

# The Courtyards at Quail Lake Homeowners Association, Inc.

Board Meeting Minutes  
February 10, 2026

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The meeting was conducted via Zoom and was called to order at 5:30 pm.

Doug Martin – President

Michelle Marie Kinney – Vice President

Ryan Paradise – Treasurer

Phill C. Watts – Secretary; absent

Management: Kerry Cantrell

Homeowners present:

Lannie Jurgens, Brittany Gimbrone, Carolyn Rogers, Jim Stroman, Steve Mosher, Jose Arriaza, SF Sovaika, Doug Button, and Francis Student

Doug Martin called the meeting to order at 5:30 pm. He noted that Phill would be absent.

## **MINUTES**

Michelle Marie motioned to accept the minutes for December 16, 2025, with corrections. Ryan seconded the motion. The motion passed unanimously.

Michelle Marie motioned to accept the minutes for January 13, 2026, with corrections. Ryan seconded the motion. The motion passed unanimously.

## **OFFICER & COMMITTEE REPORTS**

President: Doug reported that the Conflict of Interest Policy has been signed by all Board members. Signed copies are on file with management.

Architectural Control Committee:

3332 Apogee View: The committee unanimously approved a garage door replacement.

3255 Apogee View: The committee approved window replacements with conditions. The approval was 3 in favor, 0 opposed and 1 abstention; Phill C. Watts abstained due to a conflict of interest.

## **FINANCE REPORT**

General discussion of the special assessment. A homeowner's delinquency from 2024 was discussed.

Kerry will set Ryan up with the HOA's contracted reserve service.

## **MANAGER'S REPORT**

Kerry wrote a number of violations on his last walk-through and hopes to close those out. Several work orders are open and include rain gutters, an exterior spigot, stucco, and paint.

Kerry confirmed that the \$20 charge to homeowners for an initial letter of possible violation has been removed from all homeowner accounts.

## **OLD BUSINESS**

### Governing Documents Review

The general consensus of the Board was to propose the following:

Declaration of Covenants – proposed revisions [Note: To adopt a change to the Declaration, a vote of the membership is required.]

Section 7.2 – discussed section regarding short-term leases; board was in favor of the additions and removals noted. Additional edits were agreed upon – short-term leases may be on a month-to month basis following an initial term of at least 6-months; a unit must be rented as a whole, rental of individual rooms within a unit is prohibited

Section 7.6 – discussed new text that has been added re: “for sale” & “for rent” signage. Section VI, A in Rules & Regulations provides additional details regarding For Sale and For Rent signs.

Covenant & Rule Enforcement Policy – Michelle Marie motioned and Ryan seconded to replace the current fine schedule as follows:

(#16) was changed to \$150 for the first notice of violation and \$350 for the second notice of violation; both amounts match the HOA’s existing fines as stated in the Policies and Procedures for Covenant and Rule Enforcement. The motion passed unanimously.

## **NEW BUSINESS**

Proposed revisions of the Rules and Regulations were discussed – tabled to the March meeting

Trash removal service was discussed. Management was directed to seek proposals from Republic Services for a 1-year and 3-year contract. No action was taken.

MichelleMarie motioned to accept a proposal from Taranis, LLC in the amount not to exceed \$2,585 for a lighting repair. The project will repair the underground wire for two marked sidewalk lights. Ryan seconded the motion. The motion passed unanimously.

MichelleMarie motioned to accept a proposal from Front Range Arborist in the amount of \$2,055. Ryan seconded the motion. The motion passed unanimously.

MichelleMarie motioned to accept the resignation of Steve Mosher from the Landscape Committee. Ryan seconded the motion. Each Board member expressed thanks and appreciation to Steve for his service to our community. The motion passed unanimously.

Doug recommended dissolving the Landscape Committee and replacing it with a Property Improvement Committee. The Property Improvement Committee would go beyond landscape and recommend all types of improvements.

Doug motioned to dissolve the Landscape Committee. MichelleMarie seconded the motion. The motion carried, 2 in favor and 1 opposed. Ryan voted no.

Doug motioned to create the Property Improvement Committee. MichelleMarie seconded the motion. The motion passed unanimously.

#### **OWNER'S FORUM / HEARINGS**

There were no questions or concerns noted from the homeowners that were present

The meeting was adjourned at 6:57 pm.

The next meeting is scheduled for March 10 at 5:30 pm on Zoom.