting after the budget review.

#### **Unfinished Business**

- Contracts need to be renewed next month. **Before the end of September**, committees need to reach out to contractors about contract renewal proposals, e.g. Mark Watlock to discuss maintenance with Matt Lightfoot; Stephanie Polackwich to reach out to the landscape contractor and arborist. The Courtyard Manager's contract is also up for renewal; any feedback on the Manager's role should be given to the President.

### **New Business**

- The Manager gave an update on work being done for the Redfields HOA. Maintenance continues the area around the storm-water retention pool near CYD with a budget of \$10-\$15k a year. More work will be done next week.
- The Treasurer asked about the land purchase and access to Oak Hill. The Manager informed the Board that the loan for the land purchase has been paid off. Redfields now owns all common areas free and clear.
- Regarding the access to Oak Hill, Doug mentioned continued discussions about improving the current eyesore of the gravel entryway off Redfields Road. This entryway is intended to allow access to Oak Hill only by emergency vehicles, bikes, and pedestrians. There are ongoing discussions with the County and Stanley Martin. The path may be fixed next month.
- Julie Fudala reported that there is to be a new subdivision on Sunset Ave. Ext., on the Granger Property across from Jefferson Ridge. It is to be rezoned to allow for higher density with green space and will contain about 200 residences—some townhouses and some single villas. None of our surrounding roads qualify for improvements, and the railroad tracks limit various other connections that would allow access to UVA and Fontaine Avenue. In the coming years a roundabout at the intersection of Old Lynchburg Road and 5<sup>th</sup> Street will be put in to accommodate the access to 5<sup>th</sup> Street and keep traffic flowing.

The meeting adjourned at 6:54 with a motion to adjourn by Stephanie Polackwich, seconded by Mark Watlock.

Respectfully submitted,

Penny Kaiserlian

Vice President, Courtyard at Redfields HOA, Inc.