

The Courtyards of Carlisle, Unit Owners Association, Inc.

December Meeting Minutes

December 18, 2023

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

Hershey Real Estate Services Personnel in attendance: Calvin Yoder

The meeting was called to order at 6:03 PM.

- **Quorum:** Quorum was established.
- **Bylaw Discussion:** Prior to beginning meeting business, Cal referenced items in the association's by-laws. He read from section 4.13, which states that board meetings are open to all members. Members are unit owners who are on the deed of the property. Spouses are not considered members of the association if they are not on the deed. Cal also reminded attendees must hold their questions and comments until the designated Q&A period and that discussion must remain civil, with only one person speaking at a time.
- **Approval of Minutes** from November 20, 2023 minutes, motion made, seconded, and passed.

Old Business

- **Unresolved maintenance issues update**
 - **Lampposts:** Work continues to ensure all lampposts are working. If someone sees one not working, they should e-mail Cal to report it,
- **Delinquency Update**
 - Two properties that were previously facing foreclosure due to delinquency have been paid in full. A third property will be foreclosed on in the new year.
 - Reminder that if an owner is delinquent on your monthly HOA fees and assessment payments, they cannot vote on association matters.
- **Rental Update:** The Courtyards is currently at full capacity for rentals, with 28 rentals. Six of these properties have not yet provided a lease and will be receiving a certified letter and given a deadline to become compliant with the rental rules and regulations.

New Business

- **Utility Boards**– Replacing the utility boards is at the top of the board’s list of items needing attention. One bid has been received and the board will be securing quotes from at least two other vendors.
- **HOA Reminders**- Residents are reminded to follow the guidelines for parking and not to park in specific “No Parking” areas. Residents are encouraged to share parking if they can while the buildings are being worked on.
- **Water Intrusion Project Update**
 - **Failing Windows:** Residents whose units have failing windows will receive a certified letter detailing which windows should be replaced. This letter will serve as liability to the owner if they choose not to replace the failed windows for any future damage. If they decided to replace the windows at a later time, they must submit an Architectural Variance Request. Once approved, they will no longer be liable for damage
 - **Loan Approval:** A loan from Members First was approved to fund the project.
 - **Middle vs. End Units:** It was brought to the Board’s attention that Article 6 of the declarations specifies a formula that must be used for calculating assessments. After discussion with legal counsel, it was determined that this formula must be used for the special assessment. End units will still be assessed \$15,000, but middle units will now be assessed \$10,930. This change will result in a change to the monthly payment for middle units not choosing to pay the full amount up front to \$135.00 monthly.
 - **Engineering Field Reports:** These reports will be made available on the COC Hershey Real Estate website.
 - **Handling concerns doing construction:** Reminder that all areas are a "Construction Zone", Please use caution and common sense in your daily routines. If you have an issue that you feel needs addressed, please do as instructed in your informational packets from Lemus Construction... Please contact their office at 215-996-9966 ext 2 or send an email to info@lemusconstruction.com.
- **Adjourn**

The meeting was adjourned at 6:37 PM by unanimous consent.

Question & Answer Period

Next Monthly Board Meeting will be Monday, January 15 at 6:00 p.m. at the Stuart Community Center. The Board meets the 3rd Monday of every month.