

# The Courtyards at Quail Lake Homeowners Association, Inc.

Board of Directors Meeting Minutes

July 16<sup>th</sup>, 2024

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The Board of Directors meeting was held in person at Stratmoor Hills Church. The meeting was called to order at 5:58 PM.

Present at the meeting were:

Jim Stroman	President
Janet Marletto	Vice President
Phill Watts	Secretary
Doug Martin	Treasurer
Derek Patterson	Property Manager

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

## **Owners Forum / Hearings:**

There were no Hearings.

No requests were submitted, nor were any members present.

## **Secretary's Report:**

The June meeting minutes were approved as submitted.

An ATWAM email vote was taken to approve renewing the D&O Insurance policy, 5-0 in favor.

## **President's Report:**

Mr. Stroman discussed the recently approved landscaping improvement projects. New speed bumps have been ordered, roughly \$1.2k.

## **Landscaping Report:**

It was noted that the volunteer tree pruning, and clean-up event was successful.

## **Treasurer's Report:**

Mr. Martin and Mr. Patterson presented the finance report. The Balance Sheet, Income Statement, and Cash Disbursement reports were reviewed for June 30<sup>th</sup> with total Cash assets of \$37,131.84 and Total Reserves of \$215,403.19. On the Income Statement, the expenses were \$30,440.48 under budget for the year. 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 new grate/drain project for 1779 CH is underway; a new grate has been ordered to facilitate extending the drain further north. The bid was reviewed for installing the new grates/drain work from Brightview Concrete & Landscaping. After a discussion, a motion was made to approve the bid which carried 5-0 in favor.

A second bid will be sought for the high-priority tree pruning since the volunteer work will reduce the scope of work.

Bids were reviewed for numerous stucco repairs throughout the community. Information is being verified for the primary vendor with plans to approve the bid by email vote in a week.

A bid from Western States Fire Protection was reviewed for repairs noted from the yearly inspections of the three (3) fire suppression systems. More information is being sought.

## **Compliance Notice Report:**

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

The Board's recent inspection notes will be added to the August inspection to see if they are still in violation.

## **Old Business:**

Mr. Patterson updated the Board on the request to inquire if RowCal will reimburse the HOA for a trash removal fee associated with the recent seal coat project (\$682.50). RowCal denied the request. The Board wished to contest the decision and will submit a written letter to be reviewed by RowCal.

Mr. Watts left the meeting.

The previously submitted RowCal Maintenance (RCM) invoice for an emergency call on October 23<sup>rd</sup>, 2023, for 3254 Apogee View regarding a broken garage door and inability to open, invoice #48593, was reviewed. The HOA paid this invoice and then passed it onto the owner's account, which is the owner's responsibility.

A previous request for the HOA to be reimbursed for the fee from RCM was denied. Mr. Patterson provided a response to the initial request from RCM. A discussion followed. A motion was made to remove the RCM emergency response option from the contract, which carried 4-0 in favor. It was noted that any emergency calls would still be billed, but the Board would have to respond to any emergencies.

## **New Business:**

The request from 3279 Atrium Point for reimbursement resulting from a recent backup in his home was discussed. The originally requested amount was updated to \$2,330.17. Documentation was reviewed. A motion was made to approve the request for the new amount, which carried 4-0 in favor.

Mr. Watts joined the meeting.

While on the topic of insurance, it was agreed to pursue increasing the deductibles to see if that would reduce the yearly premiums.

The yearly testing results for the Fire Suppression System (Backflow, Sprinkler, and Alarm Panel testing) were reviewed.

The next meeting will be the Board budget review/approval meeting on August 20<sup>th</sup>, 2024.

There being no further business, the meeting was adjourned at 6:51 PM.



Derek Patterson  
Property Manager