

The Courtyards of Carlisle, Unit Owners Association, Inc.

October Meeting Minutes

October 20, 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

The meeting was called to order at 6:01 PM.

- **Quorum:** Quorum was established.
- **Approval of Meeting Minutes** from September 15, 2025, motion made, seconded, and passed.

Old Business

- **Unresolved maintenance issues update:**
 - Residents were advised that we continue to work on lamp posts. Residents were also advised that if someone sees a lamp post that needs repaired to please advise the board as soon as possible.
 - There was discussion related to issues with the Comcast boxes
 - The Board discussed looking into the dryer vents and problems with the sewer caps.
- **Delinquency Update:** Board is on top of the delinquency notices and one foreclosure.
- **Rental Update:** Board discussed the framework for the rental policy and will be submitting it to the attorney for review.
- **Water Intrusion Project Update:** The project is being put on hold because of the gutters. The Board determined that we need to figure out what went wrong. The Board voted on an inspection and the vote was passed
- **Paving & Sealing:** The major part will not be done. The second estimate was approved by the Board. It was determined to get rid of the middle sections.
- **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:** The foundations are to commence after the sidewalks are completed first.

New Business:

- AVR's
 - 1328 N West St. Approved
 - 23 Courtyard Dr. Approved
 - 91 Courtyard Dr. Approved
 - 26 Courtyard Dr. Approved – Fence
 - 26 Courtyard Dr. Disapproved - Awning
 - 67 Courtyard Dr. On Hold – paving

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 November 17, 2025, at 6:00pm.
- Meeting Adjourned.

Question & Answer Period – There were questions and answers:

- **Sewer caps: where are they located**
 - Not everyone has them - there is one for each unit building
 - Mailboxes for 89 and 14 need repaired.
 - There were questions related to the sign at the entrance. It was determined that it would be a future project.

The Board holds its regular monthly meetings on the 3rd Monday of every month.

- **Adjourn**
The meeting was adjourned at 6:12 PM by unanimous consent.