

The Courtyards at Quail Lake Homeowners Association, Inc.

Board Meeting Minutes August 11, 2026

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

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

Resident(s) Present: none

MINUTES

- April 14, 2026 – There was a motion by Michelle Marie to approve the minutes and a second from Phill. The motion carried unanimously.
- June 9, 2026 - There was a motion by Michelle Marie to approve the minutes and a second from Doug. The motion carried unanimously.
- July 14, 2026 - There was a motion by Doug to approve the minutes and a second from Phill. The motion carried unanimously.

OFFICER & COMMITTEE REPORTS

PRESIDENT'S REPORT

- Concrete Replacement – Building #10
 - o work completed July 27-31
 - o notification was sent out to homeowners/residents a few days prior to the work by email only; several people reported that they did not receive the email and this caused some unnecessary hardships
 - o Kerry and Doug tested the distribution list after the work was completed and it worked correctly
 - o moving forward – work restricting the ability of residents to access their garages will require email notification and notices posted to front doors and garage doors
- Insurance
 - o The HOA's general liability insurance policy renewed on July 1 – no increase from previous term
 - o RowCal began soliciting proposals from brokers/carriers in late June/early July with a September 1 start date
 - o No proposals have been received as of yesterday, 8/10

VICE PRESIDENT'S REPORT

- Has not yet received a proposal from the contractor she met with to address drainage issues on the property

SECRETARY'S REPORT

- None

TREASURER'S REPORT

- Doug gave the Treasurer's Report
- 2027 budget process was outlined
 - o August – Doug and Ryan will receive YTD actuals from RowCal, collaborate on a draft budget, and send to Kerry for review/feedback
 - o September – draft budget would be presented to the board for approval; homeowners will have the opportunity to ask questions, make recommendations, etc. before the board votes to approve it
 - o October – board approved budget will be presented to the homeowners; homeowners can override the approved budget if there is a quorum present and the majority of homeowners vote to do so
 - o January – new budget will take effect on January 1, 2027

FINANCE REPORT

- Doug presented the Finance Report (as of 7/31/26)
 - o Operating Funds: \$75,015
 - o Reserves: \$232,407
 - o Administrative Expenses: \$2,089 under budget YTD
 - o Insurance Expenses: \$32,742 under budget YTD
 - o Water & Sewer: \$3,320 under budget YTD partially due to water restrictions imposed by the City of Colorado Springs
 - o Landscaping & Irrigation: \$5,324 under budget YTD
 - o Repair & Maintenance: \$3,425 over budget YTD; significant electrical issue earlier in the year, concrete repairs to building #2
 - o Reserve Contribution: fully funded YTD with \$21,594 toward an annual budget of \$37,019; 2025 was the first year that reserve contributions exceeded reserve expenses since at least 2011; goal is to accomplish this again in 2026, barring any unforeseen events, and continue to rebuild the HOA's reserves

MANAGER'S REPORT

- None

PROJECT LIST

- reviewed; updated to reflect expenditures this year
- all approved projects have been completed

ROWCAL MONTHLY MANAGEMENT REPORT

- reviewed
- moving truck caused damage to stucco, rain gutter, etc.; repairs will be billed to the homeowner

ROWCAL CARE TEAM UPDATE

- reviewed

OLD BUSINESS

- none

NEW BUSINESS

- 2027 Project List
 - o reviewed; most items will be included in the draft 2027 budget
- Groundworks proposals
 - o tabled until September board meeting
 - o board members will review proposals and inspect project sites prior to September board meeting

OWNER'S FORUM / HEARINGS

- none

Phill announced that he is being deployed and will not be available for the board meeting in September or the annual meeting in October.

Doug noted that he would be unavailable for the board meeting on September 8. It was decided that the September board meeting will need to be rescheduled to a different date that month. Doug said he would check dates with Michelle Marie, Ryan, and Kerry to reschedule the meeting.

Doug announced that the board would have an Executive Session to discuss concerns regarding the HOA's property management contract and property manager following the conclusion of the meeting.

There being no further business, the meeting was adjourned at 1813hrs.

The next board meeting will be in September TBD, 2026, at 1730hrs, Zoom Meeting.

The board went into an Executive Session.



Phill C. Watts
Secretary