

# Annual Meeting Minutes

## Countryhouse Service Group V, Inc.

**DATE** November 1, 2025

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**TIME** 11:05 am

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**MEETING CALLED TO ORDER BY** Diana Sinisi, President

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### IN ATTENDANCE

Board members: Diana Sinisi, Tom O'Connell, Bonnie O'Connell, Annette Kilby, Martha Martin, Alan Ziegler, Sybil Wilmott

Quorum established.

Committee Chairs: Dell Ford (Roofing), Tony Daniels (Tree Committee), John King (Maintenance), Betty Robie (Drainage)

Mill House Properties: Michelle Johnson (Director), Annetta Hoggard (Manager)

Thirty-eight HOA members, Two additional via Zoom

### PRESIDENT'S REMARKS, DIANA SINISI

- **Homeowner's Guide (HOG)**– A revised Homeowner's Guide is now available to each household. Those present picked up a copy. The remaining copies will be distributed by the Close Representatives. Susanne White and the Communications Committee were commended for their hard work.
- **Newsletter** – The newsletter will now be published quarterly. The fall edition was recently emailed to residents. Sybil Wilmott was commended for her work in pulling the newsletter together.

### MOTION TO APPROVE THE CONSENT AGENDA

**Motion 11-01-2025, Approved 11/01/2025**, Diana Sinisi moved to approve the Consent Agenda. Martha Martin seconded the motion. All others approved. 7-Yes

### TREASURER'S REPORT, MARTHA MARTIN

- The Finance Committee was introduced. The mission of the committee is to maintain/enhance property values; to minimize the financial impact on the community; to manage financial resources to maintain the fiscal health of the community by monitoring to ensure expenses don't exceed yearly operating budget; project expenses; manage reserves to ensure there are sufficient funds to cover planned capital projects and for contingencies; to plan for needs in future years (Proforma); to communicate findings and keep the community informed and engaged.
- The community is in good financial health defined as:
  - being 100% fully funded. (Operating budget meets the maintenance and administrative needs of the community, money is available to start planned projects and pay invoices as they are received, no need to call for special assessments or take out loans to supplement homeowner's monthly fees)
  - having no deferred maintenance
  - ensuring great service at the best value from vendors by detailed screening and communicating specific contract expectations

- making fact-based business decisions
  - planning conservatively for the future to ensure continued financial health.
- The adjusted 2025 budget was presented. Adjustments allow the drainage project to begin.
- The 2026 budget was presented. Homeowner fees will increase by 5% (\$445/month) in January to keep up with inflation. (Insurance is expected to increase by 7%)
- The pie chart included on the monthly budget shows how the homeowner's monthly assessment is allotted.
- The Proforma 10-year budget modeling spreadsheet was presented. This tool assists in planning for the next ten years to maintain home and community value.
- The Balance sheet was presented. It was noted there is a variance of \$374 due to a check written to a homeowner that was not cashed. The homeowner was contacted and does not intend to cash the check. An adjustment will be made to clear the transaction.
- Community participation was commended. Homeowner questions are welcome.

## **COMMITTEE REPORTS**

### **Landscaping: Bonnie O'Connell**

- This was a challenging year due to weather conditions and transitioning to a new landscaping company. The committee walked through Closes regularly and met weekly with Ruppert's area manager to work through issues.
- Funds (\$15,000) have been allocated for enhancement to the common areas; seventy-eight shrubs and one tree will be planted by Ruppert who will maintain them and therefore guarantee them.
- Additional pine straw has been ordered.
- The committee is working out the details for planting an area with an alternative to turf to study how this type of planting might be beneficial.
- Homeowners are encouraged to consult the committee before planting to ensure plants are appropriate to the space. Appendix C in the HOG should be completed before planting. To complete a request for planting in AppFolio, go to Maintenance, then Landscaping.

### **Tree: Tony Daniels**

- The mission of this committee is to maintain the tree canopy while protecting property. Countryhouse is the largest HOA (50 acres, 201 units) with the largest number of trees. US Forestry Service assists the committee in evaluating trees.
- This year 79 trees were removed, 122 pruned and countless saplings were removed. Younger trees are less expensive to remove.
- The 2025-26 survey is underway. Numerous trees need to be removed. This is a multiyear process.
- We must be proactive to mitigate possible damage from extreme weather events.

