

The Courtyards of Carlisle, Unit Owners Association, Inc.

Board Meeting Minutes

April 17, 2023

Board Members in attendance: Micah Bennet, Pamela Jones, Linda Wilson
Hershey Real Estate Services Personnel in attendance: Calvin Yoder

The meeting was called to order at 6:01 PM for the **Q&A Session** along with an introduction to our new property management company.

Board Session was called to order at 6:11 PM.

- **Quorum:** Quorum was established.
- **Approval of Minutes** from March 20, 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 the next meeting.
- **Water Intrusion update** – We had a zoom meeting with Zipcon to go over specifications for bid requests to be sent to four companies. The bids will be due back 5/5/23, once received we will meet to discuss and be looking at the process and plan to move forward with the scope of work and how to fund the cost.
- **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. Cal will be sending out a 2nd round of requests for leases, to date we have received 13 responses for the 26 rentals.
- **Follow up of delinquencies and violations** – Motion was made, seconded and passed to request our attorney to draw up new guidelines to be distributed to homeowners for collection of our HOA fees for adding a late fee of 10% with a five-day grace period/3 months delinquent will result in filling judgement with the district justice/6 months delinquent filing a Writ of Judgment/9 months delinquent filing a foreclosure.

- **Unresolved Maintenance Issues –**
 - Lampposts – only two remain not working and we are looking for a resolution.
 - Dryer Vents – Motion was made, seconded, and passed to move forward with bid from Cumberland to start this job, Cal will reach out to ask if they can also let homeowners know when this will be done and ask the company if they are willing to do extra cleaning of the vents from the walls inside to vent if they are contacted from the homeowner.
 - Paving of driveways – This will be postponed until after the water intrusion project.
 - Sinkhole – Motion was made, seconded, and passed to move forward with the bid from CSS Unlimited to complete this project.
- **Official Audit** – we will look at doing a soft audit next year.
- **FHA financing** – we will look into this once the water intrusion issue is fixed into this.

New Business

- **2022 HOA Income Tax Return** – was completed by Maria Dever from Padgett Cumberland in Camp Hill, Pa.
 - **Mulching** – Motion was made because of the upcoming water intrusion project being started this year, to still do mulching around the driveway and outside patio areas, the motion was not seconded and did not pass. Motion was made to mulch only in the areas of the boulevard trees and around the sign in the front, seconded and passed.
 - **Budget** – Motion was made to accept the draft budget presented to board, seconded, and passed.
 - **Reminders to be sent to homeowners with HOA fee statement** – These should include: Draft of the budget/Facebook Group Reminder/Dryer Vent cleaning/New garbage guidelines/Instructions for portal with Hershey Real Estate
 - **Next Board Meeting** – May 15, 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.