

June Courtyard Board Meeting Minutes

6/16/23 at 11:00am in Suite 4

In Attendance: Jaycie Motiwala, Richy Stromness, Jill Hilton & Kaitlyn Linford (HOA Management)

1. Meeting was called to order by the Board at 11:00am in person at the Courtyard Property in Suite 4.
2. Financial: It was reported that as of May 31, 2023 the Operating balance was \$1201.93 and the Savings Reserve balance was \$5879.20. The Account Register was reviewed of all expenses to vendors and income and it was noted that reimbursements were done to Richy Stromness for the electrical and sump pump from 2022. It was also noted that Checks/Deposit slips were ordered as stated via text and that two transfers have been made for the year to the Savings Reserve Bank Account and that Manager Kaitlyn is hopeful that this will be able to be caught up by the end of the year but due to the amount of snow removal expense so far it may not be 100% met as budgeted. The Profit & Loss Report was presented and the Board reviewed HOA income and expenses for each category in comparison to the budget. It was stated that one Owner is paid ahead by several months and as such the HOA is over budget currently on income. Kaitlyn also reported that because there are only 5 Owners it is very important that everyone make sure they are paying on time so funds are available for all expenses. Kaitlyn reported that the HOA is over budget in landscaping from needing to catch up on expenses due from 2022 and that she is very hopeful with the dues increase that expenses will not have to continue to be delayed in payment. It was also reported that the HOA is over budget for Misc repairs, which was the sump pump and electrical again from 2022 and that the HOA is over budget in snow removal due to the large amount of snow storms this year. This category is the largest over budget and largest concern as to why the HOA may not be able to transfer all the funds to the Saving Reserve. Lastly the HOA is a small amount over budget with Electrical, gas and water/sewer expense. New Owners of Suite 3 & 4 asked what is the costs for Landscaping. Kaitlyn reported the costs and reported that each item is individually billed vs a monthly bill cost. It was also asked how frequently they mow. It was answered that they mow every other week, which typically ends up being 2xa month. Units 3&4 asked if they could assist with some of the landscaping such as fertilizer treatments, checking sprinklers and trimming trees to reduce costs. All the Owners agreed that would be fine. Kaitlyn will cancel those services with maintenance and just have them do the mowing. After the meeting Kaitlyn will walk the grounds to show where water shut offs are located for sprinkler system and for the building.
3. Maintenance: It was reported that the sprinklers in the flower beds need to be checked and have adjustments made as they appear to be running 3x a week for long periods of time and could likely be reduced. The sprinkler system in the park strip next to the valve box also needs to be checked as there appears to be a broken head. The Owners discussed the option to have a new Courtyard Sign installed, one that will list out the Company's names and done in Acrylic. Kaitlyn will get some estimates for the Board to review. The Owners also discussed if the Gutters should be the HOA responsibility or the Owners. Roofs are

Owners responsibility but the gutters are continuous along the roof line. The Owners determined that gutters should be HOA responsibility. Owners reported that clean up when landscaping is done is done very well, except for they are not cleaning up at the end of Unit 1 and things begin to pile up there. Kaitlyn will speak to the vendor and make sure that they are cleaning up the area better. It was also reported that the overhang portion on the roof appears to be leaking above the current Courtyard sign and that it needs to be looked at as well.

4. Meeting Adjourned at 12:28pm.