### **Maintenance: John King**

- Over the years, the maintenance needs of the community have increased. There are seven members of the committee. Roofing, paving, drainage and garage issues now are handled by other committees.
- Fifty walkways have been repaired with a second round of repairs to come. Tree roots are the biggest cause of walkway repair.
- Eighty-two decks have been inspected. There is a list in the HOG of decks for which the HOA is responsible for repair.
- Beginning in January, garage doors will be inspected by a contracted company. Siding will be inspected. The HOA has a supply of replacement siding.
- Shutters are inspected and repaired as needed.
- Garage lights needing replacement bulbs are difficult to replace due to rusted screws.
- Next year, iron porch railings will be inspected for maintenance.
- The octagonal windows and windows beside chimneys are inspected every 5 years.
- The committee works with homeowners to help maintain property values. A growing responsibility for the committee has been reviewing inspection reports to determine HOA vs. homeowner responsibilities when a property is up for sale. Homeowners should review the Chart of Responsibilities in the HOG.

### **Communications: Sybil Wilmott**

- Homeowners were encouraged to get involved by volunteering on a committee. Everyone has something to contribute.
- Committee member Suzanne White took charge of updating the HOG. Important information was added. Homeowners were urged to read it closely.
- Fearrington Community Emergency Response (FCERT) is working to develop emergency response plans. Two members of the team who live in Countryhouse have emergency radios.
- Anyone wishing to help create an emergency contact magnet should contact the committee.
- The newsletter is now published quarterly. The committee is open to ideas for future articles.

### **Insurance and Safety: Alan Ziegler**

- The committee was recognized and is open to additional members.
- Updates to the HOG and the latest newsletter advise homeowners to discuss insurance coverage with their agent to assure them they have the proper and best coverage.
- Safety checklists, suggestions and links to informative websites can be found on the countryhousehoa.org website.
- Be prepared for emergencies. Plan ahead, assemble a disaster kit. Make sure you have a working fire extinguisher.
- Don't hesitate to call 911. They will assist you or direct you to the proper agency.
- Look out for your neighbors.
- The committee may provide education opportunities in the future.

### **Nominating and Welcome: Annette Kilby, Tom O'Connell**

- New residents, both owners and renters, are sent a welcome message by email or text. Once they are settled, we set up a visit and share information about the community. Twenty new residents were contacted this year and eight were visited.
- There are two open seats on the board. It's not too late to join the BOD, If interested, see Tom.

### **Architecture: John King for Rex White**

- The committee is responsible for approving changes to property such as enclosing a porch, adding a deck, changing doors. Complete the form on AppFolio for committee review.
- The committee reviewed the bylaws regarding fences and recommended not approving fencing requests.

### **Drainage and Erosion: Betty Robie**

- The committee walked each Close and identified 295 drains.
- Co-chair Steve Botbyl created a drainage map which saved the HOA thousands of dollars.
- NC Drainage jetted drains and identified issues. The issues were prioritized with those where foundations and crawlspaces were impacted by water given priority one. (The list is available on the countryhouse.org website.)
- Bids for the Crossvine/Weathersfield East project were higher than anticipated. The project is being rebid. These bids are due Nov. 21.
- Erosion will be addressed after the drainage issues are complete.
- Homeowners can help by keeping yard drains clear, sending pictures of flooded areas after heavy rain to Mill House Properties and accept that even the best drainage system can't handle 9-inch rainfalls.

### **Roofing: Dell Ford**

- Phase One of the Roofing projects is complete. Issues such as homeowner improved skylights will prepare the committee and roofers in the next phase.
- Homeowners, Chief Roofing and Mill House Properties were thanked for their support throughout the project.

### **PROPERTY MANAGER'S REPORT, MICHELLE JOHNSON**

- Homeowners are encouraged to contact Mill House Properties with questions.
- AppFolio is a tool for paying assessments, reporting maintenance issues and requesting approval for architectural changes.
- Roof replacements are complete for this year. Bids are being received to replace the gutter guards that were removed.

- Bids for the Drainage Project are being received.
- Garage Doors Unlimited was awarded a contract to inspect and perform maintenance on 17 garage doors per month beginning in January 2026.
- Election Results: Seventy ballots/proxies were received. Annette Kilby and Kathleen Lord were elected to the board.

Diana Sinisi was thanked for her work and dedication during her year as president. Sybil Wilmott and Alan Ziegler will also be leaving the BOD. Many thanks to each for their service to the community.

## **NEXT COMMUNITY & BOD MEETING**

December 16th at 9:30 AM, The Gathering Place

12:40 PM Meeting Adjourned.

Respectfully submitted,

Annette Kilby, Scribe

### 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