

**Minutes of Courtyard HOA Board Meeting**  
**January 20, 2026, 6:00 PM**  
**Meeting Held Virtually via Zoom**

Meeting was called to order at 6:03 PM by President Heather Heuschen and Manager Doug Brooks.

**Present:** Heather Heuschen, President; Tom Scully, Treasurer; Teri Smith, Secretary; Anne Broccoli, Stephanie Polackwich, and Sally Kessler, Directors-at Large; Doug Brooks, Community Manager. **Absent:** Ellen Goldlust, Vice President.

A quorum was established with a majority of Directors present.

**UPON MOTION DULY MADE** by Heather Heuschen, seconded by Stephanie Polackwich and unanimously carried, the Board voted to accept the minutes of the Board Meeting held December 3, 2025, as they stand.

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

- The 2026 budget was approved with no increase in dues.
- Gross revenue will cover operating expenses, but there will be a shortfall of around \$25,000, not including any possible snow removal expenses. So, we are whittling down the reserves.
- Taking a hard look at expenses to see if any possible reductions such as mulching, if there's redundancy in hard pruning and regular pruning, and other areas.
- Year-end final does not include the second mulch invoice from Valley.
- This year's balance looks a bit higher because some residents pay HOA fees for the full year. Plus, this time of year has few expenses.
- Doug reported that of the 2 accounts that were in arrears, 1 has been resolved and he is working on the other.

**Standing Reports**

**CARB Report** Presented by Stephanie Polackwich

- Early in the year so no outstanding applications at this time.

**Maintenance Committee Report** Presented by Mark Watlock

- Heavy pruning has been happening for the houses identified for this year's cycle.
- Lightfoot contract to come.
- Things will start happening next month.
- Looking for at least one more person on the maintenance committee.

**Landscape Committee Report** Presented by Stephanie Polackwich

- Landscape Committee will revisit the idea of the heavy pruning after this season. Should not be needed every year.

- Also need to talk to Valley about excluding the 35 homes with heavy pruning from the normal pruning to avoid redundancy.
- Stephanie, Teri and Mary Norton met with two men from the Brightspeed subcontractor MasTec on 1/5 to walk through where they intend to put the hand holes. Some alternative locations were suggested in places where bushes or plants in the berm were going to be negatively impacted. These suggestions were accepted and the two men updated the markings on the street. They have indicated that they will give us a heads up before work is to begin in Courtyard.
- Valley is working on the rejuvenating pruning for the 35 homes on the maintenance cycle schedule for this year.
- Valley's upcoming services include turf treatment between February and April. They will be putting down pre- and post-emergent for broadleaf weed control and then horticultural oil application, shrub fertilizer and insecticide (berms only).
- Stephanie had been communicating with Dominion Virginia Power about the importance of the trees they had originally planned to remove at the end of Courtyard Drive near Redfields Road. They agreed to not remove them for now, but did say there is still a possibility they will have to be removed in the future.

#### **Welcoming/Newsletter/Rentals Presented by Teri Smith**

- Rentals remain at 5 since one prior rental is now on the market.
- Still one other house on the market.
- Welcoming Committee delivered a welcome package to the new residents at 411 Heritage Court so are caught up with delivering welcome packages.
- Newsletter is going out in March.
- Heather requested that Teri add the area code to all of the phone numbers in the directory (currently inconsistent).

#### **Unfinished/New Business**

- Doug would like committees to affirm committee appointments.
- Snow committee members are Barry Bragg, Mark Watlock and Penelope Kaiserlian.

#### **Mulch survey results and discussion:**

- 45 responses
- The option that received the most number one votes (18) was leaving as is. This option also received 8 second choice votes for a combined total of 26.
- Top combined first and second choice (combined total of 30) was to do berms every year and foundation beds every other year.
- Board decision was to go with the second option since that means the majority gets one of their top 2 choices and this will save some money.
- We will try this over the next 2 years and then review how things went.
- Sally asked if we have ever tried turning over the mulch rather than using new mulch. Stephanie indicated we had done it several years ago and it did not make a difference as it did not look any better and it used just as much manpower so did not save money.
- There was a question about the type of mulch homeowners need to use if they want to mulch their foundation beds in the year that the HOA will not be doing them.

Doug indicated the rules state it just needs to be similar in color (not light or red, etc.)

Landscape contracts:

- Valley estimated contract of \$87,254.84 for recurring visits (does not include mulch).
- Part of the difference between this year and last year is that we had a credit that rolled forward last year.
- Doug will request that contract be revised/re-worded.
- We do not have the mulch contract yet.

Meeting dates:

- It was determined that the next two meetings will be March 18 and June 17.

The meeting adjourned at 7:15 PM with a motion to adjourn made by Teri Smith and seconded by Sally Kessler.

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