

**COURTYARD CONDOMINIUM  
BOARD OF TRUSTEES MEETING  
July 19, 2022**

**Date & Time:** July 19, 2022, at 6:30PM in Virtual.

**Present:** Cody Yonas, Lisa Bingley, Peter Ralbovsky, Carol Moore, Stephen Monti, Tim Paoli-Brigs

**Homeowner Open Session:** 3 Unit Owners Present

Attendees Questions and Concerns:

1. Unit Owner who is on the Landscape Committee joined the call and shared her thoughts on the committee and her experience as a previous Landscape Committee member.
2. 3 Unit Owners joined the call and were asking about a long running issue in D building. Unit Owners had previously been contacted by management and were asked to continue to talk to management as the issue was not regarding the entire property. Tim, who is covering our property manager's time off shared his phone and email for the owners to reach out the next day.

**\*\*Please remember that your concerns and questions can be submitted to management at any time.**

**6:52 PM – Officers and Quorum:** Carol Moore, Chair, called the meeting to order.

**Board Positions:**

Board had previously tabled board position appointments and reviewed it again tonight.

CHAIR: A motion was made to appoint Cody Yonas as Chair. **Motion carried** with 3 in favor (Lisa, Peter, Cody), 1 against (Carol), and 1 abstain (Stephen).

TREASURER: A motion was made for Steve Monti to be Treasurer. Motion was tabled for further discussion at next meeting.

SECRETARY: Tabled until next meeting.

**Minutes:** April Meeting Minutes were approved. **All in favor.** June minutes were sent prior to meeting and board will review and approve through email following the meeting.

**Financial Information:**

- The Board reviewed and approved June Financials. **All in favor.**
- Signature cards have been signed and returned to bank.

**Manager's Report:**

**Unfinished Business:**

1. Follow up with locksmith/alarm company for units not allowing entry during inspections. Board approved process to notify owner of deficiency 14 days (but no more than 30 days) prior to entry. **All in favor.**
2. Additional repairs were noted for common areas. Motion to approve all repairs. **All in favor.**
3. Updating the Welcome Package: Still waiting for Chair to send to full board for review.
4. Verizon Fios – Awaiting materials to be delivered. No change since last month.
5. Utility Closet Repairs – Will continue as needed. On hold as no closets are in priority status.
6. Utility Closet Doors – Project scope and bidding in process. None are currently in poor condition. No change since last meeting.
7. Common hallway doors – phase 1. Install date early August. Motion to approve door handle. **All in favor.**
  - Note: all doors will arrive painted in maroon. Onsite maintenance will repaint the 6 doors on Building C to match the blue currently in place.
8. Exterior Light replacement. Motion to approve fixtures. **All in favor.** Awaiting final pricing to approve vendor.
9. Building Lettering/Numbering – Brigs waiting to meet with Chelmsford PD/FD for recommendations. This will be completed with the door installs.
10. Asphalt Replacement – Management meeting with engineering companies. No change since last meeting.

11. Pump house repairs – Replacement parts ordered. Awaiting install date.
12. Power wash deck, patio, privacy railings. – Tabled until next spring.
13. Walkway repairs – quotes pending
14. Pave block replacements at clubhouse entrance – quotes pending
15. Top block replacement on retaining walls – quotes pending. Board requested more information if we could patch now and replace fully when asphalt project is completed.
16. Gable end vents on clubhouse – quote to paint or replace pending
17. Mold remediation for B-C-D building. Inspected and awaiting recommendations.
18. Bulkhead door at clubhouse – onsite maintenance to replace in fall.
19. Damaged siding repair – quote pending

#### **New Business:**

1. Landscape Committee – recommendations presented to Board.
2. Lifeguard Variance for pool – tabled until insurance information received.
3. Pool rules with a focus on health/sanitation & guest policies.
4. Retaining wall repair/replacement – obtaining bids, discussed repair vs replacement.

#### **Finished Business:**

1. Landscape Committee – presented recommendations to the board. Under board review. Prioritizing safety, encroachment then aesthetics/function.
2. Pool Issues – notices sent to residents and meeting with vendor.
3. Condensate leaks – found during basement storage inspections for mold remediation. Management working with unit owners for repairs.
4. Summer edition of newsletter – Motion to distribute. **All in favor.**
5. Clubhouse re-painting completed.

#### **PRIORITY:**

1. Fire inspection follow up.
2. Follow up on violation notifications.
3. Common Door install date to residents as soon as materials arrive.

#### **REPORTS:**

1. **Call and Notes Log Report**
2. **Maintenance Log Report**
3. **Architectural Control Request**

#### **EXECUTIVE SESSION:** CONFIDENTIAL

1. **Legal**
2. **Delinquencies**
3. **Violations**

**Adjournment:** There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at 9:47 PM.

**Next Meeting Date:** Tuesday, August 23, 2022. Virtual 6:30 PM to 8:30 PM.

**Homeowners Open Session:** Tuesday, August 23, 2022, 6:30 PM