

**Minutes of Courtyard HOA Board Meeting**  
**September 9, 2025, 6:00 PM**  
**Meeting Held Virtually via Zoom**

Meeting was called to order at 6:04 PM by President Barry Bragg.

**Present:** Barry Bragg, President; Heather Heuschen, Vice President; Tom Scully, Treasurer; Anne Broccoli, Stephanie Polackwich, and Mark Watlock, Directors-at Large;

**Absent:** Doug Brooks, Community Manager.

A quorum was established with a majority of Directors present.

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

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

- This is the time of year that we get most costs in. In July alone we spent about \$90,000, which is over one third of the annual outlays. \$60,000 is for Matt Lightfoot's work.
- Budget YTD is as projected. Though Matt Lightfoot's bill did come in at \$68,000 vs. projected \$63,000, attributed to material costs.
- Hope is that mulch cost will be below budget projection.
- Association dues are covering our operating costs, but do not cover the reserve costs for PVC repairs and mailbox repairs.
- 2025 budget has a projected \$18,000 deficit. Also, nothing has been budgeted for snow.
- We have allocated \$50,000 for mailbox replacements and \$30,000 to pin oak pruning which means our reserve balance of about \$150,000 will deplete fairly quickly.
- Once these big costs have been taken care of we are still in a very good position.
- Tom and Doug are starting budget planning for next year. If anybody knows of any additional needs, let Tom know (especially for landscape and maintenance projects).
- Tom to submit article for newsletter noting where HOA fees go.

**Standing Reports**

**CARB Report** Presented by Stephanie Polackwich

- There are no outstanding CARB requests.

**Maintenance Committee Report** Presented by Mark Watlock

**2025 Painting/Power Washing Cycle**

- 2025 maintenance cycle is finished, other than a couple of skirt boards that need to be replaced. 18 homes were power washed and 17 were power washed and painted. Cost was \$68,170 total.
- Hard pruning helped and Mark suggests we keep doing that prior to painting.
- This year was first year notification went out by email only to homeowners in the maintenance cycle. All went well and Mark suggests we stay with this communication method.
- The power washing company used this year was not as good as Busy Bee and we expect to return to using Busy Bee next year.

#### **Mailbox/Post replacement**

- We have a new vendor – Albemarle Sign Company. So far they have done 7 double mailboxes and 1 single. So far this year we have spent \$3,900 (out of a budget of \$10,000) on mailboxes. Other boxes have been identified for repair.
- Tony Broccoli has proposed a slightly different mailbox design to prevent the issues we have had with boxes as they age.

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

- As of the end of August, Lester Caldwell is no longer with Valley. Caleb (regional manager) is our contact for now.
- Foundation and berm pruning should be happening this week. The crew has been instructed to keep house numbers clear and to prune the shrubs back sufficiently for unobstructed views from the driveways.
- Mowing every 10 days due to lack of rain.
- Turf treatment will be in September.
- Practical Arboriculture started pruning pin oaks on September 2 and will be completed by the end of September.
- Plant Rx completed the fertilization of the pin oaks and also treated 61 boxwoods with systemic insecticide injections.

#### **Welcoming/Newsletter/Rentals** Presented by Teri Smith and Mary Norton

- Rentals remain at 6 (though one is currently empty). 1 homeowner has asked about possibly renting their house, but they have not reached out since asking if renting was an option.
- Welcoming committee delivered a welcome package to people currently taking care of and living at 424 Heritage Court. They also have 1 new renter (448 Heritage Court) and 2 new owners (411 Heritage Court, 1165 Courtyard Drive) on their list to visit.
- Newsletter is going out this month then next one will be in December.

#### **Unfinished and New Business**

- Nominating Committee has been formed to identify candidates for the Board to be voted on at the annual meeting. Chair is Mary Norton. Carolyn Nolen and Teri Smith are committee members.
- Next meeting will be the annual meeting on October 21.
- No comments from the floor.

The meeting adjourned at 6:43 PM with a motion to adjourn made by Anne Broccoli and seconded by Mark Watlock.

Respectfully submitted,

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