

The Courtyards at Quail Lake Homeowners Association, Inc.

Board Meeting Minutes

April 16, 2019

The Board of Directors meeting was held at the Stratmoor Hills United Methodist Church. The meeting was called to order at 5:30 p.m. Present at the meeting were:

Jim Stroman	President
Steve Mosher	Secretary
Janet Marletto	Treasurer
Derek Patterson	Property Manager

Owners Forum / Hearings:

No members were present. There were no Hearings.

Secretary's Report:

The September meeting minutes were approved as submitted. The October Annual meeting minutes were reviewed with no changes.

President's Report:

Tree trimming work is continuing by The Hired Hand (THH) with plans to be finished by the end of May.

Landscaping Report:

Mr. Mosher reviewed a bid from ULS for rejuvenating the main entry and removing the last wildfire risk Juniper bushes in the community. Discussion followed. It was agreed to approve the bid if there are no annual flowers (only shrubs and Perennials) and to add a \$300/year budget line item for 2020 to support this new entry feature.

Treasurer's Report:

The December 31st year-end finances were reviewed. The Association was \$3,846.00 over budget for the year (primarily Administration, Landscaping and General Maintenance). The Income and Expense Comparative Statement was reviewed. The February and March 2019 finances were reviewed. The Association was \$8,213.00 under budget for the year. The Income and Expense Comparative Statement and History of Checks report were reviewed.

The Aged Receivables report was reviewed.

Manager's Report:

The Top 10 List was reviewed.

The violation activity report was reviewed.

Old / New Business:

Mr. Patterson reviewed Z&R's "fee schedule" for administration costs for 2019 also known as Attachment B. It was also stated if Z&R's American Express credit card is used to purchase items for the Association, there are points earned. It was also noted if any Board member credit cards are used, points may be earned. The fee schedule was approved, and any points earned for the card holder were ok.

Action Taken Without a Meeting:

An email vote was taken on January 31st to approve a bid from CMR to re-secure all 11 stucco walls. The vote was 3-0 in favor.

An email vote was taken on January 30th to approve a bid from THH to trim trees throughout the entire community. Estimated at \$6.6k for the work. This project was previous discussed at the Annual meeting with an update on final pricing. The vote was 2-0 in favor (1 abstention).

Homeowner correspondence and violation letters were reviewed.

There being no further business, the meeting was adjourned at 6:20 p.m.



Derek Patterson
Property Manager