

## The Courtyards at The Links HOA Executive Board

### Meeting Minutes

June 27, 2017

resent: Bud Vance, Karen Landry and Tom Fischer

Next meeting: 18 July, 2:00 PM

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### **Discussion**

The meeting was convened at 2:00 PM at the Community Center library. The purpose of the meeting was to discuss pending actions and issues, budget update and conduct normal business.

### **Actions**

- A. Budget Discussion: Briefly reviewed Balance Sheet, Profit & Loss report. An extensive review will be conducted at the September meeting.
- B. Aging Report. Current report reviewed. There were several delinquencies this month that warranted a note from Bud. As previously approved by the Board a statement will be going out to every homeowner that has a balance (over or under) for the period ending 30 June 2017.
- C. The Treasurer and the bookkeeper met with a Windsor Bank representative on 5 June. Windsor will be merging with ACNB by the end of July. It was recommended by the bank that we wait until the merger is complete before signing up to online bill paying. After the merger Windsor is hoping they will be offering a good CD rate. At that time we will consider purchasing CDs.
- D. A question was asked regarding mailboxes. If the mailbox is a single mailbox then it is the homeowner's responsible for the upkeep. If it is a cluster mailbox then the HOA will be responsible for the upkeep. The mailbox cluster in Banner Court is in dire need of painting. Someone will be contacted. A review was conducted and all cul-de-sacs have cluster mailboxes.
- E. The Treasurer announced she has started working on a capitalization policy. Hopefully she will have a draft for review at the July meeting. The policy will not impact the financial statements, but will be used as a guide to ensure we have sufficient funds for recapitalization of assets. After the policy is approved, assets will be identified that fall within the definition of the policy, costs and life expectancy will be assigned to each asset.
- F. Discussed cleaning, maintenance and re-painting of the cluster mailbox in Banner Court. Cleaning and re-painting will be completed in short order. Plan to contact the Post Master at Gettysburg Post Office to discuss upkeep of the cluster type mailboxes and other mail service matters.
- G. Re-evaluated a previously submitted ARC request from Wormald sales manager regarding potential sale and construction of a new home on Lot #84. The prospective owners compromised and agreed to roof and

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window frame colors compatible with the décor of the Courtyards. It is hopeful the sale will now move forward.

- H. Continued discussion regarding lighting and landscaping enhancements and issues in Chamberlain Ct. Significant progress has been made but close monitoring will continue until all planned actions are completed.
- I. Discussion regarding the board's frequent interaction with Brightview management personnel and continual evaluation of their performance. Obtained contact information from Wormald Sales Manager for the company Wormald uses for repairs and/or upkeep of stucco and EFIS. This information provided to Brightview Account Manager to facilitate repairs to Courtyards residences resulting from accidental mowing related minor damage.
- J. Two ARCs for landscaping have been approved.
- K. Initiative to improve Banner, Shiloh, and Penn Courts has been finalized. To date, there has been no submission of plans from the residents of Brooke Court.
- L. New plantings of replacement trees have mostly been completed with a few trees still to be planted. A delay in Penn Court planting of a cherry tree was due to a nesting mallard duck.
- M. Master Association Update:
  - 1. Twenty new lounge chairs and four new umbrellas have been purchased. Old lounge chairs are a hazard due to dry rot and needed replacement.
  - 2. Repairing of the fountain is on-going. We are hoping to have it completed in early July.
  - 3. The Master Association is working on establishing and publishing rules for the pool and hot tub and posting those rules.
  - 4. The floors and upholstered furniture will be cleaned on JUL 7, except for the staking chairs in the storage room. The Community Center and workout rooms will be closed on that date.
  - 5. A JUL 4<sup>th</sup> party open for all residents will be offered with a cookout of hamburgers, hot dogs, and other items for a cost of \$10 for adults and \$5 for children. We have 67 people signed up and paid.

The meeting was adjourned at 4:30 PM.

Respectfully submitted,

Bud, Karen, Tom