

**Annual Meeting Minutes of the Courtyard at Redfields HOA, Inc.**  
**Wednesday, October 29, 2024, 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; Heather Heuschen, Vice-President; Tom Scully, Treasurer; Teri Smith, Corporate Secretary; Stephanie Polackwich, Anne Broccoli and Mark Watlock, Directors-at-Large; and Doug Brooks, RPI, Courtyard Community Manager.

**The meeting quorum** was verified by 48 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 quarterly newsletters with additional details about the meeting included in the one sent on 10/7. Emails were also sent on the following dates: 10/3, 10/24, 10/26 and 10/28. Additionally, the annual meeting date was communicated via the Courtyard website (all meeting dates are posted there all year long once tentative dates have been determined).

**Approval of Minutes** from last year’s annual meeting. The minutes were approved unanimously via electronic proxy.

**Voting Results** – Two candidates were running for two open positions on the 2025 Board. By majority approval, both candidates were re-elected to serve a two-year term beginning January 1, 2025. Congratulations were extended to Stephanie Polackwich and Anne Broccoli. Doug thanked the Nominating Committee for their work.

### **Committee Reports**

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

#### **Remaining Contract Services**

- We contracted for 20 mowings and are now at 21. We are likely to need one more mowing, and these 2 additional mowings will be paid out of contract.
- There is no date yet determined for the first leaf removal. It is likely to be in the first two weeks of November or sooner if needed.
- The second removal will be in late November or early December, also depending on need.
- All 4 turf treatments have been completed for the year.

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

- Tree/shrub planting will begin the week of November 11. Flags will be placed in the berms to identify the shrubs to be planted and their 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.

#### **Newly Planted Trees**

- Will Allen of PlantRx provided care for our 49 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.
- In July and August, granular fertilizer and humates were broadcast throughout the root zones on all trees.

## **Pin Oak Treatment**

- In June, Will Allen of Plant Rx fertilized and injected antibiotics in 48 pin oaks. This was their fourth treatment for bacterial scorch disease.
- Plant Rx attached metal numbers on the pin oaks at no extra cost. Now we have a master list of each tree which will make it easier to identify the tree if we have a problem.

During the summary, Stephanie noted that the spotted lanternfly has been seen in Courtyard on a Maple tree.

Stephanie thanked Anne and Penny for their help digging up invasive plants and ivy, pruning out dead branches in the hollies, trimming the abelia, watering new shrubs, and helping during the November shrub and tree planting. She also thanked Anne's husband, Tony, for helping to water during our extremely dry, hot summer.

## **CARB**

- Stephanie Polackwich, Co-Chair, indicated that at the current time there are no active applications. For the year, there have been 18 applications. She reminded homeowners that any time someone wants to make a permanent change to the landscape or exterior, 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, discussed mailboxes and the need for repairs now. There are probably 10 that need to be replaced right away.
- Fred Miller estimated \$650 each to paint and install a mailbox post, paint and install the mounting pieces, paint and install the newspaper boxes and install the mailbox. This does not include the cost of the mailboxes. If we choose to move forward, Fred will begin work after the holidays.
- This \$6,500 mailbox replacement cost has not been budgeted for this year. The reserve study had some money allocated for this but not until much later.
- Heather asked if it is possible we might come in under budget for the lighted post bulb replacements now that the bulbs are being replaced with LED lights.
- Maintenance cycle was completed. There is one issue with a front door that will not hold paint. Matt Lightfoot stripped all the previous paint and stain for \$800 and so far it looks great and the homeowner is happy. But we probably need to see how much a new door would cost versus this timely process.
- There was a discussion about whether or not the HOA is responsible for the wiring cable of the outdoor light since it is not specifically covered on the Chart of Maintenance Responsibilities. Julie Fudala indicated that the HOA had paid for repairs in the past. It was also noted that there is wiring mentioned in the Reserve Study which would seem to indicate that the HOA carries this responsibility.

## **Welcoming Committee**

- Lynda Dunn reported for the Welcoming Committee. There were 3 rentals and 2 homes purchased in Courtyard since the last meeting. All new rental residents were given welcome packets, and one visit is planned soon for a new homeowner and another one pending a reply from the new owner(s).

## **Treasurer's Report**

Tom Scully provided a summary:

- We are in the comparatively uneventful fourth quarter where we have completed the skewed seasonal expenses (cycle work, pruning, mulching) so the financials will start to look better as the revenue exceeds expenses.
- Through September 30, we are looking at a \$27,000 deficit. This would be more significant, but we were

able to get a \$12,000 favorable invoice on mulching and the Landscape Committee only spent about half of the allocated funds for tree and shrub replacement.

- We are using the reserve fund a bit, and in light of deferred maintenance and deteriorating infrastructure expenses (mailboxes, pin oak pruning, etc.) Tom suggested that the Board meet in November to discuss the budget for next year. He proposed a meeting on November 12 or November 19 (the best date for Tom) and will follow up via email with the Board to finalize meeting date.

### **Rentals and Resident Turnover**

- Teri Smith indicated that we had 5 houses that changed owners during the year and 2 houses that became rentals (increasing rentals from 4 to 6). 2 more houses are in the process of turning over.

### **Additional Notes from Doug**

- We made one adjustment to the Maintenance Chart regarding mailboxes. We probably need to review the wording for the wiring for the lamp posts.
- He and Tom are starting to work on the budget and will be reviewing all numbers for contract work, non-contract work and diving deep into the reserve study items.
- The November meeting will be where we discuss all the projected expenses, and the Board will discuss whether or not an HOA fee increase is needed. If we approve an increase, we will aim to get notification to the homeowners as soon as possible after the November meeting.

### **Member Comments and Questions**

- During the Landscape Committee report, John Hulburt asked about the Evergreen trees on the corner of his house. Stephanie indicated 2 would probably be removed in November and that she is still getting advice regarding the possible replacements (if they will be replaced at all).
- During the Maintenance Committee report, Mary Norton mentioned the squirrels eating the skirt boards on her house and others indicated she was not the only one with this issue. Mark asked her to send Doug a note and include pictures in the email.

With no further topics to discuss, the meeting adjourned at 7:13 PM.

Respectfully submitted,

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