

**Minutes of Courtyard HOA Board Meeting**  
**January 28, 2025, 6:00 PM**  
**Meeting Held Virtually Via Zoom**

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

**Present:** 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, Community Co-Manager.

A Quorum was established with a majority of Directors present.

**UPON MOTION DULY MADE** by Anne Broccoli, seconded by Stephanie Polackwich and unanimously carried, the Board voted to accept the minutes of the Board meeting held September 3, 2024, as they stand.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Anne Broccoli and unanimously carried, the Board voted to accept the minutes of the Board meeting held November 19, 2024, as they stand.

**Financial Report** Presented by Tom Scully

- Everyone should have a copy of the budget that was approved at our last meeting.
- Based on budget, we are projecting there will be about a \$18,000 deficit when factoring in reserve expenses.
- Our primary vendors, Valley and Lightfoot, each increased their prices by 3-4%.
- This deficit can grow depending on snow removal (nothing budgeted), mailbox replacements, a possible need for pin oak pruning and other expenses.
- Any opportunity for savings is limited because we have already reviewed all expenses and cut where possible. So, there is a high chance of spending reserve funds for these needed improvements and repairs.
- Tom reminded everyone that he is available for questions, concerns, discussions, etc. to help owners understand where the HOA money is going.
- Barry asked Board members to let him know as soon as possible if there is anything not already accounted for in the budget that they think they may need.

**Standing Reports**

**CARB** Reported by Stephanie Polackwich

- 2 applications on hold pending more information. We will start getting more applications as the weather gets warmer and people want to start improving their homes or their landscape.
- Reminder that if an owner has submitted an application but has not received an email (either acknowledging receipt of the application or notifying the applicant that more

information is needed) within 10 days of submitting the application, then they should reach out to a CARB member to confirm that the application has been received.

**Maintenance Committee** Reported by Mark Watlock

- Mark indicated that he will not be running for re-election next year.
- We are in the early stages of the 2025 maintenance cycle. Mailbox numbers have been ordered and the houses getting service have been identified. 17 will be getting power washed and 17 will be getting power washed, painted and trim repair.
- Hoping to get the Lightfoot contract approved tonight.
- Home owners in the 2025 cycle will be getting the same letter as we have used in past years. Last year additional language was added regarding the hard pruning.
- Hard pruning will start early February.
- Letters should go out in April to home owners on 2025 cycle.
- Work on the houses including power washing and inspections should start mid-May.
- There was a discussion about sending the maintenance cycle letters via email versus hard copy and since most HOA communications for both Courtyard and Redfields are now done electronically, it was decided that this year's notifications would go out by email.
- Some discussion regarding lamplighters and whether they were still replacing bulbs that have gone out on the street lamps.
- There are some people who raised concerns that their street lights stay on. Mark indicated that those people should let Doug know.

**Landscape Committee** Reported by Stephanie Polackwich

- Therapeutic trimming of the pin oaks has not been done in over 5 years. We have a bid from Practical Arboriculture for \$4,675 to remove dead limbs that are encroaching on roofs and gutters or hanging too low over driveways.
- January was quiet in terms of landscape work.
- First turf treatment is planned for March. There will be pre-notification to owners so they can have time to opt out if they prefer.
- Planted fewer plants in November than we usually do.
- Valley replaced 3 trees (Japanese Maple, Merlot) at no cost.
- There were some hollies that had been planted where roots were strangling so Valley pulled those out and replaced those at no cost.
- Also replaced 2 purple daydream loropetalums that were not in great shape when they planted them last year. So, they were replaced with much nicer shrubs at no cost to us.

**Welcoming Committee** Reported by Mary Norton

- Visited 2 new owners. One at 1102 Courtyard Drive and 465 Heritage Court. Both received welcome packages.
- Also delivered 2 outstanding packages to owners who had moved in earlier but had not been available previously to meet with the Welcoming Committee.

**Newsletter/Website/Rentals** Reported by Teri Smith

- Newsletter and directory (if needed) will go out at the end of March.
- No changes since the last meeting regarding houses and turnover.

**Floor Comments**

Some discussion regarding the pruning and what Valley is supposed to trim. Some owners expressed concerns that the front and sides of their houses were not getting pruned.

**New Business**

**Landscaping Contract**

Slight price increase (about 2.8% from \$84,990 to \$87,500) plus worked out with Valley that the first application will be based on ground temperatures.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Teri Smith and unanimously carried, the Board voted to accept the contract and to retain Valley Landscaping for the year 2025 to carry out the landscaping duties of the HOA required by the governing documents.

**Maintenance Contract**

3% increase on power washing. Some other items increased, while others stayed the same.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Heather Heuschen, and unanimously carried, the Board voted to retain Lightfoot Painting & Construction as the contractor for the 2025 cycle.

**Management Contract**

**UPON MOTION DULY MADE** by Mark Watlock, seconded by Tom Scully, and unanimously carried, the Board approved extending the contract of Doug Brooks as Manager for the year 2025.

The meeting adjourned at 7:15 with a motion to adjourn by Heather Heuschen, seconded by Stephanie Polackwich.

Respectfully submitted,

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