

**The Courtyards of Carlisle, Unit Owners Association, Inc.**  
**January Meeting Minutes**  
**January 15, 2024**

**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 6:02 PM.

- **Quorum:** Quorum was established.
- **Approval of Meeting Minutes** from December 18, 2023, motion made, seconded, and passed.
- **Approval of Emergency Meeting Minutes** from November 12, 2023, and January 8, 2024, motions made, seconded, and passed.

**Old Business**

- **Unresolved maintenance issues update** – One roof issue to follow up on (leak).
- **Delinquency Update:** Nothing new to report. One property still set to foreclose, with several others awaiting judgements.
- **Rental Update:** Certified letters went out to owners of rentals not in compliance. Owners will have until end of January. Owners not in compliance will then be fined every month until May. If not in compliance by May, the owner's rental privilege will be taken away.
- **Utility Boards:** Nine utility boards need replaced. Currently obtaining three estimates for the work.

**New Business**

- **Shrub Replacement:** Will have a landscaper evaluate and make recommendations for new shrubs. Owners who would like to do their own should submit an AVR detailing their plans. Will also be taking care of tree stumps left behind from the trees that needed removed.
- **Middle Unit Sheds:** Many of the middle unit sheds are in bad shape. Owners are reminded that Lemus is offering replacement door. It was noted that 20 out of the 46 doors need work. Owners can contact Lemus or do the work on their own.
- **Decks/Fences:** It was noted that fencing should not have been attached to the siding. If yours is removed during construction, you are responsible for replacing without attaching to the siding.

- **AVR Request 68 CYD:** A motion was made, seconded, and passed to approve the AVR for 68 Courtyard Drive with the stipulation that the window company does not post advertisement signs on the property.
- **HOA Reminders:** Residents are reminded to be careful when parking during the water remediation parking. No Parking signs should still be followed, and people should also not be parking in the yellow when parking on the street.
- **Water Intrusion Project Update**
  - Crews continue to uncover water damage on most of the units.
  - Construction progress reports are available on the Hershey Real Estate website.
  - Owners who had satellite dish wires attached to siding will have to come up with an alternate way to affix the wires, so they are not attached to the siding.
  - Some windows on North West Street units are sized differently.
  - Middle units will not get new downspouts. A diverter will be installed on the roof to handle the runoff.

#### **Question & Answer Period**

**Next Monthly Board Meeting will be Monday, February 19 at 6:00 p.m. at the Stuart Community Center. The Board meets the 3<sup>rd</sup> Monday of every month.**

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