

The Courtyards at The Links HOA Executive Board
Meeting Minutes

January 20, 2016

Present: Bud Vance, Liz Zaic, Tom Fischer, Dennis Bowman

Next meeting: Wednesday Feb 09, 12:00PM

I. Discussion

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

II. Actions

- A. Discussed the current Aging Report. Bud advised letter was sent January 10th to one specific resident with repeated past due amounts. Awaiting response. Dennis briefed status of others who are currently or had been in arrears. Dennis sent an e-mail to those affected in December as a reminder. In the event no responses are received, notices will be sent advising that if overdue fees are not reconciled within previously agreed upon payment arrangements, it will be necessary to address corrective action in accordance with POS by-laws on an individual basis.
- B. Budget Discussion: Dennis updated 2016 budget and balance sheet. Reviewed I&E for 2015 and explained the related effect on the 2016 budget. For majority of the year, income only from 96 vs. 98 homes; increased to 97 in December. With pending contract on Lot #66, should increase to 98 sometime mid-late 2016. Accounting records were reconciled at the end of year and all are correct. Dennis advised of minor changes to bookkeeping procedures which should help to more clearly delineate budget expenditures.
- C. Lengthy discussion on snow removal in view of predicted major snow storm expected to impact the area on January 22nd. Bud related an issue with Mt Joy Township Council regarding the amount of brine solution they would provide at no cost. The Township will only provide enough brine to allow for pre-treating the roadways, and not for pre-treating driveways and pathways. The amount of brine to be provided is calculated by determining the total mileage distance of roadways within The Links It was discovered that the mileage assessment done by the Township was significantly less than the mileage assessment completed by Malat, and then again personally by Bud. An earlier meeting between Bud and Township council members addressed this matter and a sufficient amount of brine was obtained that would accommodate pre-treatment of all community roadways. The brine solution was to be applied on Thursday afternoon, January 21st. Anticipate further discussion with the Township Council at a later date following the current storm. Discussed phased plowing of roadways during upcoming massive storm, depending upon total accumulation and length of time of storm. Malat agreed to make every effort to pile as much snow as possible on existing vacant lots to avoid potential unintended blocking of roadways/driveways/mailboxes, etc.
- D. Tom briefed status and condition of street lighting and wall lighting at main entrance of Club House Drive. Brief discussion on feasibility of considering possible future change to LED lighting determined additional research is needed and will be readdressed at a later date.

- E. Discussion regarding various issues centering on Chamberlain Ct. Tom related the misspelled sign at entrance to Todd Ct indicating direction to Chamberlain Ct has not been replaced, even though it has been noted several years earlier. Will address with Rick. Bud will address with Rick the repair/replacement of roadway Pavers in Chamberlain Ct sunken by heavy construction equipment during recent building on Lot #71. Anticipate new construction will commence on Lot #66 circa March 2016.
- F. Discussion on irregularities of the sprinkler system with the Courtyards. Sprinklers in Chamberlain Ct were severely disrupted during construction last year. Tom will monitor once they are activated in the spring and advise. The lack of sprinklers on most Islands within the Courtyards was discussed and will be further addressed with Rick.
- G. Issues related to the construction entrance roadway off Mason Dixon Rd that leads past the water filtration plant were discussed. It was agreed that better signage is needed to help discourage private vehicles from using the road, which has been the subject of previous Courtyard resident(s) complaints. It was noted that some GPS systems identify the construction entrance as "South Chamberlain Ct". This would likely confuse visitors to the Courtyards. Contact will be made with GPS providers in an effort to correct this matter. Future discussion with Rick is also planned to examine long term paving options as the road will be continue to be necessary for future construction projects on Chamberlain Ct and subsequently for Emergency Vehicle access.
- H. Liz discussed continuing progress on volunteer recruitment to produce the Courtyards Newsletter. The relevant computer program has been recovered and discussion will continue with potential volunteers to evaluate compatibility.
- I. Liz discussed refining the process by which residents can address issues and complaints referred to the board, including but not limited to, ARC issues. All agreed this is a topic we need to explore, thoroughly analyze and discuss at length at a later date.

The meeting was adjourned at 1:36PM.

Respectfully submitted,
Tom Fischer,
Secretary