

The Courtyards at The Links HOA Executive Board

Meeting Minutes

November 14, 2017

Present: Bud Vance, Karen Landry, Tom Fischer and Dennis Bowman

Next meeting: 12 December, 2017 2:30 PM

Discussion

The meeting was convened at 2:30 PM at the Community Center library. Purpose of the meeting was primarily to review the financials and the electrical issues.

Actions

- A. Reviewed Accounts Receivable – only 5 delinquent, two homeowners on the list are rarely late.
- B. Reviewed monthly financials, all looks good.
- C. Reviewed payments made to Master Association. Appears we may have an unbudgeted expense – grub treatment. Researching with Dennis.
- D. Presented late payment policy. Bud and Tom to provide input. Document will be posted to the website.
- E. Everyone agreed that Treasurer will be “cc”d on all late payment emails.
- F. Dennis informed us that every home that changes hands requires a re-sale certificate 30 days prior to settlement. This ensures that all HoA balances are zeroed out.
- G. Effective 1 January 2018, all new homeowners will be assessed a \$225.00 Capitalization Contribution. It is in the PoS, but we haven’t been enforcing the fee.
- H. Karen drafted a Welcome letter for new residents. Bud and Tom reviewing.
- I. It was noted that homeowners would like an acknowledgement from the Board when a PoS violation is reported.
- J. Discussed status of ongoing efforts to transition Courtyard street lights from old style metal halide bulbs to LED system. Briefed options and long term plan under consideration in order to remain within our budget. Estimates received from our new electrical contractor appear to be consistent with the cost projections. Further discussion and planning will continue and transition will begin as soon as possible as dictated by upcoming winter weather conditions. Additional evaluation with the electrical supply contractor will also occur to evaluate the proper wattage needed with the LED bulbs so as to retain the same level of illumination that has been provided using the old style bulbs. It is anticipated this

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- process will take a significant amount of time to complete. Continual updates will be provided as status reports.
- K. Additional discussion involving electrical contracting for lighting surrounding the main entrance to The Links on Clubhouse Drive, and also entrance way to Battery Ridge, centered on an estimate provided by our electrician. Also reviewing enhancement of the outdoor lighting at the Community Center, especially for safety purposes. This is an ongoing process that is primarily the responsibility of the Master Association and the Golf Course. We will stay involved with the planning and evaluating process because of the close connectivity to the Courtyards electrical system. This is not a Courtyards budgetary matter.
 - L. Discussed review of ARC current guidelines and planned updating of those guidelines on the HOA website to incorporate latest changes and/or modifications. This is an ongoing process and being completed jointly with the ARC committee members.

Master Association (MA) Update:

The meeting was adjourned at 4:20 PM.

Respectfully submitted,

Bud, Karen, Tom

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