

Country House Service Group V, Inc.
Community & Board of Directors Meeting
April 15, 2025 | The Gathering Place

Board members/committee chairs present: Martha Martin, Bonnie O'Connell, Tom O'Connell, Diana Sinisi (via Zoom), Sibyl Wilmont, Alan Ziegler

MHP present: Michelle Johnson

Community members present: 2 in person/8 on Zoom

Meeting called to order at 9:30 am by M. Martin; quorum established

Minutes of Meeting

1. Consent Agenda

- a. Approve Community & Board Meeting minutes, March 18, 2025
- b. Approve this meeting's agenda
- c. Read approved motions into the minutes

MOTION 04-1-2025; T. O'Connell moved to approve consent agenda. B. O'Connell seconded. Yes = 6, no = 0.

2. President's Remarks. M. Martin filling in for D. Sinisi.

- a. BoD approved motion to fine homeowner who harassed and physically threatened landscaping worker \$100 after she was given opportunity to respond to complaint. She has agreed to pay fine.
- b. Executive Session (ES) Meeting has been restructured and renamed as Executive Working Meeting (EWM), minutes of which will be published to community (most recently 4/1/2025 minutes were disseminated via email). Confidential matters including vendor contracts and private homeowner issues will be discussed in carved-out Executive Sessions with minutes to be limited to BoD and MHP view.
- c. Board needs new members for Finance Committee as M. Martin will complete term in 1.5 years. Volunteers also needed for Garage Committee, a scribe to take minutes at monthly Community & Board meetings, and to fill BoD seat as G. Alexander has stepped down as VP and chair of Architecture Committee. Rex White has volunteered to take over as chair with two new members.

MOTION 04-2-2025; M. Martin moved to approve Rex White as chair of Architecture Committee. A. Ziegler seconded. Yes=6, No=0.

3. Property Manager's Report [attached in meeting packet]. M. Johnson reported 17 work orders opened 3/19-4/15/2025. Work on 388 Lyndfield to be completed by

new vendor as current vendor is unable to do so; awaiting proposals from three bidders.

- a. Landscaping & Trees. Mulching work order to be submitted for BoD review. Tree project completed; invoice to be paid upon receipt.
- b. Month ahead. Proposal to pre-pay and order supplies needed for Fall 2025 replacement of 18 roofs approved. This locks in price before 10-15% increase.

4. Treasurer's Report. M. Martin reported all but one homeowner in arrears have paid their dues thanks to M. Johnson's (firm and gentle) follow-up.

- a. Monthly report. We are on track to maintain targeted \$200k cash flow after heavy H1 capital project spending.
- b. 2024 financial review. We will have an independent accounting firm conduct a review of 2024 books to determine if changes in processes and business practices implemented have been successful.
- c. 2026 reserve study to be done in keeping with previous schedule of every 5-6 years frequency.
- d. Taxes. In 2023, we had to pay taxes on investment income. We are working with current CPA Bernard Robinson to learn how to avoid that in the future.

5. Garage Committee. D. Sinisi gave overview of roles and responsibilities and need for additional members and new chair. Recent high-expense work suggests survey of all garages is necessary now that tree project is complete. R. White has developed a list of garages to be assessed.

6. Open Forum:

- Many thanks for R. White's contribution on multiple committees and for stepping up to lead Architecture Committee (M. Martin and BoD).
- Herbicide spraying plan is unclear and many homeowners are concerned about toxicity of product used on a regular basis. Markers are not used consistently so it's impossible to be sure what areas were sprayed and when, making the 72-hour avoidance period unknowable. (T. Daniels)
- Vendor is only spraying areas in which weeds are visible. No-spray list is being followed but if you see someone spraying where they are not meant to, you are allowed to tell them to stop and call MHP. Landscaping committee has requested specific product information multiple times and will follow up again to disseminate clarification communications shortly to delineate who does what, when in context of FHA vs. CSG responsibility (B. O'Connell).

- Remember Fearington Founders Festival is coming up on Saturday, April 26th. Intra-Fearington transportation is available at multiple locations to avoid need for parking at Swim & Croquet destination (T. Daniels).

Meeting was adjourned at 10:01 am.

Respectfully submitted,

Sibyl Wilmont, Secretary

Abbreviations:

BOD – Board of Directors

CSG – Countryhouse Service Group

ES – Executive Session

EWM – Executive Working Meeting

MHP – Mill House Properties

RFP – Request for Proposal