

The Courtyards at Quail Lake Homeowners Association, Inc.

Board Meeting Minutes 9 June 2026

The meeting was held in a Community Zoom Conference Room online. The meeting was called to order at 1730hrs.

Resident(s) Present: Elizabeth Brown, 3262 Atrium Pt.

Doug Martin	President	Present
Michelle Marie Kinney	Vice President	Present
Phill Watts	Secretary	Present
Ryan Paradise	Treasurer	Not Present
Kerry Cantrell	Property Manager	Not Present

MINUTES

- Doug motioned to approve the minutes from May 27, 2026; Michelle Marie seconded. Motion carried unanimously

OFFICER & COMMITTEE REPORTS

PRESIDENTS REPORT

- Doug will discuss with Kerry to start soliciting proposals next week for insurance
- Community Clean Up day 8am-noon 14JUN
- Doug requested permission from the board to trim trees around the property at his discretion prior to the Community Clean Up day. There was a motion by Michelle Marie to approve, second from Phill, motion carried unanimously.
- Seal Coat Solutions starts work on the crack seal and curb and gutter joint fill project on 29JUN.
- ATWAM:
 - o ACC – Request from 3231 Apogee View for window replacement was approved unanimously via the RowCal ACC portal on June 3, 2026. There was a motion by Michelle Marie to ratify and a second from Phill. The motion carried unanimously.
 - o ACC – Request from 1737 Courtyard Heights to install a patio gate was approved unanimously via the RowCal ACC portal on June 4, 2026. There was a motion by Michelle Marie to ratify and a second from Phill. The motion carried unanimously.

VICE PRESIDENTS REPORT

- Reviewed the recent Property Improvement Report
 - o Drainage systems ineffective and outdated
 - o Removal of outdoor grills around the property – not used; fire hazards especially during droughts that have become more frequent
 - o Painting of playground equipment
- MM will lead on meeting with an engineer/contractor to provide an assessment and estimate for fixing the drainage systems for one building.
- There was a motion by Doug to remove all outdoor grills from around the property and a second from Michelle Marie. The motion carried unanimously.

SECRETARYS REPORT

- April minutes will be ready for the board meeting on July 14, 2026.

TREASURERS REPORT

- Doug gave the Treasurer's report in Ryan's absence.
- Reviewed income statement
- Michelle Marie inquired again about a debt from previous owner of a unit sold in APR2026
- Projecting \$5,000 in interest from the certificates of deposits in our reserve accounts by end of year

MANAGER'S REPORT

- 2026 Project List was reviewed
 - o Concrete repair for building #2 was complete
 - o Soliciting concrete repair estimates for building #10

OLD BUSINESS

- Fire Lane paint/repair.
 - o Only one quote (Seal Coat Solutions) received. Waiting on second quote from Seals & Stripes.
 - o Doug made a motion requesting that he and Michelle Marie be authorized to approve fire lane scraping/power washing and repainting not to exceed \$7,200 once the quote from Seals & Stripes is received. Michelle Marie seconded. Motion carried unanimously.
- Unit foundation cracks and repairs. Structural engineering report not yet available. Will keep on the agenda as Old Business for the July board meeting.

NEW BUSINESS

- No new business

OWNER'S FORUM / HEARINGS

- Elizabeth & partner mentioned
 - o A large crack on patio concrete slab
 - o External patio overgrown brush into inside of patio

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

There being no further business, the meeting was adjourned at 1828hrs.

P.C. Watts
Phill C. Watts
Secretary