

The Courtyards at Quail Lake Homeowners Association, Inc.

Board of Directors Meeting Minutes

August 20th, 2024

The Board of Directors meeting was held in person at Stratmoor Hills Church. The meeting was called to order at 5:32 PM.

Present at the meeting were:

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

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

Owners Forum / Hearings:

There were no Hearings.

The owner of 3395 Apogee View submitted a request that the Board consider amending the current Covenant and Enforcement Policy to require an email courtesy notice for any violation. Discussion followed, and it was agreed that the policy should not be updated.

Secretary's Report:

The July 16th Budget and the July 16th Board meeting minutes were approved with two corrections.

An ATWAM email vote was taken to approve a stucco contract, 5-0 in favor.

An ATWAM email vote was taken to approve a tree pruning contract, 5-0 in favor.

President's Report:

Mr. Stroman noted the speed bumps arrived but were missing hardware. They will be installed soon.

Landscaping Report:

Mr. Martin will meet with SavATree to coordinate the project and confirm the specifications with the crew. It was noted that all fruit trees will be pruned in the fall/winter when they are dormant.

Treasurer's Report:

Mr. Martin and Mr. Patterson presented the finance report. The Balance Sheet, Income Statement, and Cash Disbursement reports were reviewed for July 31st with total Cash assets of \$50,083.26 and Total Reserves of \$213,380.43.

On the Income Statement, the expenses were \$41,481.89 under budget for the year. The Cash Disbursement Report was reviewed.

It was agreed to open a new business account and purchase new CD's with ENT for \$150k for Reserves.

Reserve funding is on track for the year.

The **Aged** Receivables report was reviewed (the total owed is \$3,803.06).

Manager's Report:

The 2024 Project List was reviewed.

The new grate/drain project for 1779 CH is set to be completed in the first week of September.

On the Tree Pruning project, one-half will be invoiced now, and the balance after the fruit tree work is completed this fall.

The bid from WSFP for new hydraulic placards in all 11 Buildings was discussed. It was agreed that if they are something we cannot produce ourselves, Mr. Patterson will approve having the placards installed.

Compliance Notice Report:

The reviews are generally conducted during the last week of the month, as the week can vary depending on the 30-day compliance period.

Old Business:

There was continued discussion on the second request submitted to RowCal to inquire if they will reimburse the Association for the trash toter relocation work during the seal coat project (\$682.50). A letter from Ms. Lane, the Director of Management for RowCal, was reviewed, and the reimbursement was respectfully denied. The matter is now considered closed, and the invoice will be approved.

Mr. Patterson reviewed an updated contract Addendum for RowCal, noting changes that would remove the use of RCM for emergency responses or work orders. After a question-and-answer period, a motion was made to approve the Addendum, which carried 4-0 in favor.

There was continued discussion on billing concerns with Republic Services (RS). Another bid for trash removal was reviewed. Upon review of the current termination language in the RS contract, it was agreed to stay with RS through the current term. Mr. Patterson will continue working with RS to resolve the billing discrepancies.

New Business:

Mr. Martin reviewed the proposed draft 2025 Budget, which did provide for a dues increase to balance the budget. Reserve funding, 2023 actual expenses, and projected year-end expenses were discussed. After a question-and-answer period, a motion was made to approve the budget, which carried 4-0 in favor. The new dues will be \$218.00 monthly for January 1, 2025.

Mr. Patterson briefed the Board on an email issued through the Association's website, indicating that tree branches injured this person while Mr. Martin collected them along the outer sidewalk. Mr. Martin stated the incident, as noted by this person, was incorrect, and nothing occurred and believed the email could be fraud or spam. After a discussion, a motion was made to not respond to the email, which carried 4-0 in favor.

The next meeting will be September 17th, 2024.

There being no further business, the meeting was adjourned at 7:05 PM.



Derek Patterson
Property Manager