

# **The Courtyards of Carlisle, Unit Owners Association, Inc.**

## **October Meeting Minutes**

**October 21, 2024**

**Board Members in attendance:** Pam Jones, Stephanie Taylor, Christopher Lewis, Jacqueline Moser

**Hershey Real Estate Services Personnel in attendance:** None

The meeting was called to order at 6:07 PM.

- **Quorum:** Quorum was established.
- **Approval of Meeting Minutes** from September 16, 2024, motion made, seconded, and passed.

### **Old Business**

- **Unresolved maintenance issues update:** Still addressing non-working lampposts. Several have been repaired, but others are still out.
- **Delinquency Update:** Board continues to follow the late fee policy or sending 30, 60, and 90 day notices, There are a few properties that are approaching the 90 day mark.
- **Rental Update:** We remain at maximum capacity for rentals. All rental properties are in compliance.
- **Water Intrusion Project Update:** Board will be finalizing the Members First Loan by the end of October. 11 Court Lane has siding issues that have been reported to Lemus.
- **Spring Walkaround Update:** Violations have begun to go out for those who have not completed the items that needed addressed.
- **Tree Trimming:** Tree trimming has been completed.
- **Door Painting Update:** Door painting to occur this week; the seven property owners will be informed.
- **Snow Removal Contract:**  
**Action Item:** A motion was made, seconded, and passed to approve the snow removal contract with Carns.

- **Paving & Sealing:** Board has received bids to complete sealing and paving of all driveway areas in 2025. The project will be done in two phases – sealing first followed by paving. Money for the project is being budgeted for in the 2025 budget.

#### **New Business**

- **AVR – 68 Courtyard Drive:**  
**Action Item:** A motions was made, seconded, and passed to approve an AVR for 68 Courtyard Drive to install new windows.

#### **HOA Reminders:**

- With cold weather on the way, property owners are reminded to disconnect hoses this winter and cover the outside faucet.

#### **Question & Answer Period**

**Next Monthly Meeting will take place on November 16 at 6:00 p.m. at the Stuart Community Center. The Board meets the 3<sup>rd</sup> Monday of every month.**

- **Adjourn**  
The meeting was adjourned at 6:16 PM by unanimous consent.