

The Courtyards at Quail Lake Homeowners Association, Inc.

Board Meeting Minutes
March 10, 2026

The meeting was held in a Community Zoom Conference Room online. The meeting was called to order at 1730hrs. All HOA Board members are present plus the Property Manager.

Residents Present: Jim Stroman, 1679 Courtyard Hts.; Bruce Fauser, 3363 Apogee View

Doug Martin	President	Present
MichelleMarie Kinney	Vice President	Present
Phill Watts	Secretary	Present
Ryan Paradise	Treasurer	Present
Kerry Cantrell	Property Manager	Present

MINUTES

- Doug presented the minutes from February 10, 2026. A motion to accept was made by Michelle Marie and seconded by Ryan; motion passed unanimously.
- ATWAM: A three-year contract with Republic Services was unanimously approved by an email vote on February 23, 2026. The contract has no increase for year #1, a 3% increase for year #2, and 3% increase for year #3. Michelle Marie made a motion to ratify, seconded by Ryan; motion passed unanimously.

OFFICER & COMMITTEE REPORTS

PRESIDENTS REPORT

- Doug reported highlights from RowCal Lunch & Learn webinars on insurance and reserve studies.
- Reserve Studies
 - o Complete a comprehensive study using engineers to inspect the property; determine areas of concern; determine remaining life spans of various features; review HOA's governing documents to identify areas that are the responsibility of the HOA; compliance with state law requirements
 - o Update every 3-5 years
 - o Community Manager can request proposals on behalf of the HOA at no cost to the HOA
- Doug recommended that everyone download the RowCal app. It provides access to everything that's available within the RowCal portal and it's arguably easier to use and navigate.

VICE PRESIDENTS REPORT

- Hazardous disposal information for tenants Household Hazardous Waste Disposal (3255 Akers Drive, CO SPGS) – Friday 17APR will be open for free taking tires and tv.

TREASURERS REPORT

- Ryan will call the RowCal Accounting line for further inquiries.

MANAGER'S REPORT

- Kerry last inspection was followed up with visits to ensure violations were corrected. All were corrected but one unit. A fine was assessed to a unit that surpassed the 30-day grace period to cure a violation. Two violations currently open in the system.
- Kerry was asked to get a proposal from CM Robinson Contracting to provide gutter cleaning services.

OLD BUSINESS

- None.

NEW BUSINESS

- 1673 Courtyard Heights (window replacement) – Request presented by Doug. Corrections were made to meet OEM standards. There was a motion to approve by Michelle Marie and a second by Phill; motion carried unanimously.
- 3332 Apogee View (window replacement) – Request presented by Doug. Pictures did not meet the OEM standard and recommend corrections. There was a motion to decline by Michelle Marie and a second by Phill; motion carried unanimously.
- 3206 Atrium Pt. (window replacement) – Realtor for owner of unit reached out to Doug for HOA to replaced cracked window from a past hailstorm. HOA governing documents are clear that this is the responsibility of owners to repair. There was no motion to approve.
- Landscaping Maintenance – Kerry received proposals from three vendors. Out of the three, board recommended sticking with Unlimited Landscape Services due to consistency and great work. Doug made a motion to accept the proposal from Unlimited Landscape Services for \$2,498 per month, there was a second by Ryan; motion carried unanimously.
- Rules and Regulations: Proposed revisions – Doug identified some typographical and grammatical errors that were fixed – no approval needed. Doug presented two proposed edits to the Rules and Regulations.
 - o Vehicles – Parking – Other. The proposed revision reduced the requirement from two valid license plates per vehicle to one valid license plate. There was a motion by Michelle Marie to accept and a second from Ryan; motion carried on a 3-0 vote (Doug abstained).
 - o Attachment A Lease Addendum. The legal review of the Declaration of Covenants by Altitude Community Law in 2025 recommended removing Attachment A – Lease Addendum. There was a motion by Michelle Marie to accept and a second from Doug; motion carried unanimously.
- Investment of Reserve's Policy – The board discussed proposed edits to paragraph 3 & paragraph 7. Doug said he would make the revisions agreed upon and would present the updated policy at the next board meeting.
- Ryan discussed property investment projects: painting, wall integrity, structural integrity reviewed by qualified engineers. Discussion on which projects to tackle first and ideas for proposals.

OWNER'S FORUM / HEARINGS

- Jim Stroman referred to the weather and lack of snow, and any possible changes to the snow removal contract. Seems to reference possible waste with excessive snow shovel and over salting.

There being no further business, the meeting was adjourned at 1930hrs.

The next meeting will be on April 14, 2026, at 1730hrs, Zoom Meeting.

P.C. Watts
Phill C. Watts
Secretary