

The Courtyards of Carlisle, Unit Owners Association, Inc.
Executive Board Meeting Minutes
January 23, 2023

Board Members in attendance: Micah Bennet, Pamela Jones, Linda Wilson, Debbie Keyser

Hershey Real Estate Services Personnel in attendance: Calvin Yoder

The meeting was called to order at 6:00 PM for the **Q&A Session** along with an introduction to our new property management company.

Executive Board Session was called to order at 6:35 PM.

- **Quorum:** Quorum was established with all board members present.
- **Approval of Minutes** from September 19, 2022 meeting, motion made, seconded and passed.
- **Old Business**
 - **Roofing Update** – Fisher's Roofing have been out several times to evaluate and repair any issues. Cal will be following up for an update on what has been done along with requesting an invoice; as Associa never supplied any updated answers or financials in regards to this.
 - **Vacancy on Board** – Still open to fulfill the rest of the year as member at large. If interested please reach out to Cal via email or a board member.
 - **Water Intrusion update** – Board met with Kipcon proposal was signed by board; they have been out to do a walk around and evaluation. The goal is to have bids and begin work in Spring 2023. Cal will be following up with them for an update.
 - **Utilities backer boards update** – Associa was to get more information on this from the utility companies and research the work to repair the boards, and nothing was received from them. This will most likely be handled to coincide with the Kipcon project.
 - **Responsibility Matrix** – We are still evaluating this with the governing documents that are in place and what is considered common and non-common elements.
 - **Rentals** – Board asked Associa to provide an updated list of renters and request the leases from the owners. We received a list of potential rental properties but nothing confirmed and some letters were sent for the leases. Cal will be working on this.

- **Follow up of delinquencies and violations** – Cal will be reaching out to Attorney Sara Austin to discuss status and moving forward with delinquent accounts.

- **New Business**
 - **Unresolved Maintenance Issues** – several items that we are aware of are were Lamp posts/driveway sealing/dryer vent cleaning/sinkhole. There may be other issues but Associa did not provide any updates or inform the board of any homeowners that may have contacted them. We will do our best to work on these items and ask that if you have a maintenance issue to please email calyoder@gmail.com. Cal's experience and local contacts for these issues will provide us with a better process to complete these items in a timely manner.
 - **Online venue to post announcements and Zoom Meeting information** – We no longer have access to Town Sq, we will be looking for a way that will best serve the homeowners to communicate. Cal will be helping the board in composing these options from your suggestions.
 - **Carn's Landscaping** – The board was made aware of an unpaid invoice. We have no financial updates from Associa since September. Cal will be reaching out to Tyler Carns for the unpaid invoice and Associa for an update on an expected date to receive this pertinent information.
 - **2023 Budget** - is currently being worked on as best we can without all the final financial paperwork not being received from Associa.
 - **Next Board Meeting** – February 20, 2023 at 6:00pm, for now all meeting going forward will be held at the Stuart Community Center, 415 Franklin St, Carlisle, Pa.

- **Adjourn**
The meeting was adjourned at 7:08 PM by unanimous consent.