

# Community & BOD Minutes

## Countryhouse Service Group V, Inc.

**DATE** August 20, 2024

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**TIME** 9:30 am

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**MEETING CALLED TO ORDER BY** Larry Hicks, President

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### IN ATTENDANCE

Board members: Larry Hicks, Suzanne White, Tom O'Connell, Diana Sinisi, Glenn Alexander, Martha Martin  
Quorum established.

Committee Chairs: John King, Dell Ford

Mill House Director: Michelle Johnson

10 HOA members who introduced themselves

### MOTION TO APPROVE THE CONSENT AGENDA

**Motion 08-0X-24, Approved 8/20/2024**, Diana Sinisi moved to approve the consent agenda and Tom O'Connell seconded the motion.

### PRESIDENT'S REMARKS, LARRY HICKS

- **Landscaping RFP** – The RFP is in its final stage. Suzanne White has developed the RFP with contributions from the Landscaping Committee and the Board and is nearly ready to send out.
  1. We considered input from the community through our special focus groups at the Community and Board meeting, through the separate Close meetings, and through email surveys.
  2. The RFP includes options and preferences for sustainable landscaping.
  3. Also, an option and preference for a two- or three-year contract.
- **Roofing Update** – The Roofing Committee is working on the schedule for Phase II of the re-roofing project. 23 roofs are included. We are considering adding 3 more. We are finding that the source of many failures from installation 20 years ago, was the skylight flashing. We use an engineering company to spot check current installations.
- **Budget** - Most of our Budget goes toward capital projects, insurance and landscaping. The Finance Committee is reviewing capital budget needs for 2025. There is money in the capital budget for 2024 that will likely not be spent: Drainage, Paving, Siding. This will move into the 2025 budget.  
Any new capital project will follow a 4-step methodical approach with frequent communication with the community.
  1. Assess the current situation
  2. Assess what is needed and when
  3. Develop a funding strategy
  4. Develop a schedule

## TREASURER'S REPORT, MARTHA MARTIN

The finance committee has issued the mid-year Budget. There are no budget increases.

**Operating Costs:** We are moving funding between underspent to overspent line items. The overall budget stays the same. Some of the overspent areas: Insurance (only slightly over) and garage window replacements. Take credit for unplanned interest. We do not pull from reserves to increase our operations budget. We live within our approved budget for the year. Reserves fund capital projects and those expenditures are approved before the start of the new fiscal year (Nov timeframe) along with the operating budget.

**Capital Costs:** For the capital projects underway, we are fully funded. Our definition of full funded is that we have the money to pay the invoice at the time the invoice comes in for payment. It does not mean that we have 100% of the needed funds for a capital project at the beginning of the project. (Roofs is an excellent example of this, we are able to fund roofs and roll out roof replacement in phases over a 10+ year period and the money is available to proceed without delay and without the need for a special assessment from the community.) Capital projects for Roofing are proceeding this year and the roll out remains as originally planned. We have also established a committee for Drainage & Erosion who are doing their due diligence now and making recommendations on how to proceed (as we did with the roofing project.) Within our reserves we hold \$200,000 as our minimum cash balance to aid in cash flow at the beginning of the year. This practice assures that we never run out of funds and our cash flow remains available throughout the year.

**Next Year:** Planning is underway for FY25. We are looking at each budget line to see if we will incur increased costs next year given our capital projects planning. Insurance costs are expected to increase nationally by 10%. We will work to negotiate our rate. Trees are another increasing cost in our budget. We will evaluate future needs through the formation of a Tree committee.

## PROPERTY MANAGER'S REPORT, MICHELLE JOHNSON

- Garage windows requiring replacement have been ordered.
- Tree work is complete at 4 locations. There was a request to add stump grinding to 417 Wintercrest. Mill House will get a price and the request for Board Review on App Folio.
- Chief Roofing is planning to start re-roofing on September 17th. Mill House will issue a schedule to the community.

## VOLUNTEERING, TOM O'CONNELL

- The seats of two Board members will be open in November. Please contact Tom O'Connell if you have an interest in joining the Board of Directors to help manage Countryhouse.
- Sue Merritt is moving and will no longer serve on the Welcoming Committee. We thank her for her many years of service. We are very fortunate that Annette Kilby will take her place.
- Karen Aughenbaugh has volunteered to work on the Landscaping Committee. Thank you Karen!

## OPEN FORUM

- Garage lights remain on at night in Lyndfield. The Board offered to send out an email to let people know the HOG guidelines recommend exterior lights be turned off at night. The member will discuss with her neighbors.
- Tony Daniels asked if pine needles are going to be blown a third time in problematic areas. John King responded yes.
- Pat Arnold mentioned branch pick up is not occurring. Dell Ford said her neighbor has had branches in front of her property for 3 weeks Bonnie O'Connell will follow up.
- Randi Wilder still has a tree in her driveway. She was told it is not a priority. Landscaping Committee members moved part of the tree so that she could get to her front door. We believe the person who told her it was not a priority was not informed and responded inappropriately. Mill House is in the process of hiring a contractor to remove the tree.
- Pat Arnold suggested using 30-year shingles for insurance. Larry said we are using 30-year shingles.
- Pat Arnold said October is Fire Awareness Month and suggested doing an awareness campaign.
- Ellen Shanahan requested account information on reserves which Martha agreed to provide..
- GCU came through with Round-Up and residents did not receive notice. We are working to correct this problem with GCU. We have also included the requirement for advance notice in the Landscaping RFP.
- There was a request to have the Landscaping Chair or Liaison at the meeting. The Chair had an appointment, and the Liaison was sick. Bonnie O'Connell was at the meeting and represented the Landscaping Committee.

## **NEXT COMMUNITY & BOD MEETING**

August 20th at 9:30 AM, The Gathering Place

10 AM Meeting Adjourned.

Respectfully submitted,

Diana Sinisi, Secretary

### Abbreviations:

CSG – Countryhouse Service Group V HOA

HOA – Homeowner’s Association

BOD – Board of Directors

RFP – Request for Proposal

HOG – Homeowner’s Guide

FHA – Fearington Village Homeowners Association