Minutes of Courtyard HOA Board Meeting
March 18, 2026, 6:00 PM
Meeting Held Virtually via Zoom

Meeting was called to order at 6:05 PM by President Heather Heuschen.

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

A quorum was established with a majority of Directors present.

Doug reminded attendees that the Board sometimes takes actions between meetings by unanimous vote over email when expedient or necessary. Then at the next Board meeting the Board affirms those actions. Heather signed contracts with Matt Lightfoot and Valley Landscaping since the last meeting.

UPON MOTION DULY MADE by Ellen Goldlust, seconded by Heather Heuschen and unanimously carried, the Board voted to affirm the contracts for Lightfoot and Valley.

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 January 20, 2026, as they stand**.**

Financial Report Presented by Tom Scully and Doug Brooks

- Cash position inflated since some prepaid dues plus expenses currently low due to seasonality of larger expenses (maintenance, landscaping).
- Reminder of projected $25,000 budget deficit. Does not factor in $22,330 snow removal (unprojected cost).
- Board needs to minimize services or raise dues to account for projected expenses.
- Snow reserves only about $300 shy of cost so no special assessment needed.
- Doug indicated that the Commonwealth of Virginia requires HOAs to conduct a reserve study every five years. Last reserve study was in 2021 so one is due in July. Board reviews and incorporates study findings in budgeting.

Standing Reports

CARB Report Presented by Stephanie Polackwich

- Four applications approved since January 1—two fences, two roof replacements.
- Reminder that GAF Timberline Weathered Wood is only approved roof tile. However, other tiles will be considered if sample submitted with CARB application. CARB to determine if proposed tile meets community-wide standard for appearance.

Maintenance Committee Report Presented by Mark Watlock

- 2026 maintenance schedule started.
- Identified homes to be power washed and painted and ordered some mailbox numbers.
- Hard pruning has been done.
- Mark and Tony doing pre-inspection prior to Matt Lightfoot's inspection to help get ahead of things. Should catch things like trees that need to be trimmed by the homeowner.

Landscape Committee Report Presented by Stephanie Polackwich

- Turf treatment #1 will be applied before end of month.
- Mulch will be applied to berms early April.
- Pre-emergent and fertilizer will be applied prior to mulching.
- Horticultural oil will be applied to all shrubs in berms at time of mulching.
- Barberries will be treated for control of webworms with VT, an organic bacterium that is non-toxic to humans, pets, and beneficial insects.
- Turf treatment #2 will be in April.
- Weekly mowing will begin early April.
- Mulch for front berms only this year. Other mulch at homeowners' expense. Anyone wanting an estimate should email Larry Lynch at Valley Landscaping.
- Mulch must be similar in look to berm mulch.
- PlantRx will begin monitoring trees in April. Looking for damage sustained during snow storm/deep freeze. Will also apply fertilizer for trees requiring treatment, prune branches impeding mailboxes and walkways, and treat for insect infestation.
- Late May-early June, PlantRx will begin fertilizing pin oaks and treating for bacterial leaf scorch.

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

- Rentals at five since one prior rental sold and no longer being rented.
- Welcoming Committee delivered welcome packet to new resident at 412 Heritage Court. New owners at 1132 Courtyard Drive, but no packet delivered yet since just moved in.
- Newsletter and updated directory went out in March. Next ones in June.
- One house on the market.

Unfinished/New Business

Trash Service

- Ellen Goldlust brought up discussion about HOA taking over trash service. Proposed a 3-year contract with Neighborhood Disposal. Rate would be $25 per month per home for trash and recycling for 105 homes.
- A long discussion followed regarding pros and cons.
  Pros included:
    - Cost savings for homeowners ($100 or more per year).
    - No price increase for 3 years.
    - One less bill for homeowners to deal with.
    - Less noise and wear and tear on roads with only one company's trucks servicing the neighborhood.

  Cons included:
    - May not be legal based on governing documents. Need legal review and interpretation.
    - Several homeowners do not use trash service, and some share service so would not be a cost savings for them.
    - Concern regarding homeowners' reaction to actual dues increase anticipated in 2027 after already having this perceived increase.
    - Have not received complaints about trash not being included in our fees so not sure it is something the HOA should take on.
    - Inflates HOA dues for prospective buyers.

    - No committee for this type of service exists and volunteers are hard to come by so who will handle complaints or questions.
- Discussion postponed to gather more information. Ellen to count trash cans next trash day and report back to the Board.

Meeting dates

- Next meeting is June 17. September meeting will be at 6:00 PM on September 16.

The meeting adjourned at 7:59 PM with a motion to adjourn made by Stephanie Polackwich and seconded by Tom Scully.

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