

## June 29 2020 Courtyard Board Meeting Minutes

6/29/2020 at 9am via Zoom

In Attendance: Jaycie Motiwala, Lori Sealy, Richy Stromness, & Kaitlyn Linford (HOA Management)

1. Meeting was called to order by the Board at 9am via Zoom Meeting.
2. It was voted to redo the bank account so it is set up properly as per the Banks request. It was voted that Jaycie Motiwala and Kaitlyn Linford will be added to the bank account as signers. All existing signers are to remain signers on the Account. Kaitlyn will coordinate with the bank for the changes.
3. Financial records and bank acct balance were presented to the Board with no questions.
4. Board discussed if the HOA should do special assessments for large repair items or if they prefer to raise dues and save for those repairs. Board agreed that it would be better to be saving and to do less special assessments.
5. It was stated that Unit 1, 2 & 5 have new roofs and that Units 3 & 4 still need to have there roofs replaced. It was agreed that the owners of Unit 3 & 4 shall be responsible to replace the roofs as Units 1, 2, & 5 had to replace there sections own their own. After all roofs have been replaced the HOA will then proceed with Roofing repairs/replacements from there on out.
6. Unit 3 & 4 roofs need to be inspected to determine what life expectancy they have left.
7. It was agreed that the HOA will be responsible for the brick wall, Courtyard sign, exteriors, roofs, gutters, parking lot, concrete walkway, Painting of doors and window trims and common grass and flower bed areas. Owners are responsible for doors & windows of their unit.
8. Board Member pointed out that the lock to the dumpster has gone missing again. Typically the HOA has paid to have a lock on the dumpster and given the vendor a key to access it when emptying it.
9. Next Board Meeting to be end of July-first part of August.
10. Meeting Adjourned at 9:33am.