

## The Courtyards at The Links HOA Executive Board

### Meeting Minutes

January 23, 2017

*Present:* Bud Vance, Karen Landry, Tom Fischer, Dennis Bowman and Representatives from the other HoAs.

*Next meeting:* 20 February, 2018 2:00 PM

---

### ***Discussion***

The meeting was convened at 2:00 PM at the Community Center library. Purpose of the meeting was to share with other HoA representatives the results of the Courtyards HoA Executive Board meeting with Phillips. We also discussed Financials and Electrical issues.

### ***Actions***

- A. Bud kicked off the meeting explaining to the HoA representatives why we had invited them to the meeting. Karen shared her meeting notes with the group.
  - a. Rules and Regulations can be changed by the Executive Board, but cannot contradict the Declaration.
  - b. The Declaration can be changed, but it's a lengthy process. Details are in the Public Offering Statement.
  - c. All complaints must be in writing.
  - d. HoA should not interfere with neighbor to neighbor issues.
  - e. The Board has a fiduciary responsibility to notify homeowners and solicit comments. Then determine what is reasonably best for the neighborhood.
  - f. To ensure all residents are aware of changes in Rules and Regulations, notification should be posted in the Newsletter, Resale certificate and a full description posted to the website. Karen has action to contact new sales to determine the best way to notify new home purchasers.
  - g. There was a lot of dialog and agreement to have these types of joint meeting on a reoccurring basis.
- B. Reviewed Accounts Receivable- only three (repeaters) were more than 30 days late.
- C. Reviewed YTD financials. Noted that there was an outstanding receivable from The Links Golf course for their share of Courtyard expenses. It was recommended that we use this A/R to offset the bill we receive from the Golf Course in the spring.

## The Courtyards at The Links HOA Executive Board

### Meeting Minutes

*January 23, 2017*

*Present:* Bud Vance, Karen Landry, Tom Fischer, Dennis Bowman  
and Representatives from the other HoAs.

*Next meeting:* 20 February, 2018 2:00 PM

- D. Determined that \$17k would be moved from the checking into the Reserve in accordance with the Reserve policy that states that 75% of net income will fund the Reserve on an annual basis.
- E. Agreed that we would combine the Capital Reserve funds with the Cash Reserve funds and only have one Reserve – Capital Reserves.
- F. Discussed fully implementing late fees and capital contributions as discussed at a previous meeting, effective 1 January 2018.
- G. Reviewed Bill paying process. Dennis to scan in invoice, appropriate Executive Board member to approve, Treasury to pay online.
  - a. Treasury needs new amount for lawn care to update online banking automatic payment.
- H. It was agreed that all residents that have a balance in the prepaid account would be notified of that balance. Delinquent A/R were already notified
- I. Electrical Issues Update.
  - a. Continue with planning for converting street lights to LED. Consulting with Electrical Supplier to determine correct wattage of bulbs with corresponding price ranges. Will remain an on-going process. Anticipate initial implementation will begin within a month or so depending upon availability of Electrical Contractor, supply of LED bulbs and weather conditions.
  - b. Damaged street light on Evergreen Ct repaired and remounted by Malat Contractor after being accidentally knocked down during deicing operation.
  - c. Will continue to monitor apparent reoccurring problem on N. Chamberlain Ct with all of the current street lights not working following heavy rain storms. Situation is repeatedly addressed by the Developer with his electrician, but permanent solution to rectify the problem hasn't yet completely rectified the situation.
- J. Master Association Update.
  - a. Bonni Klein has resigned from the CCCOC. The new chairperson for the CCOC is Sal Ferlisi.
  - b. The MA is in the process of interviewing a new cleaning person. The previous cleaning lady resigned unexpectedly last week.
  - c. The MA is also working on obtaining a new pool servicing contract for 2018. The previous person has notified the MA that they will no longer service the pool.

**The Courtyards at The Links HOA Executive Board**  
Meeting Minutes

*January 23, 2017*

*Present:* Bud Vance, Karen Landry, Tom Fischer, Dennis Bowman  
and Representatives from the other HoAs.

*Next meeting:* 20 February, 2018 2:00 PM

The meeting was adjourned at 4:30 PM.

Respectfully submitted,

Bud, Karen, Tom

...