

## The Courtyards at The Links HOA Executive Board

### Meeting Minutes

5 October, 2017

resent: Bud Vance, Karen Landry and Tom Fischer

Next meeting: 14 November, 2017 2:30 PM

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### **Discussion**

The meeting was convened at 2:30 PM at the Community Center library. Purpose of the meeting was primarily to finalize the Board's preparation and presentation during the Courtyards HOA's Annual Meeting at 7 PM, October 12, 2017.

### **Actions**

- A. Reviewed Accounts Receivable – delinquency rates went up a little this month.
- B. Reviewed monthly financials, all looks good.
- C. Reviewed financials to be presented at annual meeting. A few numbers were adjusted in the projected column. Many of our major bills have been paid through the end of the year.
- D. The Board recognized that we have been inconsistent in applying the \$10.00 late fee to owners that are behind on their HoA fees. Effective immediately, when a homeowner's HoA fees are more than 60 days late a \$10.00 late fee will be applied to their account for every month after 60 days that they are late.
- E. Effective next monthly board meeting the bookkeeper will be invited to attend for the first part of the meeting. The objective is to improve communications.
- F. Finalized preparations for Annual HOA Meeting on Oct 12<sup>th</sup>.
  - a. Reviewed agenda and board members presentations. Confirmed voting process and preparation of ballots to be utilized during meeting for proposed Rules and Regulations Amendment relating to allowing display of U. S. Military Service Flags.
  - b. The Premier Clubhouse has been reserved, doors will open at 6:30 PM. The notification e-mail with two attachments, Candidate Questionnaire and Letter of Notification were sent out to CY homeowners on SEP 4, 2017.
  - c. We still need to follow-up with additional notifications and attachments for the Annual Meeting including the Agenda, Proposed Amendment, completed Candidate questionnaires for Board vacancy and Financial data including Balance Sheet, Proposed 2018 Budget, and current and projected status of 2017 Budget, to include projected end of the year costs.
  - d. There will not be an increase of CY HOA Fees proposed for 2018.

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- e. Bud will check for availability of a projector from the Golf Course to use in the meeting.
- G. We have some ARC recommendations from the ARC Committee that need approval. The Committee has seen an increase in ARC requests and are working diligently and thoroughly to complete them. The Board approved the recommendations of the ARC Committee. Bud will notify Mike Sheppo, Chair that all submitted ARC's are approved and please prepare letters for approval.
- H. Discussed recently reported passing of an Evergreen Court resident who lived alone. Efforts will be made to identify and communicate with estate representatives to determine future actions involving the vacated property.
- I. Obtained contact information for PennDot in efforts to determine if there is any planned future action for the Mason Dixon Road bridge over Rock Creek. Contact will be made at first opportunity. Once valid information is obtained, residents will be advised via Courtyards HOA Board email.

#### Master Association (MA) Update:

- A. Bud notified the Board that the MA will be looking for a new pool maintenance person the current one has notified the MA he will be retiring.
- B. The Master Association's Annual Meeting will be NOV 16, 2017 in the Premier Clubhouse and reservations have been made.

The meeting was adjourned at 4:20 PM.

Respectfully submitted,

Bud, Karen, Tom

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