

The Courtyards at The Links HOA Executive Board

Annual Meeting Minutes

October 12, 2017

- I. **Opening.** Bud Vance convened the meeting at 7:03 P.M and welcomed everyone. He then stated there has been an e-mail established this year for communication with any Board Member and that is a better venue to contact a Board Member for assistance. That e-mail is courtyardshoaboard@gmail.com and is the preferred means of communication. Obviously, if you want a particular Board Member you may contact them directly. Additionally, the Board's monthly meeting minutes are posted on the Courtyards website.
- II. **Quorum.** Dennis Bowman verified that a quorum was present.
- III. **Proof of Notice of Meeting.** Bud indicated initial notification was submitted to homeowners in an e-mail on 4 SEP, 2017 with attachments, followed by a second e-mail with attachments on OCT 4, 2017 and a third e-mail with Financial attachments on OCT 6, 2017. Proof of Notice of Meeting was fulfilled.
- IV. **Minutes of 2016 Annual Meeting.** Bud advised that the minutes of the 2016 Courtyards HOA Annual Meeting had been distributed by email. A question submitted by Stu Kravits to change the number of years of sprinkling resulting in a doubling of fees, within a 10 year period should be changed to six years (2010-2016). Bud stated that change was accepted. A motion to not read the minutes was made, seconded, and approved. A motion to approve the minutes was then made, seconded and approved.
- V. **Reports of Officers and Committees.**
 - a. **Volunteers.** Bud thanked Tom and Karen for their outstanding work in supporting the Courtyards Community. There was a round of applause. He then commended the volunteer work done by many of the residents of our community and thanked them all: Stu Kravits and Dennis Bowman for their advice and counsel to this Board; Connie Feldman for her untiring work supporting the Community Center Oversight Committee and the Pool, assisted by David Birdwell and Rich Dassing; Cliff Feldman for his ongoing work on keeping up-to-date resident's directories. Stu for recently taking on the distribution of Recommended Workers information throughout the community; Sharon Kuntzman for doing the "Welcome Wagon" for new arrivals; Frank Negro who collects our newspapers for the Boy Scouts; Tai and Bruce Landis for the Links Newsletter, as well as Bruce for his role in the fitness center; The members of the Architectural Review Committee (ARC), Mike Sheppo, chair, and Bruce Terry and Alice Kabatt; entire Oversight Committee (CCOC) for their ongoing contributions; and many others who stepped up to volunteer. It is critical in our

community that we have volunteers and everyone is urged to volunteer in support of their community. We need additional ARC and CCOC members. Additionally, it was noted that we need a volunteer to take on the duties of Links Community Newsletter and someone to serve as Fitness Center Coordinator.

b. Architectural Review Committee (ARC).

Mike Sheppo, ARC Chairman, presented the following:

- i. There were a total of twenty-nine (29) ARC requests submitted since the 2016 Annual Meeting: three (3) submitted in 2016 and twenty-three (23) submitted in 2017, to date. Additionally there were two ARC Requests that were not necessary, as the requests were for items not needing an ARC and one ARC Request was withdrawn by the requestor.
- ii. Some precedents were established this year: Savoy Model homes have two (2) “backyards”, which can be fenced with one contingent fence; Roof shingles color may vary slightly within reason; for safety reasons, low intensity LED lighting may be installed under steps to avoid falls

c. New Contracts.

There are four new contracts initiated by the Board this past year: three year fixed cost contract for both lawn sprinkling and home trash pick-up with the Developer; snow removal and brine application contract with Paul Malat,; and a five year optional contract for expanded lawncare services with Brightview, one of the two largest lawncare providers in the US.

d. Lawncare.

- i. We worked closely with the other Links HOAs to obtain the same standards throughout the Links Community. A contract with Brightview was awarded. Each HOA has its own contract, but same rates and standards prevail throughout the Links. The contract was awarded after advertising a new, more thorough statement of work, receiving written bids for services, staffing the proposals, cost comparisons, on-site visits, oral briefs, etc.
- ii. Some of the key areas covered by the contract include: twenty-six mowings; lawn treatment for fertilizer, insects, etc. will be by TruGreen, a subcontractor of Brightview,; mulching of all beds; edging with metal trimmers, including tree rings; five (5) separate fertilizings; three (3) trimmings; Fall and Spring clean-ups, etc.
- iii. We have experienced many minor issues with the lawn care contract, and deal with the contractor to resolve issues as they arise. Brightview has been very responsive to remedy issues caused by their workers. We plan to continue Brightview’s services and contract in 2018. Please notify a Board Member if you see or experience a problem with the contractor’s crew or services.

e. Plantings.

