

## **The Courtyards at The Links HOA Executive Board**

### **Meeting Minutes**

*October 21, 2016*

*Present:* Bud Vance, Karen Landry and Tom Fischer

*Next meeting:* Tuesday Nov 08, 2:00 PM

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#### **I. Discussion**

The first meeting of the newly elected Courtyards HOA Executive Board was convened at 25 Battery Ridge Drive at 2:00 PM, October 21, 2016. The purpose of the meeting was election of Courtyards HOA Executive Board Officer positions, in-briefing of newly elected board member, assign areas of responsibilities of board members and conduct normal business.

#### **II. Actions**

- A. Meeting commenced with welcoming and in-briefing of new board member Karen Landry with sincere appreciation for volunteering to serve our community. Karen brings with her a wealth of experience and expertise in the world of budgeting, accounting and financial matters that will be most beneficial.

- B. HOA Executive Board positions were decided as follows:

Bud Vance - President;  
Tom Fischer - Vice President;  
Karen Landry – Treasurer/Secretary.

Additional responsibilities were assigned as follows:

Bud Vance: Courtyards HOA representative on the Master Association, landscaping, lawn service, and recycling/trash.  
Tom Fischer: Snow removal, sprinklers, pavers and electrical  
Karen Landry: Budget & Accounting, web page and newsletter coordination.

- C. Executive Board Meetings will be conducted on a regularly scheduled basis the second Tuesday of each month at 2:00 PM. Meetings will normally be held in the Community Center library. Changes to meeting date & time may be necessary due to other commitments of members. Scheduling in the second week of each month, will allow the Board time to review the budget status and pending actions from the previous month.
- D. Budget: Reviewed remaining 2016 budget and estimated potential expenses before end of calendar year. Reviewed Balance and I&E reports. Discussed questions raised during Annual Courtyard's HOA meeting relating to remaining execution of the 2016 budget. Briefed Karen on past and current budgeting practices and outlook for the 2017 budget. Extended discussion included many suggestions and thoughts about re-defining current budget processes and possible reformatting of budget reports. Karen and Book Keeper Dennis Bowman will meet in the near future to discuss budgeting and financial processes and make arrangements for Karen to be added as signatory on the HOA bank accounts.

- E. Aging Report. Current report reviewed. Delinquencies have either been resolved or pending resolution after appropriate notifications. Discussed existing policy and process for addressing reoccurring delinquencies and re-defined the timeline and graduated actions as follows:

- 60 days: E-mail reminder to homeowner
- 90 days: Letter from HOA Board President
- 120 days: Administrative Judgement
- 150 days: Property Lien.

- F. Reviewed current and pending contracts. Discussed potential changes and suggestions for revamping contracting procedures to include the bidding and awarding processes and legal review. This will be a continuing discussion.
- G. Website and Newsletter: Decision made to post HOA Board meeting minutes (current and preceding two months) on the Courtyards website. Discussed ideas of including up to date information on pending and/or resolved HOA Board actions in the community Newsletter. More to come on this.

The meeting was adjourned at 3:50 PM.

Respectfully submitted,

Tom Fischer