

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)

The Courtyards Board Meeting Minutes

May 7, 2025

Location: Hybrid (some members joined via phone due to technical issues)

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

Board Alternate Attendees: Jordan Jacobs, John Moncada

Property Manager: Mark Kutash

Motion to approve the minutes of the March 30, 2025 meeting by Marco. Seconded by Terri. Motion carries.

Key Takeaways

Board Governance

Here is what was approved by majority vote of the owners at the annual meeting and how the system will be in place going forward. (NOTE: This will also have to go into the by-laws. And, cannot be changed except by a vote of majority owners at an annual meeting.)

The Courtyards Board Member Staggered Terms

	Listed by Total Votes 2025	42 votes	31 votes	30 votes	29 votes	27 votes
Year Elected	2025	Castelluccio	Famiglietti	Pamulo	Mooney	Butler
Next Election Year		2028	2028	2027	2027	2026
Re-election Years Going Forward		2031	2031	2030	2030	2029
Etc.		2034	2034	2033	2033	2032
		Member 1	Member 2	Member 3	Member 4	Member 5

Alternates Re-elected annually (2)

Approved at the Annual Owners Meeting by a majority of owners in present either in-person or by remote and by proxy on March 18, 2025: Board members will be elected to a 3-year term with staggered terms beginning as noted above until all Board members have a 3-year term. Alternates will be elected annually. Alternates to participate in discussion of meetings they attend but may not vote.. In the event a Board member cannot be present at a particular meeting the Board President will appoint an alternate for that meeting to be noted in the minutes and the alternate will participate in that particular meeting including voting.

- - Bylaw review is in progress to address governance and liability matters.

- - Discussion on removing inactive board members was postponed. Tabled to June.

Financial Updates

- - Financial status update shared by Peter via email; documents require signatures.
- - Collection of maintenance fees will begin early in the summer to maintain cash flow.
- - Social Security numbers and driver's licenses needed from board members for bank compliance.
- - Low summer rental activity flagged as a financial concern; collections to proceed on delinquent accounts.

Maintenance & Property Issues

- Stairs to Unit 6: Quotes to be obtained for repairs using both treated and marine-grade lumber.
- - Iron Railings: Board agreed to get quotes for both repair and replacement.
- - Unit 6 Plumbing (Drum Trap): Proposal to use a plumber's camera to inspect ceiling space before further action. Kutash noted the camera will probably not go through the drum trap.

Liability Insurance

- - All contractors must provide declarations pages showing proof of liability and workers' compensation insurance before beginning work.

Rental & Unit Use Strategy

- - Debate continued on leasing vs. selling units to boost income.
- - Ann confirmed current units are rented via Airbnb, Kutash noted May 2025 was improved over May 2024 performance.
- - Timeshare sales remain a challenge; -Tabled to June
- - Need identified for backup login access to the Airbnb account. Kutash confirmed Ann is currently the backup login.
- Discussion re: 2026 maintenance fees. Ann explained Board vote from 2024 to invoice owners as of June 1, 2025. Several owners wish to pay early to deposit with RCI 2026 and several owners wish to make multiple payments. All assessments (maintenance fees) for 2026 are due on November 1, 2025. Tabled to June meeting after discussion of Jordan's proposal.

Maintenance Fee Restructuring

- - Multiple proposals discussed:
- - Jordan: Fee adjustment based on unit size. Board members need more time to review.
- - Marco: Based on occupancy.
- - Mark: Square footage-based approach.
- - Decision tabled to June; all board members asked to review Jordan's proposal.

Internet & Technology

- - Concerns raised about current internet service; T-Mobile discussed as an option.
- - Ann & Mark will research alternatives and present a proposal in June.
- - Hybrid meeting technology to be tested before June meeting by PJ and Mark.

Bylaws Revisions

- - Committee of Ann, Patricia, and Terri working on updates.
- - Volunteers still needed; Ann to send another call for participation.
- - Access to Google Drive by-laws folder will be shared with Terri

Marketing & Outreach

- - Strategy to improve summer rentals via digital platforms is in development.

Grunewald Transaction

- - \$4,000 payment from Mr. Grunewald received.
- - Quit claim deed to be executed by Grunewald, recorded by Mark, and distributed with the original deed sent to Peter and Mark to send PDF to Grunewald and Ann to upload The Courtyards deed to Quickbooks.

Next Steps

Board Members

- - Review Jordan's maintenance fee proposal in preparation for June discussion.
- - Bring driver's licenses and social security numbers to June 25 meeting for banking documentation.

Mark

- - Collect insurance declarations from all contractors.
- - Obtain quotes for: Stair repair (treated and marine-grade wood), Iron railing repair/replacement.
- - Schedule stair repair work on the rental calendar for the week of July 11 (tentative).
- - Investigate drum trap with plumber's camera.
- - Proceed with water pipe repair ~~quotes~~. Motion approved.
- - Record and distribute Mr. Grunewald's ~~quit~~ quit claim deed.
- - Test and set up hybrid meeting equipment.
- - Arrange catering for June 25 meeting.

Ann

- - Send access to bylaw revision folder to Terri.
- - Resend volunteer request letter for bylaw committee.
- - Coordinate Grunewald deed execution with Mark.
- - Hold off sending 2026 maintenance fee invoices until after June meeting.

Ann & Mark

- - Research internet service providers and prepare a proposal for improved WiFi.

Ann, Patricia & Terri

- - Continue bylaw revision work and prepare an update for the June meeting.

Ann & Terry

- - Attend business seminar and explore marketing options via Alignable.

PJ

- - Analyze rental data to identify non-performing units.
- - Contact Ann and Terri for collaboration on bylaw review. Terri unavailable until after May 18.

Next Board Meeting

Date: June 25, 2025 11:00 a.m. CST

Location: The Courtyards, 1428 Royal St, New Orleans, LA

Format: Hybrid with Board Members in person

Agenda Highlights:

- - Maintenance fee structure decision
- - Review of contractor repair quotes
- - Internet service proposal
- - Final bylaw revision updates
- - Rental strategy and unit performance review