

# The Courtyards of Carlisle, Unit Owners Association, Inc.

## March Meeting Minutes

March 18, 2024

**Board Members in attendance:** Pamela Jones, Deb Keyser, 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 February 19, 2024, motion made, seconded, and passed.

### Old Business

- **Unresolved maintenance issues update** – There are lights in the development that may still need to be fixed.
- **Delinquency Update:** There are three properties facing judgments and other properties in various states of delinquency. Foreclosure of the property with the largest delinquency to occur in June.
- **Rental Update:** Currently only one rental property not in compliance. We remain at maximum capacity for rentals.
- **Utility Boards:** Received two bids to replace utility boards – Tuckey and E&G Services. Some companies the board reached out do declined to provide a quote.  
**Action Item:** A motion was made, seconded, and passed to accept E&G Services bid to replace the utility boards.
- **Shrub Replacement/Middle Unit Sheds/Decks & Fences:** The board is in the process of getting estimates for the planting of new shrubs. If you as a homeowner have something you want to do on your own in the mulched area, please submit an AVR before the May monthly board meeting (May 20, 2024) The board has also obtained two estimates for the removal of tree stumps and river rock which will be placed in various areas to help with stormwater runoff. Residents are reminded that the middle unit sheds need to be in acceptable condition, as there will be a walkaround done in the spring. Reminder that deck and fence replacements (from being removed from the siding) is up to the homeowner to replace. If you want to change

the current structure in any way, please submit an AVR. Please note the fence/deck cannot be attached to the siding in any way.

**Action Item:** A motion was made, seconded, and passed to move forward with the estimate received for the stump removal and the river rock.

- **Water Intrusion Project:** The project is nearing completion, with mostly window replacements needing to be completed. Members of the board and Cal will do a walkaround with Lemus and Kipcon to ensure completion of the project and identify any other immediate needs. To date, one invoice has been paid to Lemus.

**Action Item:** A motion was made, seconded, and passed to pay the second invoice from Lemus Construction in the amount of \$466,637.50 and the third invoice in the amount of \$447,980.

- **Building Foundation:** A walkaround was performed with a concrete specialist and the board is awaiting an estimate. The dryer vents that were located on the foundation will be replaced.

## **New Business**

- **AVR – 39 Courtyard Drive:** The Architectural Variance Request submitted by 39 Courtyard Dr was denied by the board
- **Spring Walkaround:** Residents are reminded that the board will be performing a walkaround in the spring and be sending out warnings for any violations.
- **HOA Reminders:** Residents need to keep their trash and recycling containers in their shed, garage, or side patio/deck areas. They should not be placed on the mulch, driveways, or walkways. AVR forms need to be submitted for any work that changes the appearance of the outside of your unit.

## **Question & Answer Period**

**Next Monthly Board Meeting will be Monday, April 15 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 6:20 PM by unanimous consent.

