

The Courtyards of Carlisle, Unit Owners Association, Inc.

August Meeting Minutes

August 18, 2025

Board Members in attendance:

- Pamela Jones – President
- Debbie Keyser – Vice President
- Christopher Lewis – Treasurer
- Dr. Lyle V. Gaines – Secretary

Trademark Real Estate Personnel in Attendance: Cal Yoder

Residents present at the meeting: 2 total

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

- **Quorum:** Quorum was established.
- **Approval of Meeting Minutes** from May 19, 2025, motion made, seconded, and passed.

Old Business

- **Unresolved maintenance issues update:**
- **Delinquency Update:** Board continues to follow the late fee policy. One property is in foreclosure, and one is negotiating a judgement. The board discussed foreclosures and delinquency updates on monthly HOA's
- **Rental Update:** Discussions were had on maximum number of rentals and policy surrounding newly vacant rental units. Policy drafted with three potential solutions.
- **Water Intrusion Project Update:** There was discussion on water intrusion and project updates and Board determined that further inquiry needed to be done on gutters.
- **Paving & Sealing:** Paving bid was voted on and **approved by the Board**. Targeted commencement; approximately- September 2025; skim coat will follow in a few years once paving has settled.

New Business:

- AVR's for 23 CYD, 26 CYD and 54 CYD. - Approved
- Bids were sent out for Borough sidewalk repair – Gordon Masonry – Approved
- Foundation repair – Waiting on Capital View – Pending

- Retaining wall repair – Approved
- Dryer vents-fall cleaning -Approved
- New trash pickup service – Approved

Q&A: Questions were raised in connection with new trash service. All questions by residents responded to at the meeting.

HOA Reminders:

- **HOA Reminders:** For any maintenance issues, please reach out to Property Manager, Calvin Yoder at Cal@trademarkres.com
- Next Monthly Board Meeting will be **September 15, 2025** at 6:00pm.
- Meeting Adjourned.

Question & Answer Period

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.