

The Courtyards on Royal  
Board Meeting Agenda and Minutes  
January 7, 2026 12:30 PM CST

DRAFT

1. CALL TO ORDER
2. QUORUM
  - a. BOARD MEMBERS' PRESENT: Marco Famiglietti, Peter Castelluccio, Ann Butler, Terri Mooney (ZOOM)
  - b. RESIGNED MEMBER: Patricia Pamulo as of November 30, 2025
  - c. NOTE NEW MEMBERS: Jim Gillespie as of January 7, 2026
  - d. NOTE OTHERS PRESENT:
    - i. Alternates: Jim Gillespie, Jordan Jacobs
    - ii. Mark Kutash, Teresa Sosa
3. PRIOR MINUTES:
  - a. AMEND BY DELETING ALL AI SUMMARY FROM RECORDED MINUTES"
    - i. NOTE ANN'S 12/17 EMAIL AGREEMENT
  - b. **MOTION:** TO APPROVE MINUTES AS AMENDED Marco, 2<sup>nd</sup> Peter. Motion carries
  - c. **MOTION:** FOR RESOLUTION THAT FOR FUTURE MEETINGS AI SUMMARY, IF ANY, BE USED AS AN AID BY SECRETARY AND FOR BOARD REFERENCE BUT NOT BE CONSIDERED OFFICIAL PART OF THE MINUTES. Maro, Peter. Motion carried
4. DELEGATE PETER TASKS
  - a. Inquiry: PETER STAY ON BOARD TIL MARCH 31, stepping down as Treasurer as of 1-07-2026, Resigning at the March 2026 board meeting
    - i. NEED COORDINATION WITH BANK FOR CHECK SIGNATURES

Resolutions of Peter's duties to others:

**Collecting Mail:** Mark at The Courtyards, scan and distribute as appropriate, set up a PO Box and all future mail to go to new PO Box, Mark & Teresa to notify vendors/City, etc.; set up forwarding notices for 1428 Royal. Stan willing to assist locally when necessary. Insure Post Office issues 2 keys. 1 Key for Mark, 1 Key for Duhe'-Terranova.

Stan put the new PO Box on the website. Motion: Marco, 2<sup>nd</sup> Terri. Motion carries.

**Bank Account Signatures as of today:** Peter, Marco, Teresa and Ann. Marco to send letter to the bank. Board agreed Teresa has approval to order checks when needed. Teresa has approval to order "For Deposit Only" stamp for deposits. Motion: Marco. 2<sup>nd</sup> Ann. Motion carries.

**Working with the City:** Personal contact with the city will be through Mark with the authority of the Board of Directors. Treasurer authorizes payments. If assistance is needed for personal contact Stan or Jordan will assist. (Including but not limited to taxes and sewer & water board.)

**State Documents:** Teresa to complete.

**Bank Statements & Payment Authorizations:** Treasurer

**Owner Invoices:** Treasurer & Teresa

**Insurance:** President to distribute to the Board

Motion to approve delegated duties: Marco, 2<sup>nd</sup> Terri. Motion carries. Marco will email above changes to the Board, Mark, Teresa, Stan

ii. NEED TRANSFER DOCUMENTS IN POSSESSION

iii. CANCEL the Metairie PO BOX and set up forwarding notice to new PO Box.

b. **MOTION** TO APPROVE DELEGATED DUTIES

5. SELECT OFFICERS for 1 Year:

a. RECOMMEND:

i. PRESIDENT: Marco

ii. VICE-PRESIDENT: Terri

iii. TREASURER: Ann

iv. SECRETARY: Stan/Ann as back-up

b. **MOTION:** TO APPROVE SELECTION OF OFFICERS: Marco, 2<sup>nd</sup> Peter. Motion carries.

Discussion re: annual audit. Teresa: We currently have checks and balances and suggest keeping 5 years of records. Deeds are scanned and uploaded to the Drive. Scanned deeds are in PDF and added to Quickbooks. Deeds and business records (City and state) are available online. Duhe'-Terranova keep records. Peter to retain only records

from 2021 going forward and destroy all other records except deeds.  
Motion: Marco, 2<sup>nd</sup> Terri. Motion carries.

6. COMMITTEE REPORTS: (See Annual Meeting Minutes where discussed)
  - a. BY-LAWS ANN UPDATE RE: WORKING WITH LAWYER
  - b. SUMMER RENTAL BY OWNERS
    - i. JORDAN/MARK UPDATE RE: SUMMER RENTAL RATES/  
MARKETING
      1. Jordan and Mark Kutash: Discuss and develop plan for implementing monthly summer rentals for owners, including process and pricing. Mark & Jordan to determine if the proposed \$2,000/month with cover operating costs and overhead. Stan: no sublets, family only, minimum age to occupy has always been is 25 years of age. Utility bills: June, July, August – TABLED to next meeting. Teresa to report on June, July & August sales for 2024 & 2025.
      - ii. VRBO: Mark Kutash: Set up VRBO listings and open calendar for June, July, and August 2026. Mark: The Courtyards needs to set up an account for VRBO including tax information.
    - c. FACILITY MAINTENANCE:
      - i. UNIT 3 REPAIRS
        1. COST: \$5,000 plus materials, \$2,000 floors. Stan: probably \$13,000 for the whole unit. Maximum estimated expend: TABLED until taxes are paid and savings balance is determined. Cost of project TABLED (Post meeting inspection by Stan and John. Ceiling is stabled.)
        2. SCHEDULE: for next summer.
      - ii. OTHER POTENTIAL MAINTENANCE/REPAIRS?
7. NEW MEMBERS □ SOME GUIDELINES:
  - a. NEED EMAIL AND CELL PHONE INFO
  - b. COMMUNICATION PROCESS: BOARD EMAIL IS CENTRAL ROUTE.
    - i. MAIL SENT TO BOARD ADDRESS
    - ii. MAIL SENT FROM BOARD ADDRESS IS OFFICIAL BOARD MESSAGE TO RECIPIENTS

- c. MEMBERS SHOULD BE SIGNED ONTO WEBSITE TO ACCESS OWNERS' SECTION.
- 8. ADJOURNMENT: 2:00 PM CST
  - a. NEXT MEETING VIA ZOOM: March 18, 2026 11:00 AM CST