

The Courtyards at The Links HOA Executive Board

Meeting Minutes

August 22, 2017

resent: Bud Vance, Karen Landry and Tom Fischer

Next meeting: 7 September, 2017 2:00 PM

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. Reviewed Accounts Receivable – delinquency rates have dropped considerable.
- B. Board approved contacting homeowners when they are 31 days late on their HOA fees.
- C. Board approved purchasing at \$50k CD at 1.5% from New Windsor Bank, where we have a checking account.
- D. Discussed need for mid-year financial report to homeowner's. Decision was to wait until October annual meeting.
- E. Identified pavers that need repairs in the islands at Battery Ridge and Parkland Court.
- F. Identified broken bricks at entrance of Club House drive. Bud to notify Rick.
- G. Board reviewed 2018 requirements to build 2018 budget. Draft budget was submitted. Review to be done at September's HOA meeting.
- H. Met with Brightview and discussed lack of quality control in not cleaning patios, excessive weeds in mulched beds and pavers. Assured by the Brach manager that will be corrected this week with additional dedicated personnel on-site.
- I. Discussed the upcoming Courtyards Annual Meeting.
 - a. Location Premier Clubhouse – need to reserve.
 - b. Notification letter and request for resumes for candidates for Executive Board due to homeowners in early September.
- J. All courtyards islands beautification improvements have been completed with the exception of Brooke Court, which is currently in process.
- K. Per prior commitment by the Developer, both islands in Chamberlain Court will be completed by 01 October in addition to the pillar lights at the entrance of Battery Ridge.
- L. Reports of private vehicles being seen traversing down the cart path on Hole #14 on two separate occasions have been provided to the Golf Course Owner and Superintendent for whatever action they deem appropriate. Both will follow up and request to be immediately notified if any further incidents are reported.

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M. Contact will be made with the golf course Superintendent to obtain status for completion of the landscaping and sprinklers on the Chamberlain Ct islands. Will also discuss acquiring from him cost and work estimates to possibly install sprinkler systems in remaining courtyards islands that do not have sprinklers.

N. Continued in efforts to obtain estimates and work projections to determine feasibility of converting courtyard street lights to LED bulbs. Meetings are planned with electrical contractors and will remain a work in progress to evaluate long term costs and potential savings.

Master Association (MA) Update:

A. The MA is currently working on obtaining bids to replace the lighting along the wall by the Community Center (CC), the steps to the CC and along the access ramp to the CC. We are optimistic to have these lighting improvements completed this year.

B. The MA is continuing work on the shutoff valves for the water fountains, to be continued after the pool season.

The meeting was adjourned at 4:10 PM.

Respectfully submitted,

Bud, Karen, Tom