

The Courtyards at Quail Lake Homeowners Association, Inc.

Board of Directors
Board Meeting Minutes
September 19, 2023

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

Present at the meeting were:

Jim Stroman	President
Steve Mosher	Secretary
Jon Felder	Treasurer
Derek Patterson	Property Manager

* 3 Owners were in attendance

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

Owners Forum / Hearings:

There were no Hearings. A question was asked regarding pet leashes and if an electronic collar is acceptable. It was noted that any pets must be on a physical leash when outside the unit.

Secretary's Report:

The August Board meeting minutes were approved as submitted.

President's Report:

The common area light pole project is completed.

Landscaping Report:

There was discussion on the need to continue with tree pruning, shaping and overall tree health in the community and the significant growth this year. A bid to perform high priority pruning and clearance work was reviewed, and it was agreed to move this project to 2024.

Treasurer's Report:

Mr. Felder and Mr. Patterson presented the finance report. The Balance Sheet, Income Statement, and Cash Disbursement reports were reviewed for August 31st. Total Cash assets: \$10,169.84 and Total Reserves: \$291,883.71. Reserve funding is short by \$4k but with the increased cost of Insurance, the shortage may not be caught up. Several Income Statement line-item assignments need to be adjusted. A question-and-answer period followed.

The Aged Receivables report was reviewed (\$4.8k).

Manager's Report:

The 2023 Project List was reviewed.

The restoration work for 3206 Atrium Point is complete, the vendor just needs to submit documentation to Farmer's can issue final payment and close the claim.

A bid was reviewed to replace the concrete in the garage courtyard area for Building 3 (one half of the courtyard area drains to the garage of Unit 1779, for \$39k). It was agreed to investigate having a steel custom drainage grate fabricated/installed to replace the smaller NDS drain in front of the garage now.

The RowCal Service Addendum released on June 2nd is still open as Mr. Stroman had a meeting with Jason Stephenson; but a new RowCal Vice President was hired, and it was agreed to meet with him. If Mr. Felder is not able to attend, Mr. Patterson will attend in his place.

Old / New Business:

Mr. Patterson and Mr. Felder reviewed the second draft of the 2024 Budget, which provided for an increase of 24% to balance. This amount adds an additional \$57k in income but the insurance renewal alone went up \$55k, taking into account the renewal in July 2024. Discussion followed with a question-and-answer period from the membership. A motion was made to approve 24% or \$38 monthly, which balanced the budget. The motion carried 3-0 in favor.

The 2024 Lawn Contract renewal was approved and signed.

The upcoming Annual Meeting was discussed, and Mr. Mosher stated he was not sure if he would run for another term, and Mr. Felder noted he may be putting his home up for sale.

The Annual Meeting is set for October 24th.

There being no further business, the meeting was adjourned at 6:47 p.m.



Derek Patterson
Property Manager