

**COURTYARD CONDOMINIUM
BOARD OF TRUSTEES MEETING
September 1, 2022 (August meeting rescheduled from 8/23/22)**

Date & Time: September 1, 2022, at 6:30PM in Virtual.

Present: Cody Yonas, Lisa Bingley, Peter Ralbovsky, Stephen Monti, Carol Moore, Greg Fallon-Brigs, Tim Paoli-Brigs, Nikki Newell- Brigs

6:31 PM – Officers and Quorum: Tim Paoli- Brigs called the meeting to order.

The Board had previously requested that management run the meeting as this was the first meeting open to owner viewing.

Board Positions:

TREASURER & SECRETARY: Appointments will be postponed until after budget season.

Minutes:

- July Meeting Minutes were approved via email on 8/15/2022 with 4 of the 5 Board members approval. Minutes were posted on bulletin board clubhouse and uploaded to portal on 8/16/2022.
- June Meeting Minutes are pending approval of edits. Following the meeting, Board members will review and approve via email.
- Discussion of the timeline for approval resulted in the following timeline. Secretary to have minutes to all board members no later than the weekend following the board meeting. Board members will review/revise for approval by the following Friday.

Financial Information:

- Budgeting for 2023 has begun. The Board was in agreement for both Peter Ralbovsky and Stephen Monti to share in the Treasurer role during this process. They will work with Brigs and present a draft budget.

Manager's Report:

Nikki Newell was introduced as Courtyard's new Property Manager. The sudden change was a result of the previous manager sudden resignation. Nikki will work with Tim and the Board for property manager responsibilities.

Unfinished Business:

1. Board had previously approved unit entry for units not allowing annual safety inspection. Brigs will notify unit owners (4) immediately and follow through on this safety measure within in 2 weeks.
2. Updated Welcome Packet is still being reviewed by CM and is draft is expected by 9/15/22 for full board review. We are working to condense the information to shorten the packet for readers.
3. Verizon FIOS reports they are ready to begin the work. They would like to start in Phase 2 the week of 9/12/22.
4. Utility closet repairs – continue to be on hold, working to identify new vendor as none are in priority status currently. Board did discuss previously approved (with prior management) rain diverters that have not yet been installed. Maintenance will install this month.
5. Utility Closet Doors – Project scope and bidding in process. None are currently in poor condition. No change since last meeting.
6. D building frozen pipes. Management and maintenance met with unit owners to combine information from meetings with an engineer and town inspectors. The Board will hold a separate meeting to address the repairs as soon as bids are received. Board goal is to get this work completed ASAP and no later than the winter season.
7. Common hallway doors – phase 1. Doors installed. Unit Owner complaints of doors not closing, numbers not visible and doorbells disconnected in Bldg A. Solutions discussed and approved were:
 - Vendor replacing closure mechanisms.
 - Maintenance will be installing a door latch plate cover.
 - Board will discuss and approve guidelines for wireless/video doorbell installations before next board meeting. Management to provide guidance around legal needs for video doorbells.

8. Exterior Light replacement. – Board is awaiting bids for the fixtures chosen at previous meeting.
9. Building Lettering/Numbering – The numbers were installed but are not easily visible from the street. The Board discussed solutions and will meet management on property to finalize decision.
10. Asphalt Replacement – No change since last meeting.
11. Pump house repairs – Replacement parts were ordered, invoiced, and paid Brigs to follow up for install date.
12. Lifeguard Variance – There is no impact on our master insurance policy. Board tabled this discussion until after budget season.
13. Walkway repairs – No change since last meeting.
14. Pave block replacements at clubhouse entrance – No change since last meeting
15. Top block replacement on retaining walls – No change since last meeting
16. Gable end vents on clubhouse – No change since last meeting
17. Mold remediation for B-C-D building. – inspection completed, awaiting bid to include electrical needs for remediation.
18. Bulkhead door at clubhouse – No change since last meeting
19. Damaged siding repair – No change since last meeting

New Business:

1. Landscape Committee – Three quotes were obtained and Board approved recommendations to award tree trimming, pruning, and removal in the amount of \$25,000. This is a capital expense and will come from our reserve funding.
 - The Board approved 5 of 6 recommended tree removals. The Board wishes to wait on removal of the large spruce at the back of the property (G Bldg). It has been requested to review with asphalt project (to make sure roots will not compromise new asphalt).
2. Landscape Committee – Two quotes were obtained and Board approved recommendations to complete a late fall aeration and reseeding of the property in the amount of \$5,000. This is a landscaping maintenance fee and will come from our landscaping budget.
3. Wireless Doorbells were discussed, and the Board would like to move forward with creating guidelines (placement, color, upkeep) for unit owners to begin using. The property will need signage prior to any installation. It will be announced with detailed guidelines when it is finalized and approved.
4. Snow Removal Contract – Current vendor submitted for renewal and Board requested management to go to bid. Bids and decision will be made prior to October 1st.

Finished Business:

1. All common area repairs noted in annual fire inspection have been 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.

Homeowner Open Session: 6 Unit Owners Present at beginning of meeting

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.

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 8:34 PM.

Next Meeting Date: Tuesday, September 27, 2022. Virtual 6:30 PM to 8:30 PM.

Homeowners Open Session: Tuesday, September 27, 2022, 8:00 PM