

The Courtyards at Quail Lake Homeowners Association, Inc.

Board of Directors Meeting Minutes

June 18th, 2024

The Board of Directors meeting was held in person at Stratmoor Hills Church. The meeting was called to order at 5:30 PM.

Present at the meeting were:

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

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 about the no-parking spaces painted on the street.

Secretary's Report:

The April meeting minutes were approved with one typo correction.

An ATWAM email vote was taken to approve an update for the Rules (steps, stairs) 5-0 in favor.

An ATWAM email vote was taken to approve several bids from ULS for common area improvements, 5-0 in favor.

President's Report:

Mr. Stroman noted our new electrical vendor is doing a great job. The seal coat project turned out great. It was noted there will be no Summer Picnic for this year.

Landscaping Report:

No new information was given. The Chair is Ms. Browning, with Steve Mosher and Kathy Ryan as members.

Treasurer's Report:

Mr. Martin and Mr. Patterson presented the finance report. The Balance Sheet, Income Statement, and Cash Disbursement reports were reviewed for May 31st with total Cash assets: \$37,873.38 and Total Reserves: \$236,694.40. On the Income Statement, the budget was \$26,313.58 under budget for the year. The Cash Disbursement Report was reviewed.

Reserve funding is on track for the year.

It was noted that \$25k has been transferred from Cash to Reserves to pay reserve expenses; and there are plans to transfer that money back at the end of July.

The Aged Receivables report was reviewed (total owed \$1.6k).

Manager's Report:

The 2024 Project List was reviewed.

It was noted that the sidewalk that joins the entry sidewalk at Unit 1432 CH is not a safety hazard, and no work is needed.

Bids for high-priority tree pruning and stucco repairs are being actively sought throughout the community. One tree bid is in at \$14.9k.

The Rules were discussed as minor typos and grammar issues were corrected; the new version will be published on the website soon.

Compliance Notice Report:

The monthly reviews are normally conducted during the last week of the month.

Old Business:

There was a discussion on the towed vehicles, resulting in a fee to the Association (even with the notices warning residents to move their vehicles). For the four (4) vehicles towed, it was agreed that the vehicle owner would be billed \$71.25 for their portion.

The new contract with Republic Services was discussed, but it was noted that their billing/invoices are still incorrect and have not been adjusted. Mr. Patterson is working with the HOAs representative at Republic.

New Business:

The Board reviewed the contracts approved by an email vote as follows:

- 3206 Atrium (replace a retaining wall);
- 3388 Apogee / 3294 Apogee / 3255 Apogee and 3307 Apogee (replace steel edging);
- 1470 Courtyard Heights (new rock and boulders);
- Install new rock throughout the community.

It was noted that ENS did not submit the termination notice to Alarm Connections (AC) earlier this year. Mr. Patterson is working with ENS to find out how to resolve this issue, as AC is still sending an invoice showing a past-due amount of \$1.4k. It was understood that ENS was to send the notice directly to AC.

The 2023 Federal and State tax returns were reviewed.

It was noted that Travelers is not renewing the Directors & Officers policy for 2024-2025. Mr. O'Donnell is shopping this policy out with plans to change the carrier.

The 5-year internal pipe inspection for the fire suppression system was conducted, and all items passed with no deficiencies.

The owner of 3279 Atrium Point submitted a request to review his insurance claim for consideration of filing with the HOAs carrier. Since the total loss amount is \$8.7k, he is asking for the difference to be paid to him of roughly \$3.7k, minus the HOAs deductible. More information is being sought.

The owner of 1779 Courtyard Heights submitted a request to discuss problems she experienced with the Collections Team at RowCal. The main concern is that she was served with a physical posting around 10 days after making a payment. Mr. Patterson will inquire into the matter, timelines, and whether any fees were posted to the account.

Mr. Patterson discussed the results of the different Brokers that have been working to shop out all of our insurance policies for the last 1.5 months. About 29 vendors were contacted, but no viable bids have been returned; most were denials, and some were considerably higher than our renewal [\$191k]. Farmers submitted their renewal at \$134,210.00; another vendor is still working to find a carrier (renewal is July 1st).

The budget line item for the primary building coverage is \$114k, so this shortage must be addressed. Funding options were discussed, ranging from a Special Assessment to a mid-year dues increase. With notice and meeting timeline requirements, calling for a Budget Meeting is the only option, and a 5% increase is all the Board can do. This would set the dues at \$207.90 a month, and there is still a shortage for 2024 of \$4,532.00 (or \$2.91 a home/month). After a lengthy discussion, it was unanimously agreed to increase the dues by 5% for the remainder of the year and to hold the meeting in July.

Mr. Patterson provided an update to a previously submitted RowCal Maintenance (RCM) invoice for an emergency call on October 23rd, 2023, for 3254 Apogee View regarding a broken garage door and inability to open, invoice #48593. At this time, the fee was passed onto the owner's account; it is the owner's responsibility. It was noted that this fee should be entirely waived/written off and not billed to the owner, with the HOA being reimbursed, as RCM didn't follow the known protocols for an emergency call. Mr. Patterson will contact RCM.

It was agreed to update the ACC approval notice to add a timeline of 30 days to complete any window/door replacements.

There was a discussion on trash collection during the seal coat project, which resulted in a third party being hired to collect trash for 7 buildings on short notice (Republic Services did not respond in a timely manner). This resulted in a \$682.50 fee as the vendor was on-site at 6:30 AM, a time-and-a-half rate. It was noted that Mr. Patterson has emergency expense approval, but the Board would like to see if RowCal will pay this fee.

Mr. Martin discussed a community clean up project for later this month. A notice for volunteers will be issued.

The next meeting will be July 16th, 2024.

There being no further business, the meeting was adjourned at 7:54 PM.



Derek Patterson
Property Manager