

The Courtyards of Carlisle, Unit Owners Association, Inc.

September Meeting Minutes

September 15, 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: 5 total

The meeting was called to order at 6:06 PM.

- **Quorum:** Quorum was established.
- **Approval of Meeting Minutes** from August 18, 2025, motion made, seconded, and passed.

Old Business

- **Unresolved maintenance issues update:** Nothing current
- **Delinquency Update:** Board is currently working on foreclosures and delinquencies. Judgements will be following soon.
- **Rental Update:** No changes to date; Board is finalizing proposal.
- **Water Intrusion Project Update:** Engineering company will be coming to look at the drainage issues and let us know so we can determine the cost.
- **Paving & Sealing:** We received a final bid from Capital View for October 20, 2025. The paving is ongoing from September- October.
- **Dryer vents are being cleaned:** Work has already commenced, and residents are cautioned to watch for clean-up around exterior of each unit.
- **Borough and sidewalk repair:** Gordon Masonry will be doing the work 2nd week of October.
- **Waste Connection Trash Service:** Collection began October 1, 2025. No call for bulk pick-up. Cost is \$28.00 a month.

New Business:

- AVR's for 1239 Franklin Street - Approved
- Foundation repair – Approved Gordon Masonry doing work second week of October.
- Landscaping and Snow Removal – We are moving forward with Karn – Approved.
- Retaining wall repair – 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 October 20, 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 6:35 PM by unanimous consent.