

# Community & BOD Minutes

## Countryhouse Service Group V, Inc.

**DATE** December 16, 2025

**TIME** 9:30 am

**MEETING CALLED TO ORDER BY** Tom O'Connell, Vice-President

### IN ATTENDANCE

Board members: Tom O'Connell, Bonnie O'Connell, Annette Kilby, Martha Martin

Quorum established.

Committee Chairs: Tony Daniels (Tree), Jim Fink (Tree), Dell Ford (Roofing)

Mill House Director: Michelle Johnson

Seven HOA members who introduced themselves, One additional via Zoom

### MOTION TO APPROVE THE CONSENT AGENDA

**Motion 12-02-2025, Approved 12/16/2025**, Tom O'Connell moved to approve the Nov. 1 Annual meeting minutes, the work session minutes on November 4 and December 2. Bonnie O'Connell seconded the motion. All others approved. 4-Yes (1-Absent)

- Secretary Annette Kilby clarified the work session minutes on December 2 concerning gutter guard replacement by stating while the minutes accurately reflected the discussion, after the meeting the board was informed by former president Diana Sinisi the HOA legal counsel advised the HOA is responsible for gutter guard replacement for the guards removed during the roofing project. The BOD has approved the expense in AppFolio and the work is being scheduled. Future roofing projects should include possible gutter guard removal and replacement in the scope of work.

**Motion 12-03-2025, Approved 12/16/2025**, Annette Kilby moved to approve the meeting agenda. Martha Martin seconded the motion. All approved. 4-Yes (1 Absent)

**Motion 12-04-2025, Approved 12/16/2025**, Martha Martin moved to approve the motions report, Bonnie O'Connell seconded the motion. All approved. 4-Yes (1 Absent)

### PRESIDENT'S REMARKS, TOM O'CONNELL, VICE-PRESIDENT

- Volunteers Thanked** – Expressed gratitude for the many volunteers who give time to the community. The BOD needs two additional members.

### PROPERTY MANAGER'S REPORT, MICHELLE JOHNSON

- Homeowners were sent a reminder of the assessment increase beginning January 1. Instructions for paying through AppFolio were included in the correspondence.

- Ruppert began the drainage project at Crossvine this week. Despite efforts to avoid buried cables by hand digging, an internet cable was cut. Homeowners were notified and asked to report any outage to their carrier as account numbers are necessary to request repairs.
- The contract for garage door inspections (17 garages per month) by Garage Doors Unlimited will begin the week of January 5 in Baneberry Close. Homeowners have been notified and asked to have their garage doors open for the inspection.
- The second roof blowing and gutter cleaning by CTI will begin the week of January 5 weather permitting.

## **TREASURER REPORT, MARTHA MARTIN**

- Phase I of the roofing project has been successfully completed though over the budgeted amount due to increase in the cost of materials and gutter guard replacement. There are sufficient funds to cover the overage.
- Currently, the reserve balance going into 2026 is tracking to be \$378,000, an increase of \$70,000 from the November estimate.
- Drainage expenses are on track to stay within budgeted amounts.
- A 5% increase in the monthly assessment is necessary to maintain a healthy cushion for cash flow and maintain the required \$200,000 cash balance.

### **Open Forum questions concerning finances:**

#### **Dick Alexander: What is the \$4,000 unspent balance for garage roof replacements?**

Martha Martin: Concern has been expressed the garage roofs weren't being addressed. Four thousand dollars was included in the budget as a cushion in the event there was a need to replace a garage roof, not as a specific project. The 2026 budget includes \$60,000 in the Capital Projects budget for garage roof replacement. At the community meeting addressing roofing needs a few years ago, it was agreed townhome roofs should take precedent over garage roofs.

#### **Dell Ford: When will the garage roofs be inspected?**

Martha Martin: No date has been set. We have presently no reports of garage roof failures.

