

# The Courtyards at Quail Lake Homeowners Association, Inc.

Board of Directors  
Board Meeting Minutes  
February 20, 2024

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The Board of Directors meeting was held in person at Stratmoor Hills Church. The meeting was called to order at 5:33 p.m.

Present at the meeting were:

Jim Stroman	President
Janet Marletto	Vice President
Doug Martin	Treasurer
Autumn Clark	Director at Large
Derek Patterson	Property Manager
Excused Absence: Phill Watts	Secretary

Before the meeting, a meeting packet was emailed to the Board.

## **Owners Forum / Hearings:**

There were no Hearings and no requests for the Board.

## **Secretary's Report:**

The September Budget meeting minutes were approved as submitted. The October Annual and Organizational meeting minutes were reviewed with no changes.

An action taken without a meeting (ATWAM) email vote was conducted on 2-1-24 to approve issuing a community survey, 5-0 in favor.

An action taken without a meeting (ATWAM) email vote was conducted on 2-1-24 to approve this year's annual flower planting bid, 5-0 in favor.

## **President's Report:**

No new information was presented.

## **Landscaping Report:**

No new information was presented.

## **Treasurer's Report:**

Mr. Martin and Mr. Patterson presented the finance report. The Balance Sheet, Income Statement, and Cash Disbursement reports were reviewed for December 31<sup>st</sup> - total Cash assets: \$13,607.05 and Total Reserves: \$241,092.76.

The Aged Receivables report was reviewed. There are six residents with just a late fee or late interest fee on their account. A motion was made to approve removing those fees, which carried 4-0 in favor.

## **Manager's Report:**

The 2024 Project List was reviewed.

The primary project for this year is the seal coat and crack fill job.

## **Old / New Business:**

The RowCal management contract service addendum released on June 2<sup>nd</sup> and then revised in October was discussed. This provides for a new administrative fee structure for different types of notices issued. Mr. Patterson reviewed the process to see if the Association accepts the fee structure and agrees to pass those fees on to each owner. It was agreed to add the fee structure to the Covenant and Rule Enforcement Policy and bullet number six (6), which allows the Association to issue an email courtesy notice before the official 1<sup>st</sup> or 2<sup>nd</sup> Notices. A motion was made to approve the changes as submitted, which carried 4-0 in favor.

Mr. Patterson reviewed details for a new concrete steel drainage grate, which would be used to increase the existing drain system in front of the garage at Unit 1779, hoping to divert all of the water from the courtyard area and into the street. A motion was made to purchase five new grates for an estimated \$1,495.00 plus labor, which carried 4-0 in favor.

A copy of the current Parking Permit List was reviewed.

There was a discussion on the recent property inspection.

The owner of 1553 Courtyard Heights submitted a request to have his black storm door remain in place, as he didn't install it (new owner this year). Discussion followed, and the pre-approved colors were reviewed. A motion was made to deny the request to allow the door and make it a pre-approved color, which carried 4-0 in favor.

The actual color names/manufacture information for patio cement paint needs to be identified so residents all use the same color(s). Behr terra cotta concrete paint.

Mr. Martin briefed the Board on the results of the recent community survey (49 responses). The actual results report will be emailed to the Board.

Mr. Patterson has submitted a request to obtain bids for the Association's insurance policies; so far, one broker has not been able to find a carrier to bid for us.

The next meeting will be April 16, 2024.

There being no further business, the meeting was adjourned at 7:10 p.m.



Derek Patterson  
Property Manager