

The Courtyards at Quail Lake Homeowners Association, Inc.

General Membership Meeting Minutes

October 24, 2023

There being no quorum, the Board of Directors agreed to continue the meeting to present the information. The meeting was called to order at 6:01 p.m.

Association representatives present were:

<i>Jim Stroman</i>	<i>President</i>
<i>Steve Mosher</i>	<i>Secretary</i>
<i>Jon Felder</i>	<i>Treasurer</i>
<i>Derek Patterson</i>	<i>Property Manager</i>

Mr. Stroman opened the meeting by introducing the Board and RowCal. A quorum was not present [38 required]. A total of twenty-four (24) homes were represented, with seventeen (17) homes in person, three (3) by Proxy and four (4) by Directed Vote. Mr. Patterson conducted roll call and certification of proxies at the door.

A motion was made to approve the previous year's meeting minutes, which carried unanimously.

Mr. Patterson reviewed general insurance information and discussed the Association and owner policies (G/L, D&O, Fidelity, W/C, HO-6, Loss Assessment, Dwelling Coverage, personal contents, Loss of Use, etc.).

Mr. Stroman presented the **President's Report**.

He discussed numerous topics, including GFL being bought out by Republic Services, a reminder to have the fire suppression system shut off if replacing a water heater with "heat," all common area yard lights being replaced with new fixtures, a new administrative fee for issuing violation notices, tree pruning, and seal coating the streets will be completed next spring.

Mr. Stroman thanked the volunteers on the Landscaping Committee and noted that Ms. Browning will serve as the Chair.

Mr. Patterson reviewed the 2024 Budget, followed by a question-and-answer period. The budget will stand as submitted/approved. It was noted the Insurance renewal with Farmer's will continue to be bid out to see if another vendor can be found.

The members present thanked the Board for their work in managing the budget and keeping the community looking great.

Under **New Business**, one (1) term expires this year. Mr. Mosher stated he was not running for another term. It was also noted that Mr. Felder is resigning tonight as his home is for sale. The floor was opened for nominations. Ms. Marletto, Mr. Martin, Mr. Autumn Clark, and Mr. Phillip Watts volunteered. All volunteers gave an introduction to the members present.

It was noted the Bylaws provided for the Board to be expanded to more than three members. In the absence of a quorum, the Board appoints any new members. A motion was made to appoint all four volunteers and set the number of Board members at five, which carried unanimously.

Under **Announcements / Open Forum**, a question-and-answer period followed with the following topics being discussed (the number of rentals in the community, the landscaping contract and renewal for next year, pet stations, how to issue work orders, and the towing process).

Members were reminded to remove all holiday decorations by January 15th each year, to inspect home appliances and equipment, and to have the dryer vent cleaned every two years.

There being no further business, the meeting was adjourned at 7:44 p.m.

The organizational meeting was called to order at 7:48 p.m. to appoint the following Officer positions:

<u>Name</u>	<u>Office</u>	<u>Term Expiration</u>
Jim Stroman	President	2025
Janet Marletto	Vice President	2024
Phill Watts	Secretary	2026
Doug Martin	Treasurer	2024
Autumn Clark	Director at Large	2026

There being no further business, the meeting was adjourned at 7:50 p.m.



Derek Patterson
Property Manager