

# The Courtyards at The Links HOA Executive Board

## Meeting Minutes

May 23, 2017

resent: Bud Vance, Karen Landry and Tom Fischer

Next meeting: 27 June, 2:00 PM

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### **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.

### **Actions**

- A. Budget Discussion: Reviewed Balance Sheet, Profit & Loss report with previous year comparison, Transaction list by Vendor for period of January – April 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. Report was not current because of vacation conflict. Bookkeeper will cc board on any future financial correspondence with home owners.
- C. Statements: It was reiterated that the Bookkeeper would issue statements twice a year – June and December to any homeowner that has a balance (negative or positive).
- D. It was agreed that the bookkeeper and the Treasurer would meet with Windsor Bank representatives on 5 June to discuss making Vendor payments via online banking.
- E. At that meeting options for a money market account will be discussed.
- F. Bookkeeper has agreed to update his Quick Books to 2017 version.
- G. The lead of the Finance committee that recommended investing surplus funds into tiered CDs was contacted regarding possible leads on obtaining CDs with reasonable rate of returns. Most banks are not issuing CDs to business just to individuals.
- H. Master Association (MA) Update: Bud provided an update on matters under the purview of the Links Master Association (MA) affecting the Courtyards; the Community Center Oversight Committee:
  - a. Pool is scheduled to open on Saturday, 29 May 2017.
  - b. MA have purchased 20 new lounge chairs to replace the older ones.
  - c. Flowers have been installed at the entrance. The cost will be equally shared between the MA and the developer. They look great!

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- I. The Mount Joy Township has approved the Developer's concept, as coordinated with the HOA Board. Key points follow:
  - i. Chamberlain Court's (CT) Islands will be landscaped by 1 June 2017 and the pavers in the middle of the islands by early Fall 2017.
  - ii. Six street lights, pillars at entry and lights on pillars will be installed in Chamberlain Ct. by 1 June 2017. The remaining 7 street lights will be installed by 1 June 2018.
  - iii. Evergreens will be installed along the north side of Mason Dixon in the vicinity of Brooke Ct.
  - iv. Evergreens and flowering cherry trees will be installed along the drainage berm behind Chamberlain Ct. by 1 June, 2017. Additional evergreen and flowering trees will be installed upon completion of berm expansion
  - v. Flowering trees will be installed in lieu of evergreens along Clubhouse Drive, Lookout and Todd CTs by 1 June 2018.
  - vi. Original plans called for Leland Cyprus to be planted in many areas. Those have been substituted for Giant Green Arborvitae and Spruce Trees.
- J. Bright View lawn care: We continuously are working with our Brightview Lawn care contractor to ensure the highest standards of performance. They have been advised to use round=up only on pavers and not as an edging device. There was an earlier spill at the entrance to Brooke Ct from Clubhouse that was repaired with new sod, but remains an issue. The Contractor will be contacted to relook and correct this issue.
- K. We are working to get additional plants installed during early June to replace dead and dying trees and shrubs, including replacing most of the remaining Leland Cyprus.
- L. The Board approved funds for landscaping some of the Courtyards islands which are in need of landscaping improvements. That action is still ongoing.
- M. It was noted that three separate Adams Electric Cooperative bills, under three separate account numbers, are issued for the electric services, primarily for street lights, due to having three separate meters which control the three separate sections of the Courtyards. Possibility exists for a fourth meter/account with the installation of street lights on Chamberlain. Separate accounts for separate meters is apparently Adams Cooperative's standard business practice for billing. Contact will be made with Adams Cooperative to see if they would consider combining our billing on one statement to simplify our record system.

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The meeting was adjourned at 4:30 PM.

Respectfully submitted,

**Bud, Karen, Tom**