

Countryhouse Service Group V, Inc.
Executive Working Meeting
April 1st, 2025, The Gathering Place

Present: Thomas O'Connell, Bonnie O'Connell, Glenn Alexander, Martha Martin,
Diana Sinisi, and Alan Ziegler.
Call to Order: Diana Sinisi called the meeting to order at 5:35 p.m.

Minutes of Meeting

ESM MOTION 04-01-25, Approved 4/1/2025 - Diana Sinisi moved to rename these meetings Executive Working Meetings and to issue the minutes to the HOA membership. All confidential matters related to member late fees or violations, vendor contracts, or confidential information that does not impact assessments will be held in Executive Session and minutes will be recorded and stored but not disclosed. Glenn Alexander seconded the motion. All present approved. YES – 7, NO – 0

1. Landscaping, Bonnie O'Connell

- The work request for additional funding for leaf clean-up has been dropped as this work has been completed with routine landscaping maintenance.
- Only one mulch quote received so far. Bonnie will follow up with Michelle.
- The committee is working on a Beautification plan for this fall. It will be aimed at the common areas in closes.
- A request to install blueberry bushes with a temporary fence of a different but similar style to the one that is approved is under consideration by the committee.

2. Architecture, Glenn Alexander

- potential member asked if decks could be converted to a porch. Follow up with Michelle to learn what Weatherfield is doing.

3. Insurance and Safety, Alan Ziegler

- Evaluating the potential for the HOA policy to cover studs out versus drywall out. The committee is reviewing our governing documents and our current policy.
- Once complete, the committee will create an HO6 tip sheet for homeowners.

4. Maintenance, Tom O'Connell

- Root X from 2021 is stored in extra garage. Mill House will order more at a discount. These will be available for homeowner use. Instructions are required for use. Maintenance Committee members will assist homeowners who need help.
- Several homes in Baneberry have exterior sides along their chimney that splay outward and cause rainwater to fall onto the windows. Over the years various fixes and patches have been done to minimize the problem. A review of these seven units will be conducted to see which need additional flashing and gutters, and if there is any damage that needs to be repaired.
- Mill House will seek quotes for pressure washing. Vendors should use a fire hydrant.
- The board has requested the committee provide a homeowner tip sheet for home maintenance.
- Drainage jetting has started.

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5. Tree Committee, Bonnie O'Connell

- The committee is working on the following guidelines: the tree survey process, tree pruning and removal analysis guideline, preliminary work before the survey which may involve the close reps.
- The committee recommends not using the RFP process next year. They believe Davey proved to be an excellent and trustworthy vendor who should be used again next year. The Board discussed the need for competitive bidding of such a large contract with non-standard cost units that cannot be compared from year to year. The excellent job that Davey did will serve them well if the bidding is close.

6. Communications Committee, Sibyl Wilmont

- Sibyl will be filling in as Editor on the newsletter this month. Submissions are due on Tuesday.
- The update of the HOG is underway. Committee chairs and liaisons should review and send any changes to Suzanne and Sibyl. Then the board and the Community will be asked for input. We anticipate it will be ready in late June/early July.
- Emergency campaign – The Committee is working on a campaign to let all homeowners know which numbers to call and what to do in an emergency. This is a joint effort with the Insurance and Safety Committee.
- Procedures and Practices for Board and Committee work will soon be published on the Countryhouse website. The Board requested the committee develop a template for the committees to use.

7. Roofing, Martha Martin and special guest Dell Ford who gave the following updates:

- By pre-purchasing materials, we avoided a cost increase and saved \$21,000. The bulk of the cost increase would have been for skylights. Velux will no longer provide the style of skylight we use with a fixed pane and without interior blinds. Working with Chief Roofing, Mill House pre-purchased these materials, and they will be stored until Fall.
- The roof schedule may be found on [our website](#). The Roofing Committee will begin its first communication with homeowners one month before the installation begins to let the homeowners know of the schedule for installation. Then one week ahead of the work, the roofing committee will knock on doors to let affected homeowners know where to park so that safe installation and staging can occur.
- The Roofing Committee working with the Maintenance Committee keeps a watch list of roofs with recent problems. We have a proposal for the roofs on 478, 479, 480 Beechmast. However, after repairs they are in good condition and are not on the short-term plan.
- Working with the Finance Committee, the Roofing Committee will prioritize the schedule for garage roofs. The plan is to install new roofs for the 82 older units over 2026 to 2029. This still needs to be planned, financial analyzed, and reviewed.
- The Roofing Committee recommends extending the two-year pause on townhome roofs to a 3-year pause. After the next 18 units are re-roofed, the remaining units have 30-year shingles. This would allow us to include garages with units when it's time to re-roof the remaining 119 townhouses. Because the schedule is

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published and this may impact homeowners, and our HOA insurance policy, no decision was made and further discussion and research on this topic is needed before considering a change.

8. Finance – Martha Martin, and special guest Larry Hicks spoke about:
- For HOAs of our size a Financial Review is typical instead of an audit. The last third-party review of our books was in 2021, and it was a financial review. Because it is tax season, Mill House and the Finance Committee are having a difficult time finding a CPA to do the work. Their recommendation is to wait one month when tax season is over. Third party annual review.
 - The last reserve study was conducted 5 years ago, and the Finance Committee recommends waiting another year or two before doing another. We have been addressing long term maintenance issues of the roofs, drains, and trees. As a result, we know these issues better than an engineering study would determine. When it comes time to do another reserve study all the information we have needs to be shared with the engineer to receive the most accurate information and not data from an average life table.

ESM MOTION 04-02-25, Approved 4/1/2025 – Martha Martin moved to require an annual financial review for 2024. Bonnie O’Connell seconded the motion. YES – 7, NO – 0

ESM MOTION 04-03-25, Approved 4/1/2025 – Diana Sinisi moved to enter in to Executive Session. Glenn Alexander seconded the motion. YES – 7, NO - 0

The meeting was adjourned at 7:50 PM

Respectfully submitted,
Diana Sinisi, President

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		