The Courtyards at The Links HOA Executive Board

Meeting Minutes

# June 29, 2016

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| Present: | Bud Vance, Liz Zaic, Tom Fischer, Dennis Bowman |
| Next meeting: | TBD |
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## Discussion

The meeting was convened at 11:00 AM at 6 Parkland Ct. The purpose of the meeting was to discuss pending actions and issues, budget update and conduct normal business.

## Actions

## Budget Discussion: Dennis provided an update on I&E vs. Budget report and reviewed the I&E report for the past month. Clarified different categories on the Balance Sheet, explaining the Net Income line will always match the Net Ordinary Income line on the I&E vs. Budget monthly report. Reviewed checks written during May.

## Aging Report: Current report reviewed. Current delinquencies have either been resolved or pending resolution following appropriate notifications. Dennis has corresponded with homeowners having recurring delinquent monthly HOA fees as a reminder of due dates and amounts owed. Follow –up notifications will be made in situations requiring additional reminders.

## It was decided that the board’s efforts to find better interest rates for the HOA’s Business Saving Accounts by exploring CD and Savings Account interest rates at various banks will be temporarily held in abeyance in deference to current market volatility. These efforts will continue at the earliest opportunity.

## Classic Landscaping: Continued discussions regarding recent quality concerns. Some problems appear to have been abated, however, issues with quality of lawn cutting, trimming, etc., continue to surface. Bud has maintained constant contact with Classic’s management to address all issues in a most timely manner. Classic management pledged to improve their services and quality control. Some improvements have been noted. In preparation of obtaining competitive bids on new landscaping contract for next year, a Statement of Work (SOW) will be drafted with definitive contractor requirements and incorporating lessons learned from current issues and interactions with Classic Landscaping. The SOW will be drafted in compatibility with Master Association requirements.

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1. Continued landscaping related discussions to include the following topics: In response to interest expressed by several residents, agreed to have flowers planted at entrances to Country Club Drive and Battery Ridge and will discuss with Paul Malat to complete as soon as possible. However, because of late planting this year, agreed that perennial plants would be more practical to have planted next year during early Spring. Also discussed getting estimates from Malat to trim trees at entrance to Laurel Hill Ct and for temporary fix to pavers in Chamberlain Ct that have spacing issues, paver repairs in Brooke Ct and around the Shiloh Court Island.
2. Sprinkler installation for Shiloh Ct Island has still not been completed and will be discussed with John Long to expedite. It is anticipated it will be completed within a reasonable amount of time during July consistent with other manpower requirements. The Board has approved the expenditure for the sprinkler installation and will ensure it is completed as soon as possible.
3. Discussed establishing an updated Memorandum of Understanding (MOU) with Rick Klein addressing community support items such as trash collection, sprinklers, et al., for which he has been providing for several years.
4. Continued prior discussion regarding possible upgrading of streetlights to LED technology which would be far more efficient and realize long term cost savings. Efforts are on-going to acquire estimates of those costs. It is anticipated a phased in process of changing would be the most cost effective way of implementation.

The meeting was adjourned at 12:35PM.

Respectfully submitted,

Tom Fischer,

Secretary