

The Courtyards at the Links HOA Executive Board

Meeting Minutes

13 December 2016

Present: Bud Vance, Tom Fischer and Karen Landry

Next Meeting: Tuesday 17 January 2016, 2:00 pm

I. Discussions

- a. The meeting was convened at 2:00 pm at the Community Center library. The purpose of the meeting was to discuss pending actions and issues, budget update and conduct normal business.

II. Actions:

- a. Lawn Care Contract: The HOA representatives are in the final stages of negotiating a new contract with Brightview Lawn Care who under bid the current contractor – Classics - by a small amount, but offered more services. Our review of customer surveys found greater satisfaction with Brightview than Classic. The details of the contract solicitation and proposal review is documented and will be stored with the contract.
- b. Bud is in the process of finalizing a contract for the sprinkler and trash pickup services that is provided by Rick's employees. The sprinkler services, including maintenance, will cost \$26.00 per household per month. The Trash pickup will cost \$12.00 per household per month. The agreement will be effective for three years, starting 1 January 2017.
- c. Both the Brightview contract, the Sprinkler and the Trash pickup contracts will be reviewed by our attorney.
- d. It was determined that an e-mail needs to go out to the homeowner's reminding them of their responsibility to clean up after their dogs and ensure their guests follow the rules as well.
- e. A capital improvement policy was discussed. Per research done by Mike Fry the amount in the capital reserve cannot be greater than the general common expense assessments for the previous fiscal year. At this time the not-to-exceed amount would be \$198k. The current balance in the reserve is \$113k. Karen was given the action to write a capitalization policy and then the board would determine what items are covered by the policy.
- f. It was agreed that the islands in the Courtyards would be improved, based on need and available funds. The last island rejuvenated was Shiloh Ct.
- g. Effective 1 January 2017 the only amount that will be reimbursed by Rick will be for services received under the Brightview contract.
- h. Bud will prepare a letter to the bank authorizing Karen as a signatory on the checking account.
- i. Decision to invest our reserve funds into laddered CDs has been deferred to January 2017 meeting.
- j. The Landis' asked if it was o.k. to post the Link's Newsletter at the Mount Joy building. Bud is checking with the other HOA representatives to get their input.
- k. The proposed dog park was discussed. A new recommendation places the park behind the tennis court in the woods. The previous suggested location was between the basketball and tennis courts. Approval was given to contact Long Fence Company to get an estimate on both proposed locations. Karen has that action. This information will be provided to the HOA for a decision on whether to go forward.

- l.** Dennis' new contract was approved. Karen to send copy to Dennis for his review.
- m.** Budget:
 - i.** Karen provided the typical financial statements—balance sheet and Profit and Loss and aging Accounts Receivable. Two new reports were produced “Yearend Cash analysis” and “Overpayment Balances”
 - 1.** The yearend cash analysis reflects that Courtyard is solvent. The only thing that could cause a concern, would be an extensive snow storm. Then it might become necessary to use some of the reserve until all the January 2017 assessments are received, whereafter the reserve would be reimbursed.
 - 2.** The Overpayment balances were discussed. Some of the amounts were unusual. Karen was tasked with explaining the balances and drafting a note that may be sent to the homeowner's making them aware of the credit balances (overpayments)
 - 3.** The aging report was discussed regarding the amounts due from Rick. Karen was tasked with researching what was being billed.

The meeting was adjourned at 3:40 p.m.
Respectfully submitted.

Karen Landry