

The Courtyards of Carlisle, Unit Owners Association, Inc.
February Meeting Minutes
February 19, 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 6:03 PM.

- **Quorum:** Quorum was established.
- **Approval of Meeting Minutes** from January 15, 2024, motion made, seconded, and passed.

Old Business

- **Unresolved maintenance issues update** – Roof issues, as well as issues with light poles have been reported. Residents are reminded to e-mail Cal when they encounter an issue that needs addressed.
- **Delinquency Update:** Will soon be foreclosing on the unit with the largest delinquency. Three or four more units will be receiving judgments soon. It was noted that the late policy also applies to the special assessment.
- **Rental Update:** Four out of the five owners who were not in compliance with their rentals signed for the certified letters sent last month. Cal will continue to follow up on this issue.
- **Utility Boards:** Nine utility boards need replaced. There is currently one bid in hand. We have reached out to three additional companies for bids. We were turned down by one and will work to find another to bid.
- **Shrub Replacement:** Met with one landscaper to discuss project and are now waiting on a bid. Will have an update in March.
- **Middle Unit Sheds:** Will reevaluate this issue in spring, along with decks and fences.
- **Water Intrusion Project:**
Action Item: A motion was made, seconded, and passed to pay the first invoice from Lemus Construction in the amount of \$479,060.

17 (?) units have not responded with how they will be paying the special assessment. The late fee guidelines were reviewed: payments are considered late if not received within 15 days of the due date. A 10% late fee is charged. For balances not paid after 30 days, a first notice of delinquency will be sent. A second notice will be sent if the owner has still not paid within 60 days. A third and final notice goes out after 90 days delinquency. If not paid within

10 days after the date the letter is sent, the association can report the debt to credit bureaus, file a lien against the unit, and/or foreclose on the unit.

The project is nearing completion. Lemus has a punch list that must be completed before the project is done and a walkthrough of the community will be conducted before the end of the project.

The board continues to receive progress reports from Kipcon, which can be found on the Hershey Real Estate website. Water damage has been discovered in most of the units.

New Business

- **Building Foundation:** Will have a concrete specialist evaluate foundations for painting and repairs. The replacement of dryer vents located on the foundation was not factored into the original project. Lemus will provide an estimate to have those vents replaced.
- **HOA Investment Act:** The board must move its reserves to Members First account as a condition of the loan.
Action Item: A motion was made, seconded, and passed to move the reserves to an account at Members First.

- **HOA Reminders:** If you see a violation, please report it to Cal so the board can address it. A representative from Glo Fiber will be at the next meeting to discuss potentially offering service in the Courtyard.

Question & Answer Period

Next Monthly Board Meeting will be Monday, March 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 6:22 PM by unanimous consent.