

The Courtyards at Quail Lake Homeowners Association, Inc.

Board Meeting Minutes November 17, 2025

The meeting was held in person at the Stratmoor Hills Methodist Church. The meeting was called to order at 1735hrs.

Jim Stroman	President (P)	Present
Ryan Paradise	Vice President (VP)	Present
Phill Watts	Secretary (SE)	Present
Doug Martin	Treasurer (TR)	Present
Michelle Marie Kinney	Director At-Large (D)	Present
Kerry Cantrell	Property Manager (PM)	Excused

OWNER'S FORUM / HEARINGS

The board answered questions from the residents in attendance.

MINUTES

The minutes from September 16, 2025, board meeting were approved as presented.

The minutes from the October 13, 2025, board meeting were approved as presented.

The minutes from October 21, 2025 (Annual Meeting) were discussed with minor edits made. The minutes must be approved at the 2026 Annual Meeting.

OFFICER & COMMITTEE REPORTS

PRESIDENTS REPORT - None

FINANCE REPORT - None

MANAGER'S REPORT - None

COMPLIANCE REVIEW REPORT - None

OLD BUSINESS

Concrete sealant for driveway areas (buildings #6, #7) & Concrete repairs to building #2 – Jim and board discussed the pros and cons of sealants versus full repair. Costs vary and one is of course more than the other but waiting until spring for the repairs is evident.

Jim said that he or someone else could ask Ashley from RowCal that Kerry Cantrell become the HOA's permanently assigned property manager. Doug said that he would make the request.

Doug said that Kerry had connected him with the account manager for Republic Services (trash removal) regarding options to prevent additional damage to the concrete in the garage areas from the weight of the garbage trucks. The only option made available would be for Republic to carry the trash totes outside the garage area to be emptied and then returned afterwards. The cost would be \$10 per unit per month = \$1,260 / month or \$15,120 / year.

Doug reported that the HOA's towing contractor, Collin's Towing, had given him many of their

branded “parking violation” stickers to be used on property as needed. He would distribute them to board members upon request.

Phill reported that he visited a local fire station, and they agreed to help install a new rope to raise a U.S. flag on the HOA’s flagpole. He coordinated with the fire department and Jim to have the new rope installed and the flag raised on Veteran’s Day (November 11).

MichelleMarie reported that she and Doug had taken homeowner feedback from the September board meeting and used it to make revisions to the draft version of the HOA’s Declaration of Covenants. The proposed revisions were included in the board meeting packet and reviewed by the board.

NEW BUSINESS

An election was held to determine board member officer positions for one-year terms. Doug Martin was elected President. Jim Stroman was asked to serve as Vice President which he declined. Michelle Marie Kinney was elected Vice President, Phill Watts was elected Secretary, and Ryan Paradise was elected Treasurer. Jim Stroman read a formal resignation letter, effective immediately, and left the meeting.

There was discussion regarding the need for an audit of the HOA’s finances. It agreed upon that the board would solicit proposals from three different companies for audits going back three years and going back to 2011. Doug said that he would solicit the proposals.

There was a discussion regarding the need for the board to make quick financial decisions in lieu of a board meeting or an action taken without a meeting which would require a unanimous vote. It was noted that by contract the Property Manager may approve expenses associated with the HOA’s regular operation up to \$1,500 without board approval. It was agreed upon that Doug and Ryan could jointly approve expenses up to \$1,500 without full board approval provided that the full board be informed of these actions.

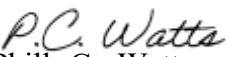
Doug stated that monthly property inspections had not been completed, or at least not reported, by RowCal for several months. He said that he would discuss this with Kerry and report back to the board.

Doug said that he would setup a call with Kerry to discuss several additional items including: making all current contracts available to the board through the RowCal portal, tracking/ending all contracts that automatically renew, possible requoting of the HOA’s general liability insurance, changing insurance coverage dates, a replacement fund / reserve study, and confirming that all policy documents are available on the HOA’s website.

It was agreed upon that the board would begin meeting monthly starting in December 2025.

The next meeting will occur on December 16, 2025, at 5:30 pm – location TBD.

There being no further business, the meeting was adjourned at 2100hrs.


Phill C. Watts
Secretary