

The Courtyards of Carlisle, Unit Owners Association, Inc.

July Meeting Minutes

July 17, 2023

Board Members in attendance: Pamela Jones, Debbie Kyser, Stephanie Taylor, Linda Wilson, Jacqueline Moser

Hershey Real Estate Services Personnel in attendance: Calvin Yoder

The meeting was called to order at 6:00 PM for the **Q&A Session**.

Board Session was called to order at 6:04 PM.

- **Quorum:** Quorum was established.
- **Approval of Minutes** from May 15, 2023 meeting, motion made, seconded and passed.

Old Business

- **Water Intrusion update** – The board received bids for the Moisture Remediation Project and will be conducting interviews with two potential companies on Thursday, July 20. This project is estimated to take approximately eight months and the board hopes to have it get underway in early fall of 2023. More information to come at the August meeting.
- **Rentals** – There are now 22 rentals on the books in the community. By-laws allow for up to 28 rental units. Cal discussed getting rental status as part of the process for obtaining the resale certificate.
- **Unresolved maintenance violations update**
 1. **Unpainted Doors:** After the walkthrough, it was decided to hold off on painting of additional doors.
 2. **Courtyards Main Entrance Sign:** The issue of the sign is on the radar, but there are currently other needs that take precedence at the moment.
- **Delinquent Accounts** – We will be moving forward with the attorney on the foreclosure of three delinquent owners. Past-due notices were given to owners who were three or months behind. Several owners did pay; will be filing with the district justice for those who are 90 days or more delinquent.
- **New Late Fee policy** – Our attorney removed the \$400 collection fee and \$100 admin fee from the updated Collections Policy, as we can only collect our actual expenses.

New Business

- **Walk around Update** – Cal and the Board Vice-President completed half of the walk around of the community on July 17. They will provide an update after they get through the entire community.
- **Homeowner Reminders**
 1. **Roaming Animal:** Residents were reminded that dogs must be on leashes at all times when out in the community.
 2. **Stray Cats:** Homeowners were reminded that stray cats and other animals are not to be fed.
 3. **Garbage Reminders:** Reminders were made about the Borough's trash policy and the need for tags on any extra bags. A reminder was also provided that trash should not be placed at the curb more than 24 hours in advance of our scheduled Monday collection.
- **2024 Landscaping/Snow Removal Contract Bids** – The board is preparing to send out bids for next year's landscaping and snow removal contract. A resident in attendance mentioned that Carns, the current company, often dug up grass and left muddy streaks while plowing snow. Cal asked the resident to inform him when issues like this occur. He said he has found the company to typically be responsive.
- **15 Courtyard Drive Architectural Request** – A motion was made, seconded, and passed to allow 15 Courtyard Drive to remove the grass from the strip by the driveway and replace it with plantings.
- **Adjourn**

The meeting was adjourned at 6:24 PM by unanimous consent.