

The Courtyards of Carlisle, Unit Owners Association, Inc.
Board Meeting Minutes
May 15, 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 6:28 PM.

- **Quorum:** Quorum was established.
- **Approval of Minutes** from April 17, 2023 meeting, motion made, seconded and passed.

Old Business

- **Water Intrusion update** – The bid to be due back date was changed to 5/15/23, 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.
- **Rentals** – Cal is continuing to work on getting leases from all rentals along with following the Borough specifications, he is still waiting to hear from 5 people.
- **Follow up of delinquencies and violations** – We will go over the new policy and have sample of this at our next meeting. Our attorney has sent 3 letters out on 5/8/23 to homeowners with delinquent accounts.
- **Unresolved Maintenance Issues** –
 - Lamposts – All lamposts are in working order.
 - Sinkhole – Has been fixed.

New Business

- **Borough Trash Guidelines** - This was discussed as a reminder to all homeowners and was sent in the letter from Hershey Real Estate Services. If we continue to have issues with extra bags being put out and not taken, we will discuss a way to remedy this issue.
- **Next Board Meeting** – June 19th, will be our Annual Meeting. We will be voting in 3 board members as well as approving the budget. General Proxies and Candidate Interest Forms will be available on the Facebook page and through Hershey Real Estate website.

- **Adjourn**

The meeting was adjourned at 6:51 PM by unanimous consent.