

# COURTYARD HOMES ASSOCIATION, INC.

**DATE: Monday, November 18, 2024**

**TIME: 7pm**

**PLACE: Perico Bay Clubhouse or Zoom**

## MINUTES

1. Call to order: Gwynne called the meeting to order at 7pm.
2. Determination of quorum: A quorum was established with the following board members present; Gwynne Jones, Tom Little, Dave Frost, Sue Johnson (via ZOOM), and Mary Butts.
3. Proof of Notice: Meeting notice was posted 14 days in advance and sent to all owners.
4. Reading and approval of minutes: October 21, 2024, MOTION made by Sue, seconded by Tom to approve as presented. MOTION passed unanimously.
5. Officer's Reports
  - a. President's Report
    - i. Post Storm Update: Electrician scheduled for November 26<sup>th</sup> for the lamp posts that are out. Yard and storm debris is scheduled to be picked up.
    - ii. THANK YOU to the committees!
  - b. Treasurer's Report on October 31, 2024, Financial Statements
    - i. Mary reported from the financials balance sheet.
6. Committee Reports:
  - a. ARC: Committee is finalizing the standards. Bob is working with Curry Roofing to process warranty claims. Alternative design was suggested for gates due to cost. Nicole will send Bob to an aluminum vendor contact.
  - b. Maintenance: Reminder to turn off water when you leave the unit for more than 7 days. This is a Courtyard Homes Policy. Reminder, privacy walls are shared expenses between owners. This is listed in the governing documents. The rip rap rocks along the lake were discussed.
  - c. Social: Looking for volunteer to chair the committee. Joey D's at 6pm the 3<sup>rd</sup> Tuesday, Pool party 1<sup>st</sup> Friday. Holiday decorating will begin 9am the Saturday after Thanksgiving.
  - d. Landscape: Clean up is almost complete. Caleb is the new Brighthview Account Manager. Mulch will be done on December 5<sup>th</sup> and 6<sup>th</sup>.
  - e. Irrigation:
  - f. Pool: Work order in for the hot tub. Work order for pool light. New cleaning company: A-Team Clean. Work order needed for pool temperature. Humberto (A to Z) to repair fencing, pool house door, etc. around back side of pool.
  - g. Website
7. Master Board Updates: Lynn Zemmer
  - a. Master Board Meeting Date Reminder: 11/19 at 10am
    - i. The Master Board is proposing to amend their budget to include \$350 per unit additional maintenance assessment due 2/1/25.
8. Unfinished Business
9. New Business

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**Review and approval of a special assessment** to the membership for the post-storm damages and clean up and reserve funding. The total cost will be approximately \$65,000. If approved, each member would be assessed \$650. The special assessment would be collected in one payment, due by December 15, 2024. *Please note: If your unit is pending sale, the \$650 must be paid in full prior to closing.* Mary reviewed all of the costs that total to \$650 per unit. The \$350 from the Master Board will be in addition to the \$650. **MOTION** made by Mary, seconded by Dave to approve a special assessment in the amount of \$1,000 per unit, due 12/15/24. MOTION passed unanimously.

10. Board meeting: January 20, 2025, at 7pm

11. Adjournment: With no further business to discuss, the meeting adjourned at 8:10pm.

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