New spruce and arborvitaes were planted replacing dead or dying Leland Cyprus plants. This is the second year for this project. We still have some that will be replaced as needed next year. This will be an on-going project. Leland Cyprus just isn't the correct plant for this area. Courtyard Islands were improved with planting replacement trees, shrubs and flowers. Other trees and flowers were also replaced as needed throughout the Courtyards areas.

f. Master Association Update.

The Annual Meeting of the Master Association is November 16, 2017 in the Premier Clubhouse. Bud urged attendance. He stated he would provide a brief update, with much more to follow at the Annual Meeting. The Community Center and Fitness Center have shown more utilization, which is good. The carpet in main area and the Fitness Center floors were recently professionally cleaned. Repairs to the leaking fountains and fountain basins have been accomplished and hopefully finally resolved. New chaise lounges and umbrellas for the pool area were purchased and old ones discarded.

g. Investments.

- i. The Board approved the purchase of a 2-year \$50k CD from the reserve funds. The CD return is 1.5%.

VI. Voting on Amendment to Rules and Regulations, the Courtyards at the Links at Gettysburg, a Planned Community (Public Offering Statement).

Notification of a request to Amend the Rules and Regulations was provided in the notification of the upcoming Courtyards Annual Meeting. The specific request was addressed as below:

The Executive Board is proposing a change to the Public Offering Statement (POS) RULES AND REGULATIONS OF THE COURTYARDS AT THE LINKS AT GETTYSBURG, A PLANNED COMMUNITY, and RESTRICTIONS IN USE. Specifically, paragraph 18:

- a. As currently reads, (third sentence),.... ***Notwithstanding the foregoing, each Unit Owner may fly one (1) American flag from a pole attached to the exterior wall of his Dwelling.***
- b. Proposed change will read, (third sentence),.... ***Notwithstanding, the foregoing, each unit Owner may fly one (1) American flag and/or one (1) U.S. Military Service flag (Army, Navy, Air Force, Marines, or Coast Guard) from the same pole or a separate pole attached to the exterior of the dwelling. If the American Flag and a U.S. Military Service Flag, described herein, are flown from the same pole, the American Flag must always be on top. These flags may also be attached to a dwelling's porch support.***

Bud addressed the context of the requested Amendment by stating that two separate homeowners had requested this matter be brought up for a homeowner vote to amend the POS as addressed above. The homeowners felt the current procedure of allowing the flying of the US Service flag only on Holidays should be changed. Before opening the discussions,

Bud explained that the flag in question for this proposed amendment was a “US Military Flag and identified ONLY as the Army, Navy, Air Force, Marines, and Coast Guard. No other Services or flags were part of this Amendment.

Homeowner Chris Batzel addressed the homeowners and why he desired to fly the flag on a daily basis, and not limited to various Holidays. Stu and Paula Kravits, Dave Montgomery, and Bettye Baker rose in opposition to the change, primarily along the lines of where does it end? Bud stated the amendment specifically addresses the addition of only the five US Services. Stu asked about other US Services, to include could he fly the “Merchant Marine Flag”, since his father served in that organization during WWII. Bud stated the Amendment addresses only the five US Services. Bud stated to incorporate any Services beyond the five being voted for would require another proposed Amendment. Tonight, the Amendment to be voted on is just these five, provided a motion is made and seconded. A motion was made and seconded to put the Amendment to a vote of the homeowners.

Dennis Bowman and Jim Gresalfi provided ballots, one per household or proxy and homeowners voted. Dennis provided the results and they were read by Bud. The results for the Amendment were 33 YES Votes and 7 NO Votes for the Amendment. The Amendment carried and Bud will coordinate with our Lawyer for the appropriate modification wording to the POS.