#### **John Linton: Does the HOA insurance coverage for garages cover items stored in the garage including cars?**

Martha Martin: Garages are the property of the HOA and are covered by the HOA insurance policy. As with townhomes, the contents of garages are not covered by the HOA and it is the responsibility of the homeowner to cover stored items through their homeowners insurance. Garages are not climate controlled and are not the best option for storage of personal items other than a vehicle.

#### **Dell Ford: Who is responsible for long-term gutter and gutter guard maintenance?**

Martha Martin: The HOA blows off the roof and gutters two times a year with an additional cleaning scheduled for some roofs at the recommendation of the maintenance committee due to the number of trees over the roof.

#### **Dell Ford: Is the homeowner responsible for damages caused by failure to maintain the gutters? Should the homeowner secure additional cleaning?**

Martha Martin: If a repair issue arises, a maintenance request should be made to address the issue.

Post meeting response from John King: Gutter installation, including gutter guards, is the responsibility of the homeowner. Once they are installed with proper drainage run off, the HOA assumes responsibility for the maintenance and repairs to the gutters. When the HOA blows the roofs and gutters, the gutter guards are not to be removed. If they are damaged during the blowing, the vendor is responsible for repairing/replacing. That is one reason I recommend gutter guards that are screwed in rather than just stuck in under the overhanging roof. If the gutter guards are installed by a company such as Leaf Filter, there is a guarantee that they will be repaired if there is an issue with them as long as they are not removed.

#### **Jim Fink: Has Chief Roofing replaced the gutter guards removed in the roofing project?**

Michelle Johnson: The work is being scheduled but has not yet been completed.

#### **Dick Alexander: Where is the \$16,000 monthly assessment that was reported earlier in arrears included in the budget report?**

Martha Martin: I will investigate and respond. There is one homeowner in arrears to date.

### **Dick Alexander: How much is owed?**

Post-meeting response from Michelle Johnson: As of December 16, there are two delinquent accounts. The total in arrears is \$6635. MH is working with the homeowners to collect the past due assessments.

### **Architectural Review Committee: Annette Kilby read report from Rex White**

- During the month of November two applications were submitted through AppFolio and reviewed by the committee who submitted their votes and sent to the BOD for approval: a temporary ramp at 408 Brampton and an outdoor wooden deck at 374 Wintercrest West. (Both requests were approved by the Bod and are included in the Motions Report.)
- The committee is currently refining its discussion and voting procedures in AppFolio to ensure every member has the opportunity to participate fully and provide input before a final recommendation is made to the BOD to ensure the BOD can access the homeowner's application and supporting documentation, the committee's discussion thread in AppFolio and the votes of each individual committee member. The committee believes this level of transparency and detail is needed for the BOD to make informed decisions.

Martha Martin added that the BOD has the responsibility to address complaints concerning decorative yard items. The BOD does not police the community for compliance to the guidelines, but once a complaint is received, they must respond. (See HOG Section VI Architectural Control and Lot Appearance, sections B and C, page 13 for guidelines.)

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

- This is the last week of service until the week of January 5<sup>th</sup>. The service schedule has been difficult the past few weeks due to staffing issues because of seasonal workers going back to their home countries and concerns over ICE enforcement.
- Two projects for the year are pending completion: the demonstration turf alternative project at 423-424 Wintercrest East and the planting of ten or more additional plants.
- Working with a new and larger landscaping company has been challenging this year. Knowledge gained by both the committee and Ruppert should make next year better.

Martha Martin thanked the committee for their dedication and work.

### **Maintenance Committee: Tom O'Connell**

- The committee will inspect the following in 2026: octagonal window trim, windows beside chimneys, metal porch railings, two inspections of walkways, original developer built decks. (Decks replaced by homeowners are not the responsibility of the HOA.)
- A berm at 499-502 Beechmast, a joint project of the Landscaping and Maintenance committees, will be addressed.
- Fifteen wooden garage windows will be replaced with vinyl. The project to replace all wooden windows should be completed by 2028.
- Garage light fixtures need to be replaced. Some are rusted to the point they cannot be opened to replace a bulb. Fixtures in four Closes are scheduled this year: Baneberry, Sycamore, Whisperwood and Weymouth.

