

**Countryhouse Service Group V, Inc.
Executive Working Meeting
September 2, 2025, Gathering Place**

Present: Bonnie O'Connell, Tom O'Connell, Martha Martin, Diana Sinisi, Annette Kilby, Alan Ziegler

Call to Order: Diana Sinisi called the meeting to order at 5:02 PM. Quorum was established.

Minutes of Meeting

Drainage:

- Scope of Work for Phase II - Committee is developing a requirement specification which should be completed very soon. Michelle from MH will add commercial terms then it will be given to the BOD for review.
- Some invoices for drainage have been charged to maintenance budget. Martha is working with MH bookkeeper Danielle to establish procedure to assure invoices are posted to correct budget line item.
- Drainage work orders will now follow this procedure:
 - MH will check the drainage priority list.
 - If the issue isn't on the list, drainage committee will be notified to check issue and assign a priority. If it is Category 1, the issue will be addressed this year.
 - MH will notify the homeowner the priority given the issue and when it will be addressed.
- Southern Outdoor jetted the clogged gutter lines at 399, 349, 424 and 429 at a cost of \$225 to the HOA.
- BOD discussed setting standard size and type of stones for use in drainage repairs. Homeowners can opt for a different stone at their expense.

Roofing:

- There were five active leaks last meeting
 - 376 is complete
 - 323 roof is included in the capital project and will be completed this week
 - 465 repair complete
 - 415 skylight replacement work complete
 - 429 was determined not to be a roofing issue
- Skylights replaced in the past 6 years will be reused unless determined otherwise during roof installation. Surplus skylights, if any, will be stored in the Landscaping garage for future use.
- The Roofing Committee will no longer be included in AppFolio approvals for roofing repairs as they are a capital project committee involved with new roofing only.

**Countryhouse Service Group V, Inc.
Executive Working Meeting
September 2, 2025, Gathering Place**

General:

- An invoice for \$175 was received from Chief Roofing for a service call. Diana will check if Chief Roofing charges service fee. Post meeting note: Diana verified Chief does charge for service calls.
- Garage doors – BOD is considering getting a service contract for garage door maintenance. Doors would be inspected and serviced twice a year, increasing the life of the doors. MH is getting bidders.
- The BOD is considering creating a Sanitary Committee next year to oversee any maintenance requirements of sewer pipes.

Maintenance:

- Work order verification procedure was discussed, and the following method was agreed upon:
 - MH evaluates the work request to determine if it is covered by the HOA
 - MH contacts Maintenance Committee to check issue
 - A Committee member investigates by taking pictures and getting additional information from the homeowner
 - Committee member sends this information to MH
 - MH contacts appropriate vender
 - MH advises the homeowner of work order status
- RootX- Training has been cancelled. Diana will ask Michelle to explore cost of professional application.

Finance:

- Mid-year budget- Martha will send the BOD adjusted budget including costs for pending jobs (RootX, walkway repairs, garage roof study, audit-financial review) and capital budget adjustments.
- Audit/financial review – audit is scheduled for 2025. The bidding process continues. One bid for \$7500 has been received.

Landscaping:

- An additional 90 yards of mulch and 200 bales of pine straw will be ordered to complete mulching. Date to be determined after scheduling with subcontractor.
- Ruppert offers landscape design service free of charge to their clients. Bonnie and Keith completed a survey, then they, along with Diana, Tom and Michelle met with the designer, Bill Blair, to look at areas needing improvement. They discussed the use of alternatives to turf (other ground covers, rock). Mr. Blair gave examples of work done in the Lochmere community where they created test areas in various locations (shade, sun, etc.), of Zeroscaping (few or no plants) and Xeriscaping (drought resistant planting). The Landscaping Committee will discuss this week.
- Committee has checked each close for dying and inappropriately placed shrubs. They are working to prioritize the list. They will meet this week to develop plan forward.

**Countryhouse Service Group V, Inc.
Executive Working Meeting
September 2, 2025, Gathering Place**

Safety:

- FCERT – Alvin Kilby attended FCERT meeting and suggests the following:
 - Use close reps to identify people in their area that would need extra attention in an emergency.
 - A call system to alert residents of emergencies within Fearington.
- Chatham County has Alert Chatham, a Code Red notification system:
www.public.coderedweb.com
- Insurance section of HOG should include \$1000 wind and hail deductible.

Communication:

- An editor is needed for the newsletter.
- Final HOG updates were discussed.

Welcome:

- Welcome Committee will plan a social event for next year.
- The Labor Day party at Sycamore Close was discussed and it was agreed this event will serve as our social for the year. All Countryhouse residents were invited. Special thanks were given to the 'Hotdog and Toasted Bun Society' (Eric Sommer, Gretchen Speedy, Gray and Marcia Wells, Alvin and Annette Kilby) for planning and hosting the event.

The meeting was adjourned at 7:50 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	MH	– Mill House Properties
PT	– Part Time	PM	– Property Manager