

**The Courtyards at The Links HOA Executive Board**  
Meeting Minutes

*August 25, 2016*

*Present:* Bud Vance, Liz Zaic, Tom Fischer

*Next meeting:* TBD

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**I. Discussion**

The meeting was convened at 11:05 AM at the Community Center meeting room. The purpose of the meeting was to discuss pending actions and issues, budget review and conduct normal business.

**II. Actions**

- A. Budget Discussion: Reviewed the July monthly reports. All appeared in order and no questionable areas of concern were noted. Discussed sprinkler expenses and the Developer's ever increasing fees for sprinkler maintenance. Cost and functional analysis of expenses associated with overall operation, maintenance and proportional utilization of the sprinkler system by the Courtyards vs. the Golf Course is in progress. Discussed the need to establish a written contract with the Developer to formalize future sprinkler expenses. This initiative is in progress,
- B. Aging Report: Current report reviewed. Delinquencies have either been resolved or pending resolution following appropriate notifications. Correspondence with homeowners having recurring delinquent monthly HOA fees to remind of due dates and amounts owed will continue. Discussed redefining the policy and process for addressing reoccurring delinquencies with the following timeline and graduated actions:
  - 60 days: e-mail reminder from HOA Bookkeeper;
  - 90 days: letter from HOA Board President;
  - 120 days: Administrative Judgement;
  - 180 days: Property Lien.Discussed ongoing individual issues and coordinated responses.
- C. Classic Landscaping: Continued discussions regarding recent quality concerns. Issues with quality of lawn cutting, trimming, etc., continue to surface. Bud has maintained constant contact with Classic's management to address all issues in a most timely manner. Classic management pledged to improve their services and quality control. In preparation of obtaining competitive bids on new landscaping contract for next year, a Statement of Work (SOW) has been drafted with definitive contractor requirements and incorporating lessons learned from current issues.. The SOW has been drafted in compatibility with Garrison Falls and Master Association requirements.
- D. Architectural Review Committee (ARC) matters: Discussed potential issues regarding ARC submissions that may be forthcoming in the not too distant future. Approved a previously submitted ARC submission.

- E. Continued prior discussions regarding possible upgrading of streetlights to LED technology which would be far more efficient and realize long term cost savings. Tom briefed discussion with Adams Electric Cooperative, Inc. engineering representative regarding a program that company has to assist communities with upgrading current lighting infra structures. Adams Electric program does not appear to be adaptable to Links Courtyards needs, at least not at this point in time. The Adams Electric Rep advised they have not yet perfected the technology they feel is most efficient and cost effective, but continue to work towards developing a workable product in the future, but doesn't expect affirmative results for several months at best. The Rep advised that the option we have been considering regarding a phased in process of experimenting with selected street lights by re-wiring from the out dated components and replacing with LED bulbs would be the most efficient and cost effective way of implementation. We will continue to monitor.
- F. Discussed on-going issues with Courtyard pavers and subsequent planned actions to coordinate with Paver Contractor and move forward with repairs.
- G. Lengthy discussion and initiation of planning for upcoming Courtyards Annual Meeting in October to include annual election process.

The meeting was adjourned at 12:35PM.

Respectfully submitted,  
Tom Fischer,  
Secretary