

The Courtyards of Carlisle, Unit Owners Association, Inc.

July Meeting Minutes

August 21, 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 6:08 PM.

- **Quorum:** Quorum was established.
- **Approval of Minutes** from July 17, 2023 meeting and July 30, 2023 Emergency Meeting, motion made, seconded and passed.

Old Business

- **Water Intrusion update** – The board has agreed to move forward with Lemus Construction for the Water Remediation Project. The hope is for the project to begin this fall. Lemus will be present at the next meeting to share more details on the project. Residents are encouraged to attend the meeting on August 18 at 6:00 p.m. at the Stuart Community Center. A virtual option will be available for those who cannot attend.
- **Rentals** – There are now 24 rentals on the books in the community. By-laws allow for up to 28 rental units.
- **Unresolved maintenance issues update** – Faulty lampposts will be addressed. Residents are reminded to send any maintenance issues to Cal.
- **Delinquent Accounts** – We have filed for judgement on four properties for delinquent payments. Two properties are headed to foreclosure, expected in December. Judgement on another delinquent property was updated and it will head to foreclosure.
- **Final approval of new late fee policy** – A motion was made, seconded, and passed to approve the new late fee policy. (See attached policy.)
- **Walk Around Update** – The majority of issues found are minor and included things like privacy fencing not attached to siding, trash cans sitting out, and screens that need replaced. The board will wait until spring to send out any notes.
- **2024 Landscaping/Snow Removal Contract Bids** – Bids have been sent out for 2024 landscaping and snow removal services. A final decision will need to be made by December.

New Business

- **Architectural Requests: 23 CYD & 90 CYD** – Motions were made, seconded, and approved to approve architectural requests from 23 Courtyard Drive and 90 Courtyard Drive
- **Tree Estimates** – The board is still waiting to receive estimates for tree trimming.
- **Special Assessment** – A motion was made, seconded, and approved to send a letter to all property owners informing them of the special assessment necessary to complete the water remediation project. (See attached letter)
- **Determine threshold amount for operating fund** – The board held a discussion to determine the appropriate amounts to be kept in the association's operating fund. The board agreed upon having \$25,000 in the Members 1st checking account and \$10,000 in cash reserve savings.
- **Transfer of Funds to Morgan Stanley Preferred Savings Account** – A motion was made and seconded to approve the transfer of funds to a Morgan Stanley Preferred Savings Account.
- **Homeowner Reminders**
 1. **Garbage Reminders:** Residents were reminded to ensure their trash bags are securely closed and tied when placed at the curb. A reminder was also made about the need to purchase tags from the Borough if you are placing out more than one bag.
- **Adjourn**

The meeting was adjourned at 7:50 PM by unanimous consent.

BOARD RESOLUTION
Courtyards of Carlisle of Carlisle Unit Owner Association, Inc.

POLICY RESOLUTION 2023-06

Relating to the establishment of a collection policy for overdue assessment.

WHEREAS, in accordance with the Association's governing documents, assessments, interest, late charges, costs of collection, reasonable attorneys' fees, etc., as applicable, shall be a charge and lien upon each Unit; and

WHEREAS, the Association's Executive Board (the "Board") has all of the duties and powers granted to it by the Pennsylvania Uniform Condominium Act, 68 Pa.C.S. §§3101 et seq. (the "Act"); and

WHEREAS, the Board must act in the best interest of the Association, and one of the primary functions of the Board is to ensure that the Association remains financially solvent to meet ongoing financial obligations. A critical component of that function is ensuring the timely remittance of assessment payments and other amounts due from each Unit Owner. To encourage Unit Owners to remit timely payment the Board has enacted this Policy Resolution effective as of the date set forth below.

THEREFORE, BE IT RESOLVED THAT all prior resolutions or policies pertaining to the collection policy of the Association are hereby repealed and replaced by this Resolution and in accordance therewith the Collection Policy of the Association shall be as follows:

1. AMOUNTS PAYABLE TO THE ASSOCIATION include, but are not limited to, regular assessments, special assessment, fines, late fees, interest, repairs to the common area or Unit that are the Unit Owners' responsibility, and legal fees and other costs associated with the collection of funds on behalf of the Association.
2. PAYMENT SCHEDULE. The regular assessment is payable on or before the first of each month. A payment is considered late if it is not received within 15 calendar days of the first of the month.
3. LATE FEES, NSF & INTEREST CHARGES. A one-time late fee of 10% shall be charged on each late payment. Interest on past due amounts may also be charged in accordance with the Governing Documents.
4. ORDER OF CREDITING PAYMENTS. Payments are generally first applied to late charges, interest, or collection expenses and thereafter to the oldest assessment then owed.
5. PROCESS FOR DELINQUENCY NOTIFICATION. For all balances that are at least thirty (30) days past due, the following notification process applies:

- a. FIRST NOTICE. A First Notice of Delinquent Assessments including detail of assessment, late fees, NSF charges, interest and other charges that apply will be sent by regular mail or electronic mail to an owner whose balance is at least thirty (30) days past due.
- b. SECOND NOTICE. A Second Notice of Delinquent Assessments including detail of assessments, late fees, NSF charges, interest and other charges that apply will be sent by regular mail or electronic mail to an owner whose balance is at least sixty (60) days past due.
- c. THIRD NOTICE – 10-DAY DEMAND/FINAL NOTICE. A 10 Day Demand for Payment including detail of assessments, late fees, NSF charges and interest charges that apply will be sent to an owner whose balance is at least ninety (90) days past due. This Notice will be sent by Certified Mail and indicates the Association's intent to employ any and all legal remedies for collection if the balance is not paid within 10 business days after the date of the letter.
- d. COLLECTION. If a delinquent balance remains unpaid after the deadline in the third notice, the Association may report the debt to any/all appropriate collection reporting bureaus, obtain/file a lien against the Unit and a judgement against each Unit Owner, and/or foreclose on the Unit.
- e. LEGAL FEES. In any action brought by the Association as provided in this policy, the Association shall be entitled to recover legal fees and costs incurred in connection with the action against the Unit Owner in addition to all other amounts due hereunder.

This resolution has been approved by a majority of members of the Board and is effective as of the date set forth below.

ATTEST:

President Date

Vice President Date

Treasurer Date

Secretary Date

Subject: Proposed Special Assessment for Water Remediation Project

To Courtyards of Carlisle Owners,

As a member of the Courtyards of Carlisle community, I write on behalf of the Board to address an important matter that requires the attention of all owners. A special assessment to fund the completion of a crucial water remediation project is needed. This is of paramount importance to the well-being and longevity of our condominium complex.

The water remediation project aims to address the water damage that has affected many buildings within our community. The damage behind the stucco and siding has become a pressing concern, and it is imperative that we act swiftly to prevent any further deterioration of the structures. To ensure a comprehensive and lasting solution, the proposed project will involve the removal of all existing stucco and siding and replace it with new, more durable siding. Moreover, any water damage found behind the siding will be repaired to prevent future issues.

After careful consideration and consultation with professionals in the construction industry, it has been determined that the estimated cost of the water remediation project will be \$15,000 per owner. We understand that this is a significant financial commitment, and we aim to make the process as manageable as possible for all owners.

Therefore, we propose two payment options for the special assessment:

1. A one-time payment of \$15,000: Owners who can make this payment in full will be helping expedite the completion of the project, ensuring that the water remediation work can commence without delays.
2. Monthly payments of \$122: For owners who may find a lump sum payment challenging, we propose a monthly installment plan of \$122. This amount is based upon a 20-year amortization being reset every 5 years. The monthly assessment is subject to change based upon the interest rate of our loan. This approach will distribute the financial burden more evenly and allow all owners to contribute towards the vital project.

We believe that by implementing this special assessment, we will be safeguarding the value of our properties and ensuring the comfort and safety of all residents for years to come. It is crucial that we act collectively and responsibly to address the water damage issue and avoid potential further complications and increased costs in the future.

We will hold a meeting on September 18 @ 6 pm with Lemus Construction Company who we have contracted with to complete this project. Please plan on attending this meeting at Stuart Community Center. We will present this proposal to all owners and discuss the necessary steps to move forward with the water remediation project. Your input and support are vital in making this initiative successful and beneficial to the entire community. A Google Meet is available upon request and will be recorded for future review. You will not be able to ask questions through Google Meet.

The special assessment will begin January 1, 2024.

Thank you for your attention to this matter. We look forward to hearing your thoughts and working together to ensure the continued prosperity and well-being of the Courtyards of Carlisle Condominium.

Sincerely,

Calvin L. Yoder
Hershey Real Estate Services
Property Manager for Courtyards of Carlisle