Courtyards at Quail Lake – Board of Directors Meeting Minutes

Date: September 3, 2026; **Location:** Zoom; **Time:** 5:30 pm

Board Members Present:

- Doug Martin, President
- Michelle Marie Kinney, Vice President
- Ryan Paradise, Treasurer

Board Members Absent:

- Phill Watts, Secretary (excused)

Management:

- Karry Cantrell, Community Manager

Homeowners Present:

- Caryn Kochel – 1438 Courtyard Heights
- Steve Mosher – 3239 Atrium Point

Approval of Minutes – August 11, 2026

Motion to approve minutes as published: **MichelleMarie moved**, **Ryan seconded**. **Vote:** Unanimous.

Action Taken Without a Meeting – Insurance Proposal (August 22, 2026)

Board previously approved the insurance proposal unanimously via action without a meeting. Motion to ratify: **MichelleMarie moved**, **Doug seconded**. **Vote:** Unanimous.

OLD BUSINESS

- **Ground Works – Three Proposals**
  - 1673 Courtyard Heights – The Board did not approve the homeowner request. Kerry directed to inform the homeowner that the HOA will **not** repair interior spaces.
  - 3254 Apogee View - The Board did not approve the homeowner request.
  - 3331 Apogee View – Repair Request (Up to $3,000); Motion to approve up to $3,000: **Vote:** MichelleMarie – *Yes*, Doug – *Yes*, Ryan – *No*. **Outcome:** Motion passed.

NEW BUSINESS

- **2027 Budget Discussion**

  Key Budget Points

  - **No dues increase** for 2027
  - **$6,000** budgeted for miscellaneous landscaping and xeriscaping
  - **Snow removal** costs projected higher due to weather patterns
  - **Electrical repairs** projected higher
  - **Asphalt repairs** projected at **$16,000**
  - **Reserves funded at 15%**, aligning with new lending rules beginning January 2027
  - Doug noted expenses have been well managed in 2026 and the Board has avoided unnecessary spending

  Budget Approval

  Motion to approve the 2027 budget: **Doug moved**, **MichelleMarie seconded**. **Homeowner Comment:** Caryn thanked the Board and expressed appreciation for their time. **Vote:** Unanimous.

- **Conflict of Interest Policy Update**

  Background

  - Updated policy was sent to Board members on August 24
  - The existing policy (January 2006) required disclosure but lacked enforcement
  - Update clarifies what constitutes a conflict of interest and strengthens compliance requirements

Discussion

- MichelleMarie stated the 2006 policy was not enforced and emphasized that Board members should never benefit from a contract or vote
- Typical practice is annual disclosure and affirmation before each meeting
- Doug noted the updated policy requires each Board member to sign within 30 days of joining the Board

Motion

Motion to approve updated Conflict of Interest Policy: **Doug moved**, **MichelleMarie seconded**. **Vote:** Unanimous.

- **Riser Room Inspections & Repairs**

  Repair Proposal – $3,000

  Motion to approve **$3,125** for riser room repairs: **Ryan moved**, **MichelleMarie seconded**. **Vote:** Unanimous.

  Additional Work – Battery Replacement

  - 7 of 11 riser rooms have fire alarm control panels with backup batteries that need to be replaced; proposal cost **$2,050**.
  - **Outcome:** No action taken.
  - Doug and Ryan will replace the batteries themselves.

OWNER'S FORUM

- Caryn thanked the Board for their work.

ADJOURN – 6:47 pm