

# **The Courtyards of Carlisle, Unit Owners Association, Inc.**

## **Board Meeting Minutes**

**February 27, 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 6:03PM for the **Q&A Session** along with an introduction to our new property management company.

**Board Session** was called to order at 6:07 PM.

- **Quorum:** Quorum was established with all board members present.
- **Approval of Minutes** from January 23, 2023 meeting, motion made, seconded and passed.

### **Old Business**

- **Roofing Update** – the contract work was completed. Cal will reach out for results of any major issues and the complete scope of work done.
- **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 prior to next meeting.
- **Water Intrusion update** – Kipcon is still working on the the siding specificatoin for the work and bids to be submitted.
- **Responsibility Matrix** – We are still evaluating this with the governing documents that are in place and what is considered common and non-common elements, still in process.
- **Rentals** – Cal has only recieved four lease contracts to date, he is continuining to work on this and will reach out to the Borough for their specifications.
- **Follow up of delinquincies and violations** - We will be setting up a meeting with Attorney to discuss what actions have been and need to be taken.
- **Unresolved Maintenance Issues** –
  - Lamposts - no power to the poles, Cal is continuing to work on this.
  - Dryer Vents - Cal will look into the phase I & II being completed in 2021 & if Phase III & IV were completed in 2022. Previous vender used was Cumberland Heating & AC.
  - Paving of driveways - looking into who is responsible for this in the areas where it is only used by one homeowner. Evaluation will be done for work that is needed for several potholes and cracks.
- **Online venue to post announcements and Zoom Meeting information** –

Micah will be setting up a FACEBOOK page for the homeowners, update will be provided at next meeting.

**New Business**

- **2023 Budget** - is currently being worked on as best we can without all the final financial paperwork not being received from Associa.
- **Insurance payments to homeowners** - motion was made, seconded and passed for all payments that are due to homeowners be paid immediately.
- **AVR for 91 CYD** - motion was made, seconded and passed with approval.
- **Review of unpaid invoices** - need to find out more information if invoices were submitted to Associa and verification that Associa had not made the payments.
- **Zoom Account** - motion was made, seconded and passed to get a zoom account.
- **Next Board Meeting** – March 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 6:38 PM by unanimous consent.