

The Courtyards of Carlisle, Unit Owners Association, Inc.

November Meeting Minutes

November 20, 2023

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

Hershey Real Estate Services Personnel in attendance: Calvin Yoder

The meeting was called to order at 6:01 PM.

- **Quorum:** Quorum was established.
- **Approval of Minutes** from October 16, 2023 minutes, motion made, seconded, and passed.
- **Approval of Emergency Meeting Minutes** from October 30, 2023, motion made, seconded, and passed.

Old Business

- **Unresolved maintenance issues update** – Nothing to report.
- **Water Intrusion Project Update**
 - **Failing Windows:** Residents who have failing windows will be notified. If they choose not to have the windows replaced at this time, they will need to sign a liability waiver for any future damage.
 - **Assessment Letter Choice:** Each property owner received a letter asking them to choose how they will pay for the special assessment – either monthly or all at once. Residents were reminded to submit their choice by November 30, 2023.

New Business

- **Architectural Request 16 Court Lane**– A motion was made, seconded, and passed to approve an architectural request for 16 Court Lane.
- **Statement** - The Board President read the following statement regarding a letter sent to the community from a homeowner.

“As an owner of the Courtyards of Carlisle you have received a letter from another homeowner outlining his proposal for how to proceed with our water remediation project. The board has not approved or endorsed this letter.

The board is committed to this necessary project of residing every unit in the complex. This decision was made through consultation with

professionals. The board believes it is necessary to remove the stucco and siding from every unit and to repair all the water damage that is discovered.

The board will not tolerate any owner who seeks to impede this project and will do what is necessary to ensure the completion of this project. It is necessary to ensure the value of our properties.

- **Moisture Barrier Demonstration:** Cal used a mockup of our common elements wall, explaining the Tyvek vapor barrier and why it is necessary. He also explained what it means to have properly flashed windows and the necessity of this.

Question & Answer Period

Next Monthly Board Meeting will be Monday, December 18 at 6:00 p.m. at the Stuart Community Center. The Board meets the 3rd Monday of every month.

- **Adjourn**

The meeting was adjourned at 7:05 PM by unanimous consent.