

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

## **Board Meeting Minutes**

**March 20, 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.

**Board Session** was called to order at 6:13 PM.

- **Quorum:** Quorum was established with all board members present.
- **Approval of Minutes** from February 27, 2023 meeting, motion made, seconded and passed.

### **Old Business**

- **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** – We have received preliminary specifications for the job and will be setting up a zoom meeting with Kipcon to go over and discuss the bids. With some of the specifications of the project and in hopes to get this started by end of summer.
- **Responsibility Matrix** – We are still evaluating this with the governing documents that are in place and what is considered common and non-common elements for accurate data.
- **Rentals** – Cal is continuing to work on getting leases from all rentals along with following the Borough specifications.
- **Follow up of delinquencies 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 – most of them working but Cal is continuing to work with the electrician to find out the source of some of them not working.
  - Dryer Vents – the board will discuss this with Kipcon and how this may affect any work they may do. Cal is working on getting vendors for this job.
  - 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 –**  
A motion was made, seconded and passed to set up a FACEBOOK page to go live for all homeowners to use. The group is titled ... Courtyards of Carlisle, please send a request to be added.

#### **New Business**

- **Official Audit** – there was discussion about doing an official audit with the transition of moving from Associa to Hershey Real Estate Services. Cal's team is going over all the financials that were received at this time.
- **FHA financing** – it was brought up why we no longer have this, Cal will look into this.
- **Delinquent accounts** – the board will be looking into and considering all legal actions that can be taken for any delinquent account.
- **Next Board Meeting** – April 17, 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 6:50 PM by unanimous consent.