Minutes of Courtyard HOA Board Meeting
June 17, 2026, 6:00 PM
Meeting Held Virtually via Zoom

Meeting was called to order at 6:00 PM by President Heather Heuschen.

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

A quorum was established with a majority of Directors present.

UPON MOTION DULY MADE by Stephanie Polackwich, seconded by Ellen Goldlust and unanimously carried, the Board voted to accept the minutes of the Board Meeting held March 18, 2026, as they stand**.**

Financial Report Presented by Tom Scully

- Cash position is approximately $160,000 year-to-date; this figure is deceptively strong due to prepaid annual dues and the seasonal lag in larger expenses (maintenance and landscaping).
- Projected year-end cash is in the $70,000–$80,000 range.
- Approximately $50,000 has been approved for mailbox replacement, of which under $10,000 has been spent to date (remaining amount is a future payable).
- Pruning costs are approximately $24,000 after a post-budget Valley contract adjustment that reduced the amount by about $3,000.
- Despite a projected ~$25,000 budget shortfall, the Association remains in the black year-to-date.
- The reserve study (required every five years under Virginia law; last completed in 2021) is due this year and will redefine required reserve levels.
- Looking ahead to the fall budget cycle, the Board will need to carefully review all expenses and consider the possibility of a dues increase to reconcile revenue and expenses, particularly after the intentional reduction of the previously high cash balance and after accounting for the mailbox allocation and potential snow costs.

Standing Reports

CARB Report Presented by Stephanie Polackwich

- Since the beginning of 2026, eight applications have been received: two fences, two roofs, one landscape, one rear deck enclosure, one window, and two window replacements.
- There are currently no outstanding applications.

Maintenance Committee Report Presented by Mark Watlock

- Painting and related repair/prep work is progressing smoothly with only minor, routine issues.
- Positive feedback has been received from homeowners regarding both the painting and the return of Busy Bee.
- Estimated three to five additional weeks to complete remaining painting work (weather permitting).
- No additional mailboxes have been installed since the prior report. Focus has been on painting; mailbox work will resume shortly.
- Trim replacement work appears to have proceeded smoothly with no unusual issues reported by the contractor.

Landscape Committee Report Presented by Stephanie Polackwich

- Valley Landscaping has completed mulching in several Courtyard areas (quality varied by crew).
- Two turf treatments were applied (April and May).
- Barberry webworm treatment is delayed until later in the summer due to nesting birds.
- Shrub trimming is planned for July–August; crews are currently short-staffed.
- Plant RX is pruning young trees and will fertilize pin oaks once adequate rain occurs.
- Severe drought conditions and possible water restrictions were noted. Homeowners are encouraged to water berm plants where feasible.

Brightspeed Update

- MasTec (Brightspeed subcontractor) is further subcontracting the work to Ramapo.
- Installation is projected for the end of June, though a firm start date has not yet been provided.
- Existing white markings identifying handhole locations are partially faded/gone. A pre-installation walk-through meeting with Javier (MasTec) and Ramapo has been requested before work begins to confirm final locations in the berms, avoid shrubs and drainage features, and ensure alignment.
- Doug Brooks will send a direct email notice to all homeowners once a firm start date has been confirmed and will plan to include contractor contact details.

Welcoming/Newsletter/Rentals Presented by Mary Norton and Stephanie Polackwich (for Teri Smith)

- Welcome packet delivered to new resident Scott Bender at 1310 Courtyard Drive.
- Rentals currently stand at five.
- Newsletter and directory were distributed in June; next distribution is scheduled for September.

Unfinished/New Business

CARB Appointment

- Stephanie Polackwich proposed that Julia Fudala be appointed to the Courtyard Architectural Review Board (CARB).

UPON MOTION DULY MADE by Stephanie Polackwich, seconded by Sally Kessler and carried, the Board voted to appoint Julia Fudala to CARB.

Deferred Items for Upcoming Meetings

- Group trash service discussion (no new information has been received from counsel).
- Nominating committee appointments.
- 2027 budget and reserve study update.
- 2027 contracts (landscaping with Valley, cyclical maintenance with Lightfoot, and limited management with RPI).

Meeting dates

- Next meeting is September 16 at 6:00 PM.
- Additional meetings: October 14 (Annual Meeting) and November 11 (organizational/budget follow-up meeting).

The meeting was adjourned at approximately 7:00 PM.

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