

The Courtyards at Quail Lake Homeowners Association, Inc.

Board of Directors Meeting Minutes

April 16, 2024

The Board of Directors meeting was held in person at Stratmoor Hills Church. The meeting was called to order at 5:31 p.m.

Present at the meeting were:

	Jim Stroman	President
	Janet Marletto	(by phone) Vice President
	Doug Martin	Treasurer
	Derek Patterson	Property Manager
Absent:	Phill Watts	Secretary
	Autumn Clark	Director at Large

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

Owners Forum / Hearings:

There were no Hearings.

The owners of 1559 CH asked different questions on numerous topics. Mrs. Spencer also volunteered to serve on the Landscaping Committee. The Board will consider her request.

Secretary's Report:

The February meeting minutes were approved as amended.

President's Report:

Mr. Stroman noted a new flag was installed, and the missing yard pole light will be installed soon with a new fixture. The two light timers for the common area lights near Buildings 1 and 2 will be replaced with photocells.

Landscaping Report:

Ms. Browning submitted a report prior to the meeting by email. Members are Steve Mosher and Kathy Ryan.

Treasurer's Report:

Mr. Martin and Mr. Patterson presented the finance report. The Balance Sheet, Income Statement, and Cash Disbursement reports were reviewed for March 31st - total Cash assets: \$30,624.71 and Total Reserves: \$241,046.60. On the Income Statement, the budget was \$15,586.69 under budget for the year (noting Snow Removal is higher than expected). The Cash Disbursement Report was reviewed. Reserve funding is on track for the year.

The Aged Receivables report was reviewed.

Manager's Report:

The 2024 Project List was reviewed.

The primary project for this year is the seal coat and crack fill job, which will be completed next month. It was agreed to see if the church would allow parking, and on-site security will be investigated.

Compliance Notice Report:

Since the first of January, seven letters have been issued through the Cinc software. Other courtesy notices were issued in March but by email only.

Old / New Business:

The RowCal management contract was reviewed which aligns the contract dates to meet the calendar year 2024 (also reviewed by email prior to the meeting). A motion was made to approve the contract as submitted, which carried 3-0 in favor.

The Board will look into options for either mud jacking or replacing sections of the common sidewalk at the entry to 1432 CH, as the sidewalk is higher than the sidewalk going to the front door.

There was a discussion on the SmartProperty Reserve software license renewal (2024). After a discussion, a motion was made to approve the renewal, which carried 3-0 in favor. The updated Anticipated Expenses for this year were reviewed.

It was noted that the fire suppression alarm monitoring was being serviced by a second-party vendor (Alarm Connections). The service was moved to be conducted by Emergency Network Security Systems (ENS), which is currently servicing the system.

Mr. Patterson reviewed a RowCal Maintenance (RCM) invoice for an emergency call on October 23, 2023, for 3254 Apogee View regarding a garage door being broken and unable to open. RCM dispatched a technician but was later canceled as this is the owner's responsibility. The invoice will be disputed (48593).

There was a discussion on a recent invoice from Republic Services (who bought out GFL) last year. The fee was increased without notice, and per the January 2023 contract, the limit of any increase at renewal is to use the current CPI (which is 3.5%). Mr. Patterson is seeking a new contract and will have the invoice adjusted.

Mr. Patterson reviewed a bid from Western States Fire Protection (WSFP) to perform a 5-year test for the fire suppression system [as requested by the Fire Department]. A motion was made to approve the contract as submitted, which carried 3-0 in favor.

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 June 18, 2024.

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



Derek Patterson
Property Manager