

The Courtyards

AGENDA—MAY 7, 2025 BOARD MEETING

1. CALL TO ORDER (MARCO)
 - a. ATTENDANCE
 - b. CONFIRM QUORUM

2. PRIOR MEETING MINUTES (ANN)
 - a. CORRECTIONS
 - b. APPROVAL

3. BOARD MEMBERS:
 - a. TERMS & FUTURE ELECTION PROCEDURES
 - b. ALTERNATE MEMBERS—DUTIES
 - c. LIABILITY INSURANCE
 - d. REPLACE NON-PARTICIPANT MEMBERS

4. REPORTS
 - a. TREASURER (PETER)
 - i. FINANCIAL & BUDGET STATUS—UPDATES
 - ii. BOARD MEMBERS' CHECKING & SAVINGS ACCOUNT SIGNATURES

 - b. PROPERTY MANAGEMENT (MARK)
 - i. LIABILITY INSURANCE
 - ii. OUTLINE GENERAL SALES/RENTAL PROCESS
 - iii. CURRENT STATUS SALES/RENTALS
 - iv. AIR-BNB P/W & LOGIN—2ND PERSON BACKUP
 - v. CURRENT MAINTENANCE ISSUES
 1. FISH POND PIPE
 2. LOOSE DISHWASHER-UNIT 4
 3. LOOSE TOILET—UNIT 4
 4. ROUTER DISCS
 - a. LOGIN, P/W, EMAIL ADDRESS?
 - vi. FUTURE PLANS/CONCERNS

 - c. BY-LAW REVISION (ANN)
 - i. COMMITTEE STATUS
 - ii. SCHEDULE
 - iii. RECOMMENDATIONS

 - d. SUMMER RENTAL/ADVERTISING PLAN (TERRI)

- e. COLLECTIONS PLAN/STRATEGY (TERRI)
 - i. MR. G PAYMENT vs COLLECTION

- 5. NEW BUSINESS
 - a. SAVINGS ACCT -- DEPOSIT PERCENTAGE
 - b. RAINY DAY FUND – CREATION
 - c. MAINTENANCE FEES – RATE ADJUSTMENT
 - d. EMAIL LIST UPDATE & MANAGEMENT
 - e. OWNERS SWITCHING WEEKS
 - f. SALES SOLICITATIONS
 - g. CURRENT OWNERS PURCHASE OPEN WEEKS—DISCOUNT

- 6. OTHER BUSINESS

- 7. ANNOUNCEMENTS (MARCO)
 - a. AIR-BNB SUPERHOST DESIGNATION
 - b. NEWSLETTER
 - c. NEXT INTERIM MEETING
 - d. JUNE MEETING—LIVE IN NOLA
 - i. ZOOM VIDEO SET UP

- 8. ADJOURNMENT (MARCO)

Courtyards Board of Directors Meeting Minutes

Date: June 25, 2025

Time: 11:00 AM CST

Location: 1428 Royal Street, New Orleans, LA 70116

1. Call to Order

The meeting was called to order by President Marco at 11 am. Technical difficulties were noted and resolved prior to the start of official business.

2. Roll Call and Introductions

Board Present: PJ Pamulo, Terri Mooney, Peter Castelluccio, Marco Famiglietti, Ann Butler

Alternates Present: John Moncada, Jordan Jacobs

Absent: None

Others Present in Person: Al Orlak, Debi Orlak, Stan Howat

Others Present on Zoom: Madalaine Pugliese, Jo Paula Lantier

3. Approval of Previous Minutes

- The minutes from the May 7, 2025, meeting were reviewed and approved as presented.

4. Financial Report (Peter)

- 16 owners have paid 2026 dues.
- Savings balance: approximately \$23,000.
- Board members are required to sign documents at Whitney Bank due to staff changes.
- Insurance and city tax obligations reviewed.

5. Maintenance and Repairs

A. Fish Pond Pipe Repair

- Repair completed with isolation valve installed. (Mark)
- Leak detection company recommended for old galvanized pipes to be located for when future problems arise (Mark)
- High water bill traced to faulty smart meter; plumber to submit report to dispute charges with the city. (Peter)

B. Staircase and Railing

- Quote received: \$6,500 for both repairs.

