

# The Courtyards at Quail Lake Homeowners Association, Inc.

Board Meeting Minutes  
January 13, 2026

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The meeting was held in a Community Zoom Conference Room online. The meeting was called to order at 1730hrs.

Four board members, one Property Manager, and three owners were in attendance.

Doug Martin	President	Present
MichelleMarie Kinney	Vice President	Present
Phill Watts	Secretary	Present
Ryan Paradise	Treasurer	Present
Kerry Cantrell	Property Manager	Present

## OWNER'S FORUM / HEARINGS

- Frances Student, 3263 Apogee Vw. Inquired about HOA financials and etiquette on board procedures.
  - o Ryan and Doug will work with Kerry on completing a reserve study.

## MINUTES

Last meetings minutes were not accepted. Pending review from all board members.

## OFFICER & COMMITTEE REPORTS

### PRESIDENTS REPORT –

- Remaining SA dues
- Farmers Insurance. Current coverage ends July 1, 2026.
  - o Carriers will not send out proposals until 45 days prior to 1JUL26
- HOA Website. Doug and Kerry made some edits and updates. Continuing work to update
- ENT Credit Union. Accounts and names have been updated adding Ryan Paradise as treasurer and removing Jim Stroman as president.
- Electrical issue. On going, further work is being done, and primary issue of sidewalk lights has been identified. Pending quote review.

### FINANCE REPORT –

- 50K being transferred to a new CD, pending receipt of the check
- 18K higher in end of year reserve than previous year
- Income statement. \$2,500 under budget for insurance

### MANAGER'S REPORT –

- Violation report. Doug and Kerry conducted an inspection where violations were noted and letters were sent.
- MichelleMarie motioned to WAIVE fees for violations erroneously sent out. Phill requested discussion to confirm.
  - o Motion carries to waive fee. Unanimous vote to pass.
- Call logs were discussed. When homeowners call in and how their inquiries are being handled. Web Portal Vs. HOA Website. Kerry will confirm if Rowcal can refer owners to HOA Website.

## **COMPLIANCE REVIEW REPORT – No**

### **OLD BUSINESS –**

-- Governing documents review. Removing doorbells being altered to be removed from GovDocs for HOA approval to support the installation of personal doorbell cameras and small cameras. Discussion on installation on stucco.

- Motion unanimously approved

Board members reviewing GovDocs. Identified some updates; Doug drafting updates to be voted on for next board meeting.

-- Storage Shed. Doug spoke with Jim about storage of personal items. Jim moved items out and keys reside with Doug and Ryan.

### **NEW BUSINESS**

-- Investment Reserves. Doug asks for future use, that without board approval to invest funds in CDs with flexibility without a vote.

MichelleMarie motions that Board President and Treasurer be allowed to exercise the movement of funds in any capacity with FDIC or NCUA coverage to secure rates and terms but will report movements to board in following meetings.

Discussion. Doug wants to only be able to invest in all CDs in ENT. Motion was altered with slight rewording.

- Motion carries.

-- Conflict of interest policy acknowledgement. Signing of a document by all board officers and returned to Doug and Kerry within seven days.

-- Covenant & rule enforcement policy review. Previously covered in start of meeting. The issue is that warning emails cannot be logged in the Rowcal portal.

Doug recommends an official change that a courtesy email be sent to owners prior to a letter being mailed (which incurs an administrative fee).

Kerry recommends total removal of fees with further discussion. Recommend starting from scratch to update to better serve the community.

Doug and MichelleMarie will work revision letter.

-- Trash removal services (RFP). Current contract was effective January 1, 2023.

Quotes will be gathered by Kerry for new services request.

-- ACC. Approval process & Requests. Doug motions for board to use ACC Module to review and approve requests. 'Approvals' must be unanimous otherwise requests will be discussed in following meeting. MichelleMarie seconds.

- No discussion. Motion passed unanimously.

1661 Courtyard heights. MichelleMarie abstains from voting due to owning property requesting review. Request is to replace/repair windows.

- Discussion. Request is to replace/repair windows. Motion is approved.

3223 Atrium Pt. Request is to replace/repair windows.

- Discussion. Request is to replace/repair windows. Motion is approved.

Ryan inquiries about document requirements for submissions into ACC.

-- Additional board member responsibilities. Reviewed current projects/duties and side projects.

The next meeting will be on February 10, 2026, at 5:30 pm, Zoom Meeting.

There being no further business, the meeting was adjourned at 1909hrs.

*P.C. Watts*

Phill C. Watts

Secretary