

**Countryhouse Service Group V, Inc.  
Executive Working Meeting  
July 1, 2025, Home of Diana Sinisi**

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Present: Diana Sinisi, Thomas O'Connell, Bonnie O'Connell, Sybil Wilmont, Annette Kilby and Larry Hicks (Finance Committee)

Call to Order: Diana Sinisi called the meeting to order at 5:11 PM. Quorum was established.

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**Minutes of Meeting**

D. Sinisi welcomed Annette Kilby as scribe.

1. **Motion 07-01-2025** by T. O'Connell to appoint Annette Kilby to fill the vacancy on the Board of Directors. Second by D. Sinisi, all approved. Yes-4 (2 absent)
2. **Motion 07-02-2025** by D. Sinisi to nominate Thomas O'Connell as Vice-President. Second by S. Wilmont, all approved. Yes-5 (2 absent)

**Finance Updates:** Larry Hicks reported

- Finance: 3<sup>rd</sup> party Financial Review – Account Review every 3 years, Reserve study every 6 years to assure goals match infrastructure needs.
- Procedures: The draft of 'Business Practices in Managing Revenues, Reserves, Operating and Capital Project Expenses' dated June 17, 2025 which was sent to the BOD prior to the meeting was discussed. L. Hicks noted the importance of guidelines for future boards and answered questions about the reserve study, how the 10-year budget proforma benefits planning for and funding major projects, audit vs. account review. The addition of guidelines for managing funds including banking, CDs and money market was suggested.

**Maintenance:** Tom O'Connell reported

- Walkway at 405 Brampton- Complete
- Garages 363/364- Diana will follow up
- Garage at 464 Beechmast – Out for quotes
- 8 chimney roof-gutters – Out for quotes
- RootX plan storage, distribution, training timeline – Pushed to the fall, storage available for materials in landscaping garage
- Using the RFP process and exceptions T&M – Tom will follow up with John King

**Communications:** S. Wilmont reported

- HOG Update Schedule- there has been a lot of feedback. A red line draft is projected to be ready for BOD review at the August 5<sup>th</sup> work session.

**Architecture:** D. Sinisi reported

- Updates – AppFolio Approval – Complete
  - Fences – Architecture recommendations – further discussion needed.
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The meeting was adjourned at 7:04 PM.

Respectfully submitted,  
Annette Kilby, Scribe

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		