

**Minutes of Courtyard HOA Board Meeting**  
**June 3, 2025, 6:00 PM**  
**Meeting Held Virtually via Zoom**

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

**Present:** Barry Bragg, President; Heather Heuschen, Vice President; Tom Scully, Treasurer; Ann Broccoli, Stephanie Polackwich, and Mark Watlock, Directors-at Large; Doug Brooks, Community Manager.

A quorum was established with a majority of Directors present.

**UPON MOTION DULY MADE** by Stephanie Polackwich, seconded by Ann Broccoli and unanimously carried, the Board voted to accept the minutes of the Board Meeting held March 11, 2025, as they stand.

**Financial Report** Presented by Tom Scully and Doug Brooks

- Expenses are well under budget because the bigger expenses have not hit yet. (Mulching is late and the painting and trim replacement for the annual cycle has not started yet.)
- \$183,000 in Total Equity.
- August/September CDs are maturing soon.

**Standing Reports**

**CARB Report** Presented by Stephanie Polackwich

- There are two outstanding CARB requests, one on hold while a lot survey gets done and another one pending.

**Maintenance Committee Report** Presented by Mark Watlock

**2025 Painting/Power Washing Cycle**

- 2025 maintenance cycle has started. Matt Lightfoot indicated that we are roughly in the same place we usually are at this time of year given the rain and amount of prep work that needs to be done.
- The hard pruning in the spring allowed better access to the homes. Mark suggests continuing the hard pruning prior to painting going forward as it seems to help.
- In April, email notifications were used regarding the cycle this year rather than mailed letters and all seems to have gone fine so will be the process going forward.
- We used a new power wash vendor this year due to some pricing issues with our prior vendor, Busy Bee. The new vendor is Dr. Powerwash. There were a few complaints where work needed to be redone. Mark and Matt will evaluate how things went with this vendor at the end of the maintenance cycle.

### **Mailbox/Post replacement**

- We have a new vendor – Albemarle Sign Company. Prices are lower than in the past. They did a demo installation at Barry's house since his mailbox was in bad shape. John White did a great job and has since done a single mailbox and a double mailbox replacement. It is also nice that the vendor is not requiring a contract. The plan is to take care of 10 total mailbox installations this year.
- Mark has asked that maintenance requests/complaints come directly from the homeowner.
- Mary Norton mentioned issue with squirrels eating the skirt board. Mark plans to take a look at the damage.

### **Landscape Committee Report** Presented by Stephanie Polackwich

- Mulching is late, partly due to rain.
- Valley has completed the Spring turf treatments. The other 2 treatments will be done this fall.
- There is a dedicated day for mowing, but weather can impact that so basically the plan is that Valley will try to mow once a week, but day could vary.
- There are 2 arborists looking at the distressed pin oak on the corner near Pebble Hill and will provide recommendations.
- Pin oaks are being fertilized. All have been done except 6. Will Allen will treat for bacterial leaf scorch. He is behind because he injects the fertilizer and the bacterial antibiotic into the roots, but the roots have been saturated from the rain.
- Young trees are doing well. Will had to prune a couple of them.
- Stephanie asked 2 different companies to give estimates for pin oak therapeutic pruning. This has not been done for over 6 years. We have a lot of limbs that are dead and hanging and some limbs that are encroaching on roofs and gutters.
- The first estimate is basically \$660 per tree. And an additional \$880 for 2 red maples 1 red oak. So that totals about \$30,000 for the community for the estimate from Practical Arboriculture. The second company came in more around \$1000 per tree. There was some discussion about the two vendors, and it was proposed and approved to go with Practical Arboriculture since they were lower cost, and we also have an established relationship with them.
- Several residents indicated we should try to save the trees, especially since there are not really places for new shade trees.
- Heather mentioned there are tent worms in the tree near her so Stephanie said she would ask Will Allen to take a look.
- Doug and Tom will discuss how to move forward financially for this pruning. They suggest waiting until at least September when the CDs will mature.
- Heather suggested we get recommendations on priority of which trees to do first. We may want to prioritize the ones that are closest to the homes.

**Welcoming/Newsletter/Rentals** Presented by Stephanie Polackwich (from Teri Smith's email)

- 1 house for sale on Courtyard Drive.
- 1 rental changing over with new resident.
- Rentals remain at six.
- Welcoming committee welcomed 1 new owner couple and 1 new renter.
- Newsletter is going out this month.

**Floor Comments**

- Mary Norton wanted to mention that new resident Jean Corber offered to do nature walks through our nature trails. He did one with a group of about 10 and the feedback she heard was that they learned a lot.

The meeting adjourned at 7:00 PM with a motion to adjourn made by Tom Scully and seconded by Stephanie Polackwich.

Respectfully submitted,  
Smith, Corporate Secretary, Courtyard at Redfields HOA, Inc.