

**Countryhouse Service Group V, Inc.  
Executive Working Meeting  
August 14, 2025, Home of Diana Sinisi**

---

Present: Bonnie O'Connell, Tom O'Connell, Martha Martin, Diana Sinisi, Sibyl Wilmont,  
Alan Ziegler, Susanne White, Communications Chair  
Call to Order: Diana Sinisi called the meeting to order at 5:00 PM. Quorum was established.

---

**Minutes of Meeting**

**General:**

- Annual meeting date has been changed to November 1, 2025, at 11 AM at the Gathering Place large conference room. Proxy ballots will be mailed by USPS in mid-September to residents. If you are interested in running in the upcoming election, send intent to run to Tom by early September.
- Change in **emergency work order** procedures - to have approval request go through board and relevant committee chair simultaneously and have 3 days to review. All agreed.
- PM requests majority of board members approving vs. current unanimous affirmative vote. Examples of an emergency would be leaking roof, tree on house, and sewer backup. If the emergency is one that board hasn't dealt with, a unanimous decision is necessary.
- Changes in **routine work** order process will be discussed in the future. There is a flow diagram in the PM contract that outlines this process.
- Operable skylights? Currently not approving operable skylights and already have Velux without blinds inventory on hand. Discussing options for individual residents' options to pay overage for non-standard.
- Two CSG residents are on Fearington's Chatham County Emergency Response Team (CERT): Jim Fink and Alvin Kilby. They will work independently from the board to communicate important information to all residents quickly and efficiently. This would be an opportunity to engage Close Reps. Emergency procedures tip sheet info is available on CSG website.

**Maintenance:**

- There are 88 walkways needing repair – Mill House is qualifying bidders.
- 464 Beechmast ramp is being removed and railing will be replaced.
- The workorder at 363/364 Linden Close is complete.
- RootX training and treatment were discussed. Training is scheduled September 23.

**Countryhouse Service Group V, Inc.  
Executive Working Meeting  
August 14, 2025, Home of Diana Sinisi**

**Drainage:**

- Phase 1 - complete and \$26k is spent to date.
- Phase 2 – by end of 2025 (\$50k in 2025, \$30k per year for next 3 years); priority is Wintercrest E and all broken pipes throughout Crossvine to drain properly into Lassiter (total \$50k/&10k committed by FHA). Problems identified in Phase 1 and presented to BOD replacing part of large pipe and using swale to redirect flood water. Committee writing scope of work for board review and bidding by end of August.
- New area drains debate is ongoing – When replacement is required the plastic area drains will be replaced with like kind plastic drains. When larger drains are required there may be a need to use a brick/masonry drain basin with a steel grate cover.

**Finance:**

- Mid-year budget adjustment reviewed and discussed. Reallocation of lower priority funding to meet demand of top priority drainage project.
- Audit/financial review – audit is scheduled for 2025. The bidding process has begun.

**Communications:**

- HOG revision: Discussed tracked changes version with Suzanne White from Communications Committee.
- Confirming which property manager phone number should be listed
- Summary of changes to be developed – list of salient points/highlights for residents to focus on.
- Gutter/downspout/extension responsibility in context of roof/gutter blowing: Working to clarify if resident or CSG is responsible for cleaning/repair/maintenance once installed.

---

The meeting was adjourned at 6:55 PM.

Respectfully submitted,  
Sybil Wilmot, 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' Guidelines
App.	– approved	MHP	– Mill House Properties
PT	– Part Time	PM	– Property Manager