

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

Present: Kathleen Lord, Bonnie O'Connell, Tom O'Connell, Martha Martin, Annette Kilby
Kathleen Lord called the meeting to order at 5:10 PM. Quorum was established.

Minutes of Meeting

Gutter Guard Replacement:

- Some gutter guards were removed during the roofing project to properly install the new shingles. The Homeowner's Guide states gutter installation is the responsibility of the homeowner, not the HOA. The board believes the replacement of the gutter guards is the responsibility of the contractor who removed them. Kathleen has had conversation with the Roofing Committee chair, Dell Ford, and will contact her again for a recommendation from the committee.

Roof Repair Update on 470 Beechmast:

- The repair work has been completed.

Board Members Needed:

- The Board is looking for two additional members. Suggestions are welcome.

Insurance Presentation at January Meeting:

- The Insurance and Safety Committee asked to invite the HOA Insurance Representative for a Q & A at the January meeting. It has been over a year since the last such presentation. The Board agreed, following the same format as the last presentation, allowing an hour at the close of the January meeting.

Drainage Project Update:

- Ruppert Landscape LLC will begin work the week of Dec. 15. Note Rupert has more than one team and the work will be done by a different team than those who perform weekly landscaping duties.
- Kathleen asked Tony Daniels to speak with the Fearington FHA board president about the funds (\$10,000) they agreed to give toward the project. After speaking with the president, Tony informed Kathleen the funds were not denied, but have been delayed as Fearington FHA works to repair damage resulting from Tropical Storm Chantal.
- Bonnie will look at the project completed by Rupert behind Lyndfield Close after concern was raised by a homeowner.

Questions@countryhousehoa.org:

- Who monitors this account? Post meeting, the board was informed MH receives the emails and answers the questions, copying the BOD on the responses.

Technology:

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- Kathleen will ask Brian Paren to a BOD work session to give a tutorial on email issues.

Committee Approval Clarification:

- The BOD confirmed the approval requirements for AppFolio requests by the Architecture committee. Approval of a majority of committee members is required to forward the approval to the BOD. Unanimous approval by the BOD is required for final approval.

The BOD went into Executive Session to discuss an HOA violation complaint.

Electric Charging Stations:

- The BOD briefly discussed electric charging stations in a garage. There are currently no requests, and any requests would be made through the Architecture Review process. With more interest in electric cars, the BOD needs to be prepared for future requests. (i.e. impact on insurance, etc.)

The meeting was adjourned at 7:10 PM.

Respectfully submitted,
Annette Kilby, 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	MH	– Mill House Properties
PT	– Part Time	PM	– Property Manager