

**Country House Service Group V, Inc.**  
**Community & Board of Directors Meeting**  
**May 20, 2025 | The Gathering Place**

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

**MHP present:** Michelle Johnson

**Committee Chairs:** John King and Alvin Kilby (Maintenance), Rex White (Architecture)

**Community members present:** 16 in person/ 5 on Zoom

Meeting called to order at 9:30 am by D. Sinisi; quorum established

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**Minutes of Meeting**

**1. Consent Agenda**

- a. Approve meeting minutes, April 15, 2025 and May 6, 2025
- b. Approve this meeting's agenda
- c. Read approved motions into the minutes

**MOTION 05-04-2025;** D. Sinisi moved to approve consent agenda. S. Wilmont seconded; all approved. Yes – 6, No – 0

**2. President's Remarks, Diana Sinisi**

- a. Board members and HOA members introduced themselves.
- b. Common land encroachment. Homeowners may not use common land as their own. Recent complaints have been lodged regarding the use of common space within a temporary fenced area and by extending patio areas. These are being investigated.
- c. Homeowner's Guide (HOG) – The committees and the Board are working on revisions to the HOG. Our goal is to have final version in October.

**3. Property Manager's Report, Michelle Johnson**

- a. Routine maintenance. 27 work orders were recorded since our last meeting.
- b. Area drainage. NC Drainage completed jetting of over 200 area drains located throughout Countryhouse (phase 1 of drainage project). Phase 2 will address the issues identified during phase 1, including black downspout repairs and replacement. The planning and financing of Phase 3, which includes the Crossvine/Lassiter pipe main is in progress.
- c. Termites. Homeowners are reminded to keep their garages and crawlspaces accessible for termite inspection. Homeowners can make appointments for a specific time if more convenient.
- d. Roof blowing/Pressure washing. Southern Outdoor Restoration is on schedule to start roof blowing on roof blowing on June 17th and pressure washing on June

23<sup>rd</sup>. MHP will send pricing information about extra services to interested homeowners after community-wide work is completed. Notify Southern Outdoor Restoration about reducing pressure when power washing homes with vinyl enclosures at 9407 and 403 Brampton

- e. Rentals. CSG community-wide cap is 30 units; currently 20 units are being rented. Reminder that 12-month lease is required for approval; annual renewals must be filed with MHP, according to Covenants.

- 4. Volunteers. Martha Martin** emphasized the need for volunteers, particularly those with finance backgrounds, to help manage the increasing workload and prepare for future financial responsibilities.

#### **5. Landscaping, Bonnie O'Connell**

- a. Regular meetings with Ruppert. A member asked if parking sign on Wealdstone can be removed because new crew no longer parks there. Another member commented that crew parking large equipment and trucks on Village Way was not safe. Bonnie will follow up with foreman at next Friday's meeting.
- b. Yardsy is the subcontractor for mulch work.
- c. One of the herbicides that the landscaper is using is called Cheetah Pro. It is an alternative to more harmful products. It works on contact instead of systemically and is safer for people and pets when used as instructed and has dried.

#### **6. Insurance & Safety, Alan Ziegler**

- a. As recommended by the Insurance and Safety Committee and approved by the Board, we will change the Insurance section in the HOG, as noted in MOTION 05-02-25, App 5/6/2025. The CSG attorney clarified that the HOA is responsible for "reality," which includes original fixed, non-removable items like cabinets. However, you are advised to check with HO6 policy provider for questions on your coverage.
- b. The Insurance and Safety Committee is working on a homeowner tip sheet with their recommendations and questions you can discuss with your insurance agent.

#### **7. Communications Committee, Sibyl Wilmont**

- a. Newsletter. Added "Meet & Greet" by Annette Kiby, "Did you Know...", calendar, and Tidbits features. More volunteers needed to edit and/or contribute ideas, articles, photos, etc.
- b. Training. One of the committee's goals for the year is develop training modules for board members and the property manager. These would include guided training of our governing documents and procedures.
- c. RFP process. Procedure has been refined and in use with success in creating transparency and uniformity of vendor bidding/selection.

- d. HOG. Committee review and revision of Homeowner's Guide is expected by the end of June and will be disseminated widely for community input.

## **8. Architecture Control Committee, Rex White**

- a. Two requests were reviewed and sent on to the board review.
- b. AppFolio. Technical issues with the system do not allow board members and committee members to view or comment in the same chats. Mill House will put everyone in one chat room.
- c. Fencing. The Board is considering the inclusion of fencing in backyards. The Architecture Committee was asked to develop guidelines for materials, height, color, and other limiting features.

## **9. Homeowner Concerns**

Brian Parren – stated that on 4/16 email request for gully to be blown free of leaves and debris that frequently accumulate and flood. Wealdstone parking by landscaping crew of Village Way is dangerous.

Dell Ford – stated that there is a need for long-term planning to accommodate an aging community and infrastructure and to ensure adequate parking and accessibility for residents with special needs. She highlighted the importance of communication among neighbors to address parking issues. John King acknowledged that while some closes have sufficient parking, others face significant issues, and the problem may be more widespread than initially thought. The BoD agreed to consider long-term solutions, such as paving or graveling certain areas, though these would require future discussion and funding.

A homeowner asked a question on Motion 05-03-25 which stated the Board agreed to a settlement. Diana Sinisi said that the homeowner had yet to sign the settlement, so BoD is unable to discuss at this time.

Meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Sibyl Wilmont, Secretary

Abbreviations:

BoD – Board of Directors

HOA – Homeowners Association

CSG – Countryhouse Service Group V

MHP – Mill House Properties

HOG – Homeowner's Guide

RFP – Request for Proposal