

The Courtyards at The Links HOA Executive Board Meeting Minutes

March 24, 2016

Present: Bud Vance, Liz Zaic, Tom Fischer, Dennis Bowman

Next meeting: TBD

I. Discussion

The meeting was convened at 10:58 AM at 6 Parkland Ct. The purpose of the meeting was to discuss pending actions and issues, budget update and conduct normal business.

II. Actions

- A. Budget Discussion: Dennis updated I&E report and current budget status. Discussed expenses relating to recent snow removal events. It was noted that in years past, snow removal had been budgeted at \$40K, but is currently budgeted at \$31K. Only \$18.7K has been expended at this point in time. Absent some unpredicted major snow crisis circa Nov/Dec 2016, the remaining \$12.3K snow removal budget should be sufficient. However, it was noted that we should not budget any lower than \$31K for CY 2017 to ensure adequate snow removal funding in the event of another unexpected mega snow storm similar to that experienced in JAN 2016. Discussed potential increases relating to landscaping, grass cutting and sprinkler expenses during Spring/Summer 2016. Bud discussed upcoming meeting with Classic Landscaping representative regarding possible increase in cost of mulch. The board approved a limit of \$2000 for the reworked Shiloh Court courtyard after getting two estimates and landscape designs.
- B. Aging Report: Current report reviewed. One particular extended issue appears to have been resolved with the affected homeowner agreeing to an acceptable re-payment plan. Most prior minor delinquencies have been resolved. Dennis has corresponded with homeowners having delinquent monthly HOA fees as a reminder of due dates and amounts owed.
- C. Construction entrance road issues: Rick Klein recently installed a large, new "Construction Vehicles Only" sign off Mason Dixon Rd clearly identifying the road for use only by construction vehicles. This should hopefully alleviate past problems with private vehicles using this entrance.
- D. Bud discussed potential new house construction by Wormald. Appears that perspective buyers have changed their interest in Lot #111 to Lot #80. An updated ARC Request will be submitted to address changes to their proposal.
- E. Discussed the progress of the updated and improved Website, which will have separate identifying links for the different HOAs and the Master Association. The volunteer Villas homeowner has graciously committed his time and skills to engineer the website and is progressing as time permits. The board will continue to evaluate the specific content to be included in the Courtyards HOA link. Some items initially planned to be posted will be the Board's Meeting Minutes, current Annual Budget, and the monthly I&E report. Other items will be evaluated as the Website gets closer to completion.

- F. Liz updated continuing efforts to move ahead with the Courtyards Newsletter. A volunteer homeowner is working hard to resolve compatibility issues with the relevant computer program. Her efforts are gratefully appreciated.
- G. Bud updated Master Association on-going matters. Discussed efforts to purchase replacement gym equipment for the Community Center and meeting with Malat Contractor regarding paver repairs and landscaping related to recent work in the community pool area. Discussed other potential Community Center repair projects and the process under review to evaluate upgrades and potential building maintenance issues. A separate discussion also centered on issues regarding the lighting along the exterior stairway leading from the parking lot up to the Community Center front entrance. Efforts will be made to acquire estimates and proposals on how to improve the lighting in that area.
- H. Discussed recent repair of the small stone wall adjacent to Penn Court and Clubhouse Drive, which was a Links Master Association initiative. A joint decision of shared costs was agreed upon between the Master Association and Rick Klein. The wall was in a state of disrepair with small, loose pieces of rock crumbling down into the nearby drain. Unrepaired, the wall was both a safety hazard and could potentially lead to poor drainage because of loose rock debris. The decision by the Master Association was to repair it with the same type of rocks used in the past. Due diligence was used by the repairman to ensure the specific red rocks selected for replacement were solid and not susceptible to crumbling. Liz expressed a concern as to whether or not the repaired wall could cause flooding in homes in the vicinity of Parkland Court. Bud and Tom expressed they do not foresee the possibility of flooding in the Parkland Court area as an issue because with the wall being properly repaired, there is a less likely chance of flooding caused by rock debris blocking the drain. Regardless, the Board will closely monitor the situation, especially during heavy rain or snow storms, to determine if this is a valid concern.

The meeting was adjourned at 12:00PM.

Respectfully submitted,
Tom Fischer,
Secretary