

The Courtyards of Carlisle, Unit Owners Association, Inc.
May Meeting Minutes
May 19, 2025

Board Members in attendance: Pam Jones, Debbie Keyser, Stephanie Taylor, Christopher Lewis

Trademark Real Estate Personnel in Attendance: Cal Yoder

The meeting was called to order at 6:02 PM.

- **Quorum:** Quorum was established.
- **Approval of Meeting Minutes** from April 21, 2025, motion made, seconded, and passed.

Old Business

- **Unresolved maintenance issues update:** Still dealing with a few lamppost and roof issues throughout the community.
- **Delinquency Update:** Board continues to follow the late fee policy. One property is in foreclosure and one is negotiating a judgement.
- **Rental Update:** We remain at maximum capacity for rentals. All rental properties are in compliance.
- **Water Intrusion Project Update:** Lemus was on-site and re-capped fascias. They will also return to work on gutters
- **Paving & Sealing:** Board reviewed the bids and is deciding how to proceed with the project.
- **Spring Walkaround:** The annual walkaround was completed and letters went out to those with issues that need addressed, as well as a timeline for repair. Please reach out to Cal if you may not be able to complete repairs by the deadline.

New Business

- **Annual Meeting:** The annual meeting of the Courtyard of Carlisle Homeowner's Association takes place on June 16. If there is not a quorum on the 16th, the meeting will then take place two weeks later on June 30th. The election for the three open board seats will be held at the annual meeting. If you are interested in running, fill out a candidate interest form and return to Cal.

- **AVR – 91 Courtyard Drive**

Action Item: A motion was made, seconded, and passed to approve two AVRs doe 91 Courtyard Drive – one for planting bushes and the other for repairing their concrete pad.

HOA Reminders:

- Trash issues are still occurring in the community, Please be sure you are following the trash guidelines for the Borough: www.carlislepa.org/trash.

Question & Answer Period

The next meeting is the Annual Meeting on June 16 at 6:00 p.m. at the Stuart Community Center. The Board holds its regular monthly meetings on the 3rd Monday of every month.

- **Adjourn**

The meeting was adjourned at 6:14 PM by unanimous consent.