

# **Annual Meeting Minutes of the Courtyard at Redfields HOA, Inc.**

## **Wednesday, October 25, 2023, 6:00 PM**

### **Meeting Held Via Zoom**

President Barry Bragg called the meeting to order at 6:02 PM.

**Board Members Present:** Barry Bragg, President; Penny Kaiserlian, Vice-President; Mark Watlock, Treasurer; Teri Smith, Corporate Secretary; Stephanie Polackwich, Anne Broccoli and David Diggs, Directors-at-Large; and Doug Brooks, RPI, Courtyard Community Manager.

**The meeting quorum** was verified by 51 executed proxies received electronically prior to the meeting—far exceeding the 17 proxies needed for the meeting to be held.

**Notice of Meeting** – The meeting was advertised via the newsletter on 9/29 and via emails on the following dates: 9/26, 10/23, and 10/25. It was also communicated via direct mail and the Courtyard website.

**Approval of Minutes** from last year's annual meeting. Via electronic proxy the minutes were approved as they stand by 98% of the votes.

**Voting Results** - Five candidates were running for five open positions on the 2024 Board. By a majority of over 92% approval, all five candidates were elected to serve a two-year term beginning January 1, 2024. Congratulations were extended to Barry Bragg, Heather Heuschen, Thomas Scully, Teri Smith and Mark Watlock. Doug thanked Nominating Committee Chair Mary Norton for her fantastic leadership of the nominating process.

### **Committee Reports**

**Landscaping** – Landscape Committee Chair Stephanie Polackwich presented her report:

#### **Remaining Contract Services**

- Mowing is complete for the year. We contracted for 20 mowings and had 21. The additional mowing will be paid out of contract.
- The first leaf removal will be around the first of November unless there is a need to have it earlier. The second removal will be in late November or early December, also depending on need.
- Turf Treatment #4, high calcium lime, will be applied after the first leaf removal. Notice to homeowners will be sent before the application date for those wanting to opt-out

#### **Out-of-Contract Services**

- Tree/shrub planting will begin around November 6. Flags will be placed in the berms to identify the shrub to be planted and its placement.
- 3 trees will be planted to replace the 3 purple plums that were removed recently.
- Shrubs with pink tape will be removed. Plants with pink and green tape will be transplanted.

#### **Pin Oak Pruning**

- Practical Arboriculture will begin pruning dead limbs and branches out of the pin oaks. The last time the pin oaks had a therapeutic pruning was five years ago. At that time, it was recommended that the trees have a similar pruning every five years. But, because of the bacterial leaf scorch disease, it would not be prudent to have a therapeutic pruning as it is extremely costly. So, we will maintain them by removing dead branches and limbs when necessary.

### **Newly Planted Trees**

- Will Allen of PlantRx provided care for our 46 juvenile trees. In May and June, he provided deep root fertilization with an organic-based balanced plant nutrition and soil conditioner.
- PlantRx monitored for pests and diseases throughout the summer and sprayed for tent caterpillars, mildew, and injected two trees that had scale insects.
- PlantRx noted that almost all the trees need some type of root zone remedy and some needed light formative pruning. In July and August, granular fertilizer and humates were broadcast throughout the root zones on all trees.

### **New Plants**

- The Landscape Committee received permission from the Board to try some new plants (dwarf purple daydream or petalums) to help replace some of the barberries. They are drought-, deer-, and pest-resistant and should not need to be pruned which will save money.
- Also trying a loropetalum called Cerice Charm. It gets a bit higher than the other new one so could replace some of the taller barberries that have canker.

### **Pin Oak Treatment**

- In May and June, Plant Rx fertilized and injected with antibiotics 48 pin oaks. This was their third treatment for bacterial leaf scorch disease.

Stephanie thanked Anne and Penny for their help digging up invasive plants and ivy and pruning out dead branches in the hollies. She also thanked Anne's husband for sawing and cutting out some of larger branches of hollies and others.

### **CARB**

David Diggs, Co-Chair, indicated that at the current time there are no active applications. He reminded homeowners that any time someone wants to make a permanent change to the landscape, a CARB application is required, which can be found on the website. CARB standards are out there as well, as are the names of the 4 CARB members should residents have any questions.

### **Exterior Maintenance**

- Mark Watlock, the chair of the Maintenance Committee, informed the membership that the 2023 maintenance cycle is complete. 18 houses were power washed, and 17 houses were power washed and painted.
- Planning for the 2024 maintenance cycle will soon begin.
- Matt Lightfoot will give a rough idea of what he sees coming up in the Spring. He has been waiting until Spring to give cycle estimates given the volatility in the pricing for the necessary supplies.
- Three mailboxes were replaced during the year.
- Six mailbox posts that were failing were repaired or replaced. Some of those had been reported while others were discovered by Mark when he took an inventory of the mailboxes.
- Maintenance requests are now going through RPI rather than to a committee member.
- Mark would like to see an increase in the number of volunteers for the maintenance committee.

### **Welcoming Committee**

Mary Norton reported on behalf of Lynda Dunn who usually does the Welcoming Committee report. Mary is a new member of the Welcoming Committee. There were 2 rentals and 2 homes purchased in Courtyard since the last meeting. All new residents were given welcome packets. It was noted that one of the homes purchased was previously a rental and is now occupied by an owner, so the number of rentals has decreased to 4.

## **Treasurer's Report**

Doug Brooks provided a summary:

- Owner's Equity at the end of the third quarter was a little more than \$115,000. Of that, just under \$20,000 was earmarked for "snow reserve."
- Some cash was put into laddered CDs to generate interest income.
- We are right at 75% of the income for the year.
- Admin expenses were under budget.
- Matt Lightfoot's prices increased and so did the power washing costs.
- Landscaping looked good on contract and mulch install.
- Mailbox repairs and replacements were over budget and we should expect more of that next year.
- We are at about 88.3% of overall expenses year to date through Q3. Doug indicated this is because we pay for several big expenses like mulch in the first quarter.
- We have a deficit in reserves due to an increase in trim work and landscape improvements as well as an insurance increase.

## **Additional Notes from Doug**

- The stormwater retention area behind Courtyard was cleaned up. They intend to go back and keep that area under control and address some of the invasive plants. Also plan to work on the trail and make it more usable.
- Looking to work with Valley on some heavy foundational pruning in December and January so that when it is time for power washing and painting the area is clear for the vendors.
- Stanley Martin is almost done with the emergency access near the playground.

## **Member Comments and Questions**

John Hulburt asked about the mowing of the field where the cell towers are. Doug said there is a recorded agreement that Oak Hill would take care of that hillside, but they have been violating the agreement. Redfields will be getting legal counsel regarding the next course of action.

With no further topics to discuss, the meeting adjourned at 6:56 PM.

Respectfully submitted,

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