

The Courtyards at The Links HOA Executive Board
Meeting Minutes

February 21, 2017

Present: Bud Vance, Karen Landry and Tom Fischer

Next meeting: Tuesday MAR 21, 2:00 PM

I. Discussion

The meeting was convened at 2:10 PM at the Community Center library. The purpose of the meeting was to meet with the new ARC Committee, discuss pending actions and issues, budget update and conduct normal business.

II. Actions

- A. ARC meeting: The Courtyards Architectural Review Committee (ARC) was invited to attend the board meeting for introduction of new members and discussion of ARC related matters. Present were ARC Chairman Mike Sheppo and new members Alice Kabatt and Bruce Terry. The board thanked Alice and Bruce for stepping up to serve on the ARC. On behalf of Courtyard residents, the board expressed sincere appreciation to all three ARC members for their volunteer service to our community. Subsequent discussion centered on ARC procedures and standards and interaction with the board. A need to update ARC policy and include the updated policy on the Links' website was discussed at length and will continue as a work in progress, ARC members departed the meeting prior to start of normal board business.
- B. Budget Discussion: Reviewed Balance Sheet and all related current budget reports. Discussed implementation of adding board member signature to checks written for expenses. Continued discussion relating to possibly investing in CD's, however, it was decided to withhold decisions for the time being due to uncertainty of current interest rates and speculated future rate fluctuations. The board will continue to monitor and evaluate until a more definitive decision can be reached. Discussed implementing new procedures for bill paying and potentially establishing electronic payment process. Further discussion and evaluation will continue. A new payment process was proposed and approved. As a result online vendor payments will be implemented in the next couple of months. Bud will establish a group name for board members. Homeowner's and vendors will be asked to use this email name for future correspondence.
- C. Aging Report. Current report reviewed. Delinquencies have either been resolved or pending resolution consistent with appropriate notifications.
- D. Contracts: Discussed various contract issues and evaluation of possible future actions. Discussed commencement of new lawn care contract with Brightview and their first operational visit to the Links circa early March timeframe.
- E. Reviewed estimate to install a dog park. Bud agreed to present at the next Master Association meeting.

- F. The board continues working with the developer and the Mount Joy Township pertaining to developer issues that remain to be completed by the developer primarily in the areas of drainage, landscaping and installation of lighting primarily in the Phase 1C, Roundtop/Lookout areas.
- G. Brightview is finalizing its schedule for Spring Clean-up and mulching. Brightview will provide estimates for those homeowners that desire additional mulch primarily in the rear and sides of homes.
- H. Estimates have been requested for replacement plants in the common areas and islands, as well as removal of the two large dead pines on the north side of Mason Dixon.
- I. Three year contracts have been finalized between the Board and the Developer for curbside trash pick-up, for \$12/month and sprinkling and routine maintenance of sprinklers for \$26/month.

The meeting was adjourned at 3:45 PM.

Respectfully submitted,

Bud, Karen, Tom