

Community & BOD Minutes

Countryhouse Service Group V, Inc.

DATE

July 15, 2025

TIME

9:29 am

MEETING CALLED TO ORDER BY

Tom O'Connell, Vice-President

IN ATTENDANCE

Board members: Tom O'Connell, Bonnie O'Connell, Annette Kilby, Martha Martin (via Zoom)

Quorum established.

Committee Chairs: John King, (Maintenance), Betty Robie (Drainage and Erosion)

Mill House Director: Michelle Johnson

Seven HOA members who introduced themselves, Six additional via Zoom

MOTION TO APPROVE THE CONSENT AGENDA

Motion 07-04-2025, Approved 7/15/2025, Tom O'Connell moved to approve the meeting minutes. Bonnie O'Connell seconded the motion. All others approved. 4-Yes (3-Absent)

Motion 07-05-2025, Approved 7/15/2025, Bonnie O'Connell moved to approve the meeting agenda. Annette Kilby seconded the motion. All others approved. 4-Yes (3-Absent)

Tom O'Connell read the approved motions into the minutes.

PRESIDENT'S REMARKS, TOM O'CONNELL

- **Appointment of New Board Member** – Annette Kilby was introduced as new board member and Welcome Committee Liaison
- **Volunteers Needed** – A person with a Finance background is needed to serve on the Finance Committee.
- **Long Range Planning** – Drainage updates today, a plan is in place for roofing, Proforma will be updated and presented at next month's meeting.

TREASURER'S REPORT, MARTHA MARTIN

- Martha Martin will be meeting with a prospective member for the Finance Committee
- Total Operating Income is 50.96%, appropriate for the midpoint of the year. Total Operating Expenses are at 41.56%. Within Operating Expenses, administration expenses are high (88.52%) due to 1) paying the annual insurance to take advantage of a 15% discount if paid in full and 2) an unexpected tax bill.
- Reserve Balance: 33% of the Roof Replacement budget line has been spent to purchase materials ahead of tariffs for the roofs scheduled for replacement this fall.
- Ninety-eight percent of the budgeted amount for drainage repairs in the operating budget has been spent. The remaining balance in the Capital Projects budget for drainage/erosion projects is \$18,500, which is 41% of the budgeted amount. The Finance committee will be meeting with the Drainage/Erosion Committee on August 5th to review the project spreadsheet.
- Noted the "Where Your \$424 Monthly Fee Goes" pie chart on the monthly report.

PROPERTY MANAGER'S REPORT, MICHELLE JOHNSON

- For the period June 18-July 15, 37 work orders were opened. Landscape requests are now tracked through the work order system. Tropical storm Chantall occurred during this period.
- Southern Outdoor Restoration will complete gutter cleaning today at Beechmast, weather permitting. Pressure washing is complete.
- Architecture approvals: deck repairs at 462 Beechmast and 411 Brampton.
- Looking ahead, RootX treatments have been moved to the fall. The maintenance committee is prioritizing the repairs needed to 88 walkways. Drainage/Erosion: Phase I complete, committee working on Phase II.

DRAINAGE/EROSION UPDATE, BETTY ROBIE

- Expressed special thanks to committee co-chair Steve Botbyl
- Phase I of the Drainage/Erosion Project, the jetting out of the approximately 201 drains was completed in mid-April.
- Phase II began with the committee meeting with NC Drainage representatives to walk the entire Countryhouse properties to assess and take pictures of issues. (NC Drainage noted the drainage system is better than most developments but hasn't been maintained.) Projects range from needing minor attention to redesign and reconstruction. As a result, a spreadsheet has been developed listing the 74 projects identified, estimated cost, whether homeowner or HOA is responsible, and which HOA committee should be involved. The total estimated cost is \$140,000. First priority was given to areas where crawl space or foundations were in jeopardy. Two areas identified for immediate attention are behind Crossvine to Lassiter (est. cost \$40,000) and Wintercrest East to Lassiter. Fearrington HOA has offered to help with the cost of the Crossvine/Lassiter project. The spreadsheet will be shared with the BOD on August 5. Once the BOD approves, an RFP will be generated.
- What can Homeowners do:
 - Be vigilant: know where drains are located and keep them clear of debris
 - Take pictures and report issues to Millhouse and Michelle.
 - Understand that no drainage system can handle a large amount of rain falling in a short time.
- The committee proposed a volunteer group to meet quarterly to address simple drainage/erosion issues not requiring professional expertise.
- Phase III is Erosion issues.

OPEN FORUM

Pat Arnold, Insurance and Safety Committee, reported the Insurance Tip Sheet is now available on Countryhouse website. Homeowners were encouraged to share this with their insurance agent when shopping for coverage. The deductible on the homeowner's policy can be adjusted and should be set to meet the individual's tolerance. When damage occurs, homeowners should contact Millhouse and their insurance agent as soon as possible.

Ellen Shanahan questioned how the master insurance policy and the homeowner's HO6 work when a claim is filed. Post-Meeting Board Response: If a repair is covered by the HOA, then the homeowner should complete a work request on AppFolio. For repairs that are the homeowner's responsibility, we advise that homeowners contact their insurance carrier (HO6 Condo or HO3 Home Insurance). Review the Homeowner's Guide for a detailed list of HOA and Homeowner responsibilities.

Ellen also questioned the fairness of assessments of homeowners with smaller square footage paying the same as those with larger. It was noted that previous boards had considered this but chose not to follow through. She was not advocating this to be revisited.

Jim Rupkalvis shared that the termite inspectors found water in a neighbor's crawlspace. Further investigation found the cause to be pin hole leaks in copper pipes. He cautioned homeowners to be aware of the condition of their pipes. (John King noted he instructed termite inspectors to make homeowners aware of problems with insulation or standing water if found during inspections.)

NEXT COMMUNITY & BOD MEETING

August 19th at 9:30 AM, The Gathering Place

10:40 AM Meeting Adjourned.

Respectfully submitted,

Annette Kilby, 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 – Farrington Village Homeowners Association