

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

*February 12, 2016*

*Present:*

Bud Vance, Liz Zaic, Tom Fischer, Dennis Bowman

Guests: Chris Denham, Ed Kesselman, Stu Kravits, Jerry Myers

*Next meeting:*

TBD

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**I. Discussion**

The meeting was convened at 1:05 PM at 6 Parkland Ct. The purpose of the meeting was to discuss pending actions and issues, budget update, conduct normal business in addition to addressing concerns expressed by guest attendees regarding transparency of budget acceptance process emanating from confusion surrounding the budget presentation at the last Courtyards HOA Annual Meeting.

**II. Actions**

- A. Meeting began with guests' discussion regarding their perceptions of insufficient transparency in the budget acceptance process resulting from incomplete finalization of the 2016 budget at the Oct 22, 2015 Annual Courtyards HOA Meeting. Although no one at the meeting had any disagreements with fiscal aspects of the proposed 2016 budget, a desire was expressed to convene a follow-up HOA meeting to allow for an oral vote for budget approval as opposed to e-mail responses by homeowners. It was noted that two of the guests had not personally attended the Oct 22<sup>nd</sup> Courtyards HOA meeting and had apparently confused a budget rejection vote of the Master Association budget that occurred at the Nov 18<sup>th</sup>, 2015 Master Association Annual Meeting, which may have led to a misperception there were problems with the Courtyards budget. This particular misunderstanding was rectified. Discussion continued regarding perceived transparency issues. The subsequent board decision to disseminate the 2016 budget via e-mail distribution to all Courtyards homeowners was explained in detail, citing compliance with relevant sections of the POS Declaration. Regardless, further discussion centered on differences of opinions regarding the board's action and whether or not changes should be made to the process. The board will take their concerns under advisement and decide at a later date. The discussion digressed to other topics including landscaping, electrical, out dated smoke detectors, snow removal, Mt. Joy Township priorities and Master Association issues. Any relevant concerns expressed were duly noted and will be appropriately addressed as considered necessary. Guests' discussion ended at 2:35 PM.
- B. Budget Discussion: Dennis updated 2016 budget, I&E report and balance sheet. Bud reviewed the I&E report for reconciliation. Dennis advised the Courtyards will be reimbursed proportionally by the Master Association for brine solution expense during last snow storms.
- C. Aging Report: Current report reviewed with discussion on one particular extended issue. Most prior minor delinquencies have been resolved. Dennis recommended an e-mail be disseminated reminding homeowners the monthly fee for 2016 has remained at \$155 due the first of the month, but no later than the 20<sup>th</sup>. This may help avoid occasional inconsistency in payment amounts by some homeowners. Discussed continuation of providing HOA Welcoming Letters to new homeowners to include clarification of the HOA monthly fees process.

- D. Discussion on snow removal included Dennis' clarification of the Township's position on only allowing application of the brine solution to public roads. This had also been explained to the guests earlier in the meeting. Discussed the forecasted snow & ice storm with extreme cold temperatures anticipated on Sunday Feb 14<sup>th</sup>. Based on experience of the last storm, in addition to the standard deicer application to all Courtyard streets and residences, Malat will be asked to apply increased amounts of deicer substance to all North facing streets, driveways and walkways to avoid prolonged icy conditions.
- E. Construction entrance road issues: Rick Klein will soon install new signage off Mason Dixon Rd clearly identifying the road for use only by construction vehicles. Contact has been made with GPS providers in an effort to have them delete information from their systems that incorrectly identifies the construction entrance road as S. Chamberlain Ct. Thus far, one company (Garmin) responded they will consult with their resource partners to make corrections. Contact with other GPS providers is on-going.
- F. Discussion regarding dissemination of community-wide information of interest determined that separate e-mail address identifiers should be established for the different HOAs and the Master Association. It would also be less confusing when e-mails from the HOA board are clearly indicated as such and not from an e-mail with a personal e-mail address identifier. Briefly discussed efforts to upgrade the website with separate links to each individual Association. Villas resident Kurt Dustin was identified as having the expertise and willingness to help with upgrading the website. Follow up on progress of upgrading the website will continue.

The meeting was adjourned at 4:00PM.

Respectfully submitted,  
Tom Fischer,  
Secretary