

**Countryhouse Service Group V, Inc.**  
**Executive Working Meeting**  
**May 6<sup>th</sup>, 2025, The Gathering Place**

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Present: Michelle Johnson, John King, Bonnie O’Connell, Thomas O’Connell, Diana Sinisi, Sibyl Wilmont, and Alan Ziegler.

Call to Order: Diana Sinisi called the meeting to order at 5:02 p.m.

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**Minutes of Meeting**

**1. Maintenance, John King**

- Current bids for “chimney window” replacements are very different; John looking into window model options to prioritize durability and quality. Installation/labor represents greatest cost within total quote, not product.
- John will request Kevin/CTI do a formal assessment of each window (10 in 5 units) to determine individual need for repair/replacement. Current understanding is that CTI will do extra work for \$65/hour if extra damage is discovered that wasn’t initially evident.
- Michelle will develop a more comprehensive and detailed scope of work and send to current bidders with request for revised proposals. Going forward, Diana asks that such a scope of work be developed for all projects >\$2,000, reviewed by BoD, and then sent with RFPs to ensure uniformity of RFP responses.
- Paving may be considered for 2026 if budget allows.

**ESM MOTION 05-01-25**, Approved 5/6/2025. Diana Sinisi moved to enter into Executive Session. Sibyl Wilmont seconded the motion. YES – 5, NO – 0

**2. Maintenance Contracts, Michelle Johnson**

- SOR will handle roof blowing and power washing. Roof blowing is scheduled for June 17-20, followed by power washing from June 23-July 2. Extra services requested by homeowners will be provided after HOA tasks are completed.
- Final payment of \$8,000 was made to Tarheel for work at 388 Lyndfield, down from the initial \$26,000. Kudos to Michelle Johnson and Steve Botbyl for their successful negotiation. Two aprons are finished. Steve Botbyl will be consulted about remaining work, including brick replacement.
- 464 Beechmast. Gap between garage foundation wall and floor is allowing snakes in. Engineer will inspect and determine if the wall is actually moving or if it’s stable and the gap can just be filled; remaining budget will be used.
- RootX. Specifics of administration were discussed, including need for 5-gallon bucket to mix and flush product appropriately. RootX representative has volunteered to help with project, planned for autumn. Quote in hand for wholesale price based on CSG adoption of municipal status.
- Drainage. All drains have been jetted (Phase 1 complete). Steve Botbyl’s technical expertise will be basis for decision to award NCD Phase 2 contract; they have already completed extensive survey and have knowledge of terrain. John King will test drain extensions/catch basin risers to

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determine utility. Phase 3 (Crossvine/Lassiter flood area remediation) to be scheduled. Cost is yet unknown but FHA has pledged \$10k.

**3. Insurance and Safety, Alan Ziegler**

- Alan provided an update on the insurance coverage. The master policy covers all realty, including fixtures and improvements, except for exterior changes such as decks. This means that the policy includes coverage for drywall, sinks, cabinets, and other built-in fixtures.
- The insurance agent confirmed that the policy covers studs out, meaning it includes drywall and fixtures. This is important for homeowners to understand, as it affects what is covered in the event of damage.
- There is a \$25,000 deductible, so minor damages are typically covered by the homeowner's insurance. This means that for smaller incidents, homeowners will need to rely on their own insurance policies to cover repairs.
- The BOD discussed the need to update the HOG to reflect accurate information about insurance coverage. This includes clarifying statements about what is not covered and ensuring that homeowners are aware of their responsibilities and coverage.
- Alan will address this at the next community/BOD meeting on May 20<sup>th</sup>.

**ESM MOTION 05-02-25**, Approved 5/6/2025 – Alan Ziegler moved to amend the HOG to clarify terms in CSG's master insurance policy coverage certificate, specifically to delete the following sentences from the HOG 2024 section V. Insurance part A (second sentence of third paragraph, p.11): "Also be advised that any additions or modifications to the original construction, such as decks, cabinetry, flooring, countertops, and bathroom updates are not covered under the Master Policy" and from part B (first sentence), delete "as well as any improvements." Diana Sinisi seconded. YES – 5, NO – 0.

**4. Landscaping, Bonnie O'Connell**

- Rupert will use Cheetah<sup>®</sup> Pro herbicide (not RoundUp<sup>®</sup>) for garden beds and common areas in preparation for mulching, unless home is on No-Spray list.
- Mulching will begin in late May, using full shredded hardwood mulch or pine needles.
- "Crack weeds" (in brick walkways) will be treated once a month starting in June.
- Pesticides will be used only as needed, primarily for fire ants.
- BOD will need to review and revisit topic of fencing guidelines based on recent complaints and awareness of numerous homes with various types of fencing.

**5. Finance.** 2024 financial review pending. Martha Martin to discuss at Community/BOD meeting on May 20<sup>th</sup>.

**ESM MOTION 05-03-25**, Approved 5/6/2025. Diana Sinisi moved to record confirmation of BOD acceptance of settlement agreement via email on 4/23/2025. Alan Ziegler seconded the motion. YES - 4, NO – 0, Abstained – 1.

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Meeting adjourned at 6:58 p.m.

Respectfully submitted,  
Sibyl Wilmont, Secretary

Abbreviations:

ESM	– Executive Session Motion	HOA	– Homeowners Association
BOD	– Board of Directors	CSG	– Countryhouse Service Group V, Inc.
RFP	– Request for Proposal	HOG	– Homeowners’ Guide
MHP	– Mill House Properties		