

The Courtyards at The Links HOA Executive Board
Meeting Minutes

April 11, 2017

Present: Bud Vance, Karen Landry and Tom Fischer

Next meeting: Tuesday May 23, 2:00 PM

I. Discussion

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. Budget Discussion: Reviewed Balance Sheet, Profit & Loss report with previous year comparison, Transaction list by Vendor for period of January – March with concomitant discussion relating to current financial matters. All reports documented we remain in good standing within our current budget
- B. Aging Report. Current report reviewed. Majority of delinquencies have either been resolved or pending resolution consistent with appropriate notifications. Discussed future actions and consultations to be explored in the event repetitive delinquent issues are not resolved.
- C. Master Association Update: Bud provided an update on matters under the purview of the Links Master Association (MA) affecting the Courtyards; the Community Center Oversight Committee is researching costs of new chaise lounge chairs to be purchased. Small purchases approved by the Master Association for some Tot Lot improvements.
- D. BrightView lawn care: Continued follow-up review of Brightview's initial operations within the Courtyards. It appears that some early struggles during their adjustment period are being addressed by Brightview management; however, we will continue to monitor to ensure any reported problems are rectified in a timely and satisfactory manner and that all contractual obligations are met. Personal interaction with Brightview managers and on-site supervisors will continue minimally on a weekly basis to support a real time assessment of Brightview's efforts to provide quality lawn care services. Later this month TruGreen, a subcontractor of BrightView, will be applying turf application and fertilizer. The small "pods" on some of the pin oaks fronting Clubhouse Drive have been determined to be caused by the "Gall Oak Wasp". Although unsightly, it causes no permanent damage to the tree and insecticide proves ineffective.
- E. We are working to get additional plantings finalized this Spring, primarily, replacing dead and dying Leland Cyprus and shrubs. The Board approved island beautification projects for Penn, Banner, and Shiloh Courts.
- F. As reported last month, the Board continues working with the Developer to finalize the Developer's obligations in the areas of landscaping, drainage and lighting primarily in the

Phase 1C (Roundtop/Lookout/Chamberlain areas) and finalize timelines for completion of required work.

- G. Continue to search for good CD rates for non-profit organizations. Search so far has been disappointing.
- H. Activate new payment procedures by mid-summer utilizing online banking.
- I. The Board is working on establishing a Group Name for e-mail between the Executive Board and homeowners.

The meeting was adjourned at 3:45 PM.

Respectfully submitted,

Bud, Karen, Tom