

**The Courtyards at Quail Lake Homeowners Association, Inc.**  
**Board Meeting Minutes**  
**August 25, 2020**

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Due to the COVID-19 Stay at Home order, the Board of Director's meeting was held by email. Present were as follows:

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

A Board packet was issued by email along with an explanation cover sheet which detailed all of the items which required a vote and which items were for review and discussion.

The following items were unanimously approved by an email vote, with all items being approved 3-0 in favor.

- The July meeting minutes.
- A bid to repair numerous stucco walls (top caps) for the patios.
- The finances as of July 31<sup>st</sup>.
- To increase the Reserve spending limit previously set, to allow for concrete replacement at three different areas (Buildings 6, 11 and 5), roughly \$52k.

The following items were reviewed:

- A structural engineering report was reviewed for 1601 CY – with a concern for a drywall crack. It was noted the drywall just needs to be re-secured and patched.
- The 2020-2021 Snow removal contract.
- The updated Master Parking Permit list.

The next scheduled meeting is the Budget meeting, to be held September 15, 2020.

It was noted that Mr. Mosher will run for another term at this year's Annual meeting in October.



Derek Patterson  
Property Manager