- Board agreed to inspect the staircase before final decision.
- Railing repair postponed; stair repair prioritized for safety.

C. Bathroom Drain Replacement

- Severe tub drain blockage found; recommended replacing tub and floor tiles (\$1,000 estimate). Unit #6
- Suggestion to open exterior wall for new P-trap installation. Upon inspection this was not an option due to other items in the wall.
- This project has been put on pause.

D. Unit 5 Leak

- Ongoing water intrusion during heavy rain.
- Roofer recommends deck and roof work (\$5,000 estimate).
- Look at drainage pipes to determine if proper and potentially causing the issue.
- Explore insurance claim due to possible storm damage. This was determined not to be an option due to the age of the roof and long-term failure.

6. Bylaw Revisions and Collections

A. Bylaw Updates

- Ann leading updates for compliance with Louisiana law and electronic communication. Also for compliance with the Articles of Incorporation and Rules and Regulations of the condominium documents.
- Board to use AI analysis for document review (PJ and Ann to coordinate).

B. Collections

- Approved to proceed with Aspen Collections for delinquent accounts (\$544,000 in back assessments and late fees).

7. Maintenance Fee Restructuring

- New fee structure for 2027-2028: \$615–\$915 per unit.
- Maintenance costs to continue to be shared collectively among all units.
- Special assessment offset by \$15 per unit increase. The \$15 increase is included below.
- Units 1,4,5 \$615, Unit 2 \$765, Units 3, 5 \$915

8. Cable to Internet Service Transition

- Transition to internet-only service to save \$400/month.
- Cox Business to install additional signal boosters.
- Inventory and upgrade of TVs to smart devices or Roku.

9. Insurance Reserve Planning

- Discussion on hurricane insurance reserves (\$300,000–\$500,000 goal).
- Current constraints limit reserve funding; focus on rental income.
- Flood insurance confirmed (\$250,000 FEMA limit, \$3,500/year).
- This is not viable at this time.
- Other reserves for unanticipated operating, maintenance, major repairs and working capital. Amounts to be determined at a future board meeting.

10. Property Marketing and Sales Strategies

- Explore social media marketing (Instagram, Facebook). Ongoing planning by Terri and Ann for next summer’s rentals.
- Consider summer unit sales to existing owners at reduced price. It was determined to not proceed at this time. The sale of one unit would cause the loss of rental income to two units.
- Data collection on rental history and ownership for strategy development. This information is available on The Courtyards Microsoft One Drive.

11. Motions and Votes

- Motion to approve Aspen Collections for delinquent accounts: **Passed.**
- Motion to approve new maintenance fee structure: **Passed. 1 dissent**
- Motion to collectively distribute maintenance costs: **Passed.**

12. Next Steps and Action Items

Responsible	Action Item
Terri & Ann	Proceed with Aspen Collections to pursue delinquent accounts
Mark	Evaluate and repair leak over Unit 5’s closet and living room
Mark	Coordinate Cox Business for additional internet disks in each unit
Board	Inspect stairs and railing; decide on repairs
Board	Review and decide on drum trap repair after inspection
Peter	Coordinate board member signatures for new bank documents
PJ	Call Teresa for June/July/August rental history and ownership data
Mark	Inventory TVs in all units for Roku/smart TV upgrades
PJ	Process condo documents through AI for bylaw/regulation updates
Cynthia Wright	Create brochure for marketing courtyard units
PJ	Set up Instagram and Facebook accounts for Courtyard (with daughter’s assistance)

13. Adjournment

There being no further business, the meeting was adjourned at 2:16PM CST. The next meeting date will be determined and communicated to all board members.

Minutes respectfully submitted by:

Ann Butler, Secretary

Attachments:

- Financial Report (verbal report)
- Contractor Quotes (verbal report)
- Maintenance Fee Structure Proposal (verbal report)

End of Minutes