

**Minutes of Courtyard HOA Board Meeting**  
**January 3, 2024, 6:00 PM**  
**Meeting Held Virtually Via Zoom**

The Meeting was called to order at 6:03 PM by President Barry Bragg.

**Present (titles listed as determined at this meeting):** Barry Bragg, President; Heather Heuschen, Vice President; Tom Scully, Treasurer; Teri Smith, Corporate Secretary; Anne Broccoli, Stephanie Polackwich, and Mark Watlock, Directors-at-Large; Doug Brooks, Manager.

A Quorum was established with a majority of Directors present.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Mark Watlock, and unanimously carried, the Board voted to accept the minutes of the Board meeting held September 13, 2023 as they stand.

**Election of Officers**

The first order of business was to elect the 2024 Board officers.

- With motion by Stephanie Polackwich, seconded by Mark Watlock, Barry Bragg was re-elected President.
- With motion by Barry Bragg, seconded by Stephanie Polackwich, Heather Heuschen was elected Vice President.
- With motion by Barry Bragg, seconded by Anne Broccoli, Tom Scully was elected Treasurer.
- With motion by Barry Bragg, seconded by Stephanie Polackwich, Teri Smith was re-elected Corporate Secretary.
- Mark Watlock becomes third Director-at-Large.
- Anne Broccoli and Stephanie Polackwich remain Directors-at-Large (were not up for re-election).

**Contract Renewals**

**Landscaping** – The 2024 landscaping contract was submitted by Valley Landscaping. Same as in past but with addition of foundational pruning for those on list for 2024 maintenance cycle.

**UPON MOTION DULY MADE** by Mark Watlock, seconded by Teri Smith, and unanimously carried, the Board voted to accept the contract and to retain Valley Landscaping for the year 2024 to carry out the landscaping duties of the HOA required by the governing documents.

**PlantRx Treatment** – PlantRx contract for treating pin oaks and monitoring of young trees was submitted for approval. \$300 estimate for young tree monitoring of arbor care for 4 months, \$650 for fertilizing young trees, \$5900 for pin oak treatment. (No increase over last year.)

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Teri Smith, and unanimously carried, the Board voted to accept the contract and to retain PlantRx for arbor care for the year 2024.

### **Management Contract**

Real Property Management contract of \$12,420 submitted for approval to retain Doug Brooks as Courtyard HOA manager.

**UPON MOTION DULY MADE** by Anne Broccoli, seconded by Stephanie Polackwich, and unanimously carried, the Board approved extending the contract of Doug Brooks as Manager for the year 2024.

### **Maintenance Contract**

The Board will be looking to retain Lightfoot Painting & Construction as the contractor for the 2024 maintenance cycle, but as of meeting time the final contract was not yet ready.

### **Financial Report** Presented by Doug Brooks

#### **Budget**

Doug presented the proposed 2024 budget. 2 main changes:

- Landscaping increased \$5K to account for heavy pruning.
- Since there is \$20K in Retained Earnings for snow, he eliminated snow removal from budget.

Smaller changes include:

- \$400 increase in management.
- Reduced paper and postage.
- Slight increase for Lightfoot based on assumption of increased costs.

### **Proposed Dues Increase**

Doug talked through some options to cover the increase in expenses and suggested a 3% increase in HOA dues. There was some discussion regarding missed timing since usually increases are at the beginning of the year and most homeowners would have assumed no increase this year since we had not communicated one. Plus, we just had an increase last year and we don't usually have back-to-back increases. The decision was made to keep the overall dues amount the same but decrease the monthly amount earmarked for reserves and put towards dues, with no impact to residents (other than seeing different allocation on the invoices). In 2024 we will discuss dues increase before end of year in order to effectively communicate increase if needed.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Mark Watlock, and unanimously carried, the Board voted to approve the budget without increasing dues this year.

**Floor Comments**

There was a question regarding dues invoices as the resident had not yet received his January invoice. Doug noted that they had not yet been sent out pending the dues increase decision. Invoices will be sent out now that the decision has been made not to increase dues.

The meeting adjourned at 7:23 with a motion to adjourn by Teri Smith, seconded by Anne Broccoli.

Respectfully submitted,

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