VII. Year-to-Date Review of 2017 Budget.

- a. The 2017 budget was presented showing actual income and expenses through 30 September 2017 and projected income and expenses from 1 October through 31 December 2017. The October through December projections were obtained by using fixed costs where available. If costs for a category were not fixed, then last year’s cost for October through December were used for the projection. By presenting actual and projected income and expense homeowners could see a full comparison to the 2017 budget.**
- b. Karen asked if there were any questions on the 2017 budget. There were none.**

VIII. Finance Procedural Update

- a. Invoices will be paid via the bank’s payment process to tighten controls. Dennis will scan in bill, Bud or Tom will approve and Karen will initiate payment with the bank. If a hard copy check needs to be written, two signatures are required.**
- b. Twice a year (after 30 June and after 31 December) e-mails will be sent to homeowners who have a balance (prepaid or past due).**
- c. A new liability account was established to capture prepaid HoA fees. This account is reduced when a monthly HoA fee is assessed. By creating this account there is a clear understanding of what the HoA owes versus what the homeowners owe. The Board appreciates prepaid HoA fees.**

- d. **Past due amounts have been reduced considerably. Thank you for your prompt payments.**
- e. **Homeowner's will be notified if their HoA payment is more than 30 days late.**
- f. **The new Reserve Account policy was reviewed. Essentially the policy defines the minimum and maximum amounts to hold in reserve. It also defines how the funds are to be used. A copy of the policy will be posted to the website.**

IX. Present and Approve 2018 Courtyards Budget.

- a. **The 2018 budget was presented. The good news was that no increase in the HoA fee is foreseen. This status quo is the result of the Board negotiating multiyear contracts for services, e.g. lawn, garbage pickup, etc.**
- b. **It was agreed to keep the snow removal budget amount at the same level as last year, even though there was a surplus for that budget line item. The justification is snow fall is unpredictable.**
- c. **A portion of the surplus funds will be transferred to the Reserve funds.**

X. Election for Board Position.

Tom presented the election process for the upcoming vacant board position. Bud Vance's three year term was expiring and Bud was the only resident who volunteered to run for the position and submitted the required nomination forms prior to the deadline detailed in the Meeting Notification referred to, supra. There was only one candidate, and that was Bud who volunteered to run for a second term. A motion to proceed without a call for further nominations was made, seconded, and approved. A motion to re-elect Bud Vance by acclamation was made, seconded, and approved. Accordingly, Bud Vance was then elected by acclamation.

XI. Old Business.

Bud addressed that the pending contracts mentioned last year have been addressed during this meeting. He then asked if there was anything from last year's minutes that needed further addressing, no one voiced an issue.

XII. New Business.

The Master Association Annual Meeting will be held on November 16, 2017 at 7:00 p.m. at the Premier Clubhouse. All homeowners are invited and encouraged to attend.

The Links Holiday Party will be held at the Premier Clubhouse on December 16, 2017. Details will follow shortly.

Courtyards Street Lights:

Tom discussed an evaluation process that has been ongoing for approximately the last 18 months regarding the feasibility of converting all the Courtyard street lights to LED. To ensure corroboration In order to thoroughly assess the propriety of converting to LED, four (4) separate lights were rewired by a certified electrician in order to make the technical changes necessary to accommodate usage of LED bulbs. The old type metal hylade bulbs were replaced with LED bulbs. No problems were noted over that approximately 18 month period in which LED bulbs had been substituted. According to all available and recognized valid research documentation, the conversion to LED bulbs could result in a significant savings – perhaps as much as 70% - 85% based on available data - in both material, labor and utility service fees over a relatively short period of time. Estimates for the total up front cost of this proposed transformation (labor and materials) to convert a total of 90 street lights within the Courtyards would not exceed \$8000.00. Depending upon the availability of the contractor and time involved in completing the work, this cost may be spread out through CY2018 and possibly into CY 2019. Regardless, the time involved would not have any negative impact whatsoever on approved Courtyards budgets. Once the project is started, progress reports will be provided to all residents.

Adjournment.

Bud asked if there was anything else any homeowner would like to address. There being none, a motion to adjourn was made and seconded. Motion to adjourn carried and the Meeting was adjourned at 8:35 PM.

Respectfully submitted,

Courtyards HOA Executive Board
Bud, Tom, and Karen