

The Courtyards at Quail Lake Homeowners Association, Inc.

Board Meeting Minutes
December 16, 2025

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

Doug Martin	President	Present
MichelleMarie Kinney	Vice President	Present
Phill Watts	Secretary	Present
Ryan Paradise	Treasurer	Present
Kerry Cantrell	Property Manager	Not Present

OWNER'S FORUM / HEARINGS

- The board answered questions from the residents in attendance.
- Chris B. (3246 Atrium Pt.) asked about the annual Community event and Jim Stroman's absence.

MINUTES

- Last meetings minutes were accepted. No revisions.
- Doug motioned to approve.
- MichelleMarie approved motion. Ryan seconded motion.

OFFICER & COMMITTEE REPORTS

PRESIDENTS REPORT –

- Monthly Property Inspections
 - Contractual obligation of RowCal that property inspections by sent to the board within 7 days of completion
 - In-depth: bimonthly starting on December 12
 - Drive-thought/follow up: alternating months
 - Inspections will take place by the second week of each month & reports sent by the 3rd week of each month
- Special Assessment (SA) Payments - available real-time in RowCal portal
 - As of 12/12/25: 28 unpaid SA only; 32 unpaid SA + additional balance
 - Roughly 80% of owners have paid the SA as of 16DEC25
 - RowCal is following the HOA's Collection Policy - late statement, late fee, demand letter, collections letter, referred to attorneys
- Parking Permits
 - received from Jim Stroman on 11/30/25; will manage moving forward
 - Requests are sent to RowCal or Kerry -> Doug for fulfillment
 - Permits will be issued along with a one-page document of basic HOA information - website (board meeting schedule, governing documents, etc.), trash pickup day, how to report issues, etc. - Doug will create & send to board for feedback
- Contracts
 - Confirm that all current contacts are available in RowCal portal
 - Check for auto-renewals - DOUG
- Property Manager assignment - Kerry Cantrell is our permanently assigned Property Manager

- Declaration of Covenants - update
- Replacement Fund / Reserve Study (Smart Property)
- Have access to this online program
- Appears to have been updated in 2024 but not sure by whom or where the numbers came from or how accurate they are
- Homeowner Communication -
 - RowCal has email addresses for all units
 - Kerry will organize by building so we can send out specific building messages (missed trash pickup, etc.)
- Towing Coordination
 - Report to Kerry; he'll process according to state law and coordinate with Collin's Towing
 - Doug will sticker vehicles in coordination with Kerry (save 45-minute drive each way)
- Work Orders
 - Homeowners are notified when a work order has been assigned
 - Sometimes the vendor sends an email to the Community Manager but usually they just send an invoice to RowCal
 - Homeowners can review the status of work orders for their address through the RowCal portal.
 - Board members can review the status of all work orders through the RowCal portal.

FINANCE REPORT - 8x units remain for not paying the SA in full; Reserves gained \$4674 for CY2025.

MANAGER'S REPORT – Not Present.

COMPLIANCE REVIEW REPORT – None

OLD BUSINESS – None

NEW BUSINESS

-- Unlimited Landscape Services (ULS). Discussion of the current contract. Snow removal for accumulation for 2” on walkways and 3” on roadways. Doug will be the primary assessor to reach out to ULS, Ryan will be alternate assessor.

ULS dropped salt buckets at mailboxes to allow community members to salt when needed without ULS being called out at a cost to the HOA.

MichelleMarie submits motion to accept ULS contract for the 25-26 Winter Season.

Phill second motion.

Ryan discussion on motion. Confirmed a removal inquiry.

Doug approved motion.

Motion carries MichelleMarie and Ryan voted ‘yes’. There was a unanimous vote to approve.

-- Farmers Insurance. Doug discussed moving coverage period from Jul to Sep IOT plan annual HOA budget more effectively.

Motion by Doug and a second approval from MichelleMarie.

No discussion

Motion carries with ‘yes’ from MichelleMarie and Ryan. There was a unanimous vote to approve.

-- Newsletter. Doug proposes newsletters in the first weeks of MAY, AUG, AND DEC

Motion for approval submitting newsletters.

MichelleMarie for discussion. How newsletters will be disseminated (electronically). MichelleMarie agreed to assist with newsletter initiative.

Motion carries with ayes from Doug and MichelleMarie. There was a unanimous vote to approve.

-- HOA Storage shed & Church use for meetings a year. Doug discussed with former member, Jim Stroman, who also is a vendor for community and stores equipment in shed.

Moving forward, storage of items in shed must only be in support of HOA operations. Jim Stroman must remove personal items but can keep vendor equipment/tools/items.

A contract must be drawn up with Jim Stroman, prepared by Doug. Discussions will continue and organize use of church for 4x meetings a year.

Motion for Doug to continue negotiations with Jim Stroman for Shed storage and usage of church.

Phill second motion.

No further discussion.

Motion carries. Unanimous.

-- Governing documents review. Doug requests all members to review governing documents as best as possible before next board meeting 13JAN2026.

The next meeting will occur on January 13, 2026, at 5:30 pm – location will be on ZOOM.

There being no further business, the meeting was adjourned at 1906hrs.

P.C. Watts
Phill C. Watts
Secretary