

The Courtyards at The Links HOA Executive Board

Meeting Minutes

April 19, 2018

Present: Bud Vance, Karen Landry, Russ Arrighi, and Dennis Bowman

Next meeting: 2 May, 2018 1:30 PM

Discussion

The meeting was convened at 2:00 PM at the Community Center library. Purpose of the meeting was to discuss routine monthly HoA business.

Actions

- A. Dennis reviewed the financials. The Accounts Receivable balances look very good. Only a few delinquent accounts. Dennis also covered the status of the budget. Although it felt like it was a rough winter our expenditures are pretty low. We are identifying areas in the CY that need some TLC and plan on using the surplus snow removal budget to cover the identified areas.
- B. We briefly reviewed three documents provided by Karen:
 - a. A memos to new owners of Courtyard homes explaining that amendments to the POS are posted to the website.
 - b. Welcome letter to new Courtyard home owners.
- C. Karen will send a soft copy to Russ and Bud for input.
- D. Russ is working closely with Tom to ensure all electrical issues are addressed. He was giving the authority to make any needed repairs.
- E. The Board identified a number of areas where pavers needed to be repaired, including islands.
- F. The board discussed the status of the Courtyard beds. Next step sprinkler systems, then possible replanting.
- G. While Bud is on vacation the month of May Russ and Karen will cover his duties. Russ primarily lawn care.
- H. Everyone agreed that the subject line on emails need to be improved. The subject line should clearly indicate what's in the email.
- I. The Board voted to approve the three pending ARC approvals.
- J. Bud and Russ are working with the Developer and Mark Maginnis to finalize the additional work the Developer is to complete no later than 1 June, 2018. The key areas are the additional 8 lights on Chamberlain Ct and additional trees in the area of Phase 1C.
- K. Bud advised that he has been informed that the first house in Cumberland Crossing will be started during May 2018 and the hookup for Aqua water

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- and sewage will be a tunnel under Rock Creek with actual hookup on the north side of Mason Dixon. These Homeowners will be part of the Master Association.
- L. Bud has passed on the name and contact information of our current electrician technician to the Developer in an attempt to get him to use the Electrician.
 - M. Brightview will start mowing week of 30 April 2018. TruGreen will be completing preemergent lawn treatment on 25 and 26 April 2018.s We will provide this information to homeowners via e-mail.
 - N. Master Association Update:
 - 1. There will be a new policy and rental rates for using the Community Center. Those rates, once finalized will be published on the website and forwarded to all residents. This should be done within the next week.
 - 2. The Pool committee of Bill and Mary Thompson are working on finalizing the DRAFT contracts for pool services and lifeguard. Finalized they will be approved and signed by the MA Board.
 - 3. We will also be crating and installing new pool and spa rules and posting them prominently in the respective areas.
 - 4. Work orders are in for replacing the mortar on the CC steps and pool area, as well as cleaning and reinstalling the sand on the pool surface.
 - 5. A new bookcase for the library area is on order and expected to be in place early May 2018. This should alleviate the overcrowding of both books and puzzles. A new microwave has been installed in the kitchen area and we have a new TV in the fitness center.
 - 6. Flowers will be installed at the entrances during May 2018. This cost is equally funded by the Golf Course and the Master Association.
 - 7. Plans continue to have three new handicapped parking spaces installed during May 2018.

The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Bud, Karen, Tom

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