

The Courtyards Board of Directors Meeting September 11, 2025

CALL TO ORDER → Marco

Attendance/Quorum?

Reminder: Address agenda items in order

Speaking sequence: Peter, Ann, Patricia, Terri, Alternates, Marco

PREVIOUS MEETING (7/25; 7/31) MINUTES → Marco

- Read?
- Amend?
- Approve?

REPORTS → As designated

- **INTERNET/SOCIAL MEDIA → Cynthia**
 - Current Status
- **FINANCES → Peter**
 - Bank Accounts
 - July & August income/expense
- **COLLECTIONS → Terri**
 - Aspen efforts to date
 - Collection alternatives
- **RENTALS → Mark / Terri**
 - AirBnB → Mark
 - Other timeshare exchanges → Terri
- **SALES → Patricia**
 - Ownership/Open weeks list?
 - Available weeks update
- **REPAIR/MAINTENANCE → Mark**
 - Completed to date
 - Ongoing Maintenance
 - New → Leak detection service?
 - New → Roof Gate?
 - New → Condenser
- **BY-LAW REVISION → Ann / PJ**
 - Update
 - Renting units of owners in arrears

OLD BUSINESS → Mark / Jordan / Marco

- Apt 6 tub → Mark
- Cable / TVs → Jordan
- Water bill credit → Jordan
- Alt positions → Marco
 - Treasurer → PJ
 - Secretary → Stan

NEW BUSINESS → Marco

Budget 2026 Committee: Stan, Peter, Patricia?

- Courtyards' Historian-nomination
- Newsletter
 - Quarterly
 - Content on Website only
- Delineate Prop Mgt issues vs Billing issues
 - Does PROP MGR address finance issues with City or vendors—or does TREASURER, or ... who?
- Policy & Procedures guide
 - To be an ongoing process
 - 1st entries:
 - Reports received or information held by one Board member to be shared with all primary Board members
 - No unilateral action on Ass'n business by any single Board member or Officer
 - No personal email use for Ass'n business
 - Establish cloud-based data repository for long-term storage of Ass'n records—accessible only to primary Board members.
- Board Organization Chart
 - Duties/functions—each Board member and/or Alt member

NEXT MEETING DATE → Marco

November 13, 2025 4PM CST

ADJOURN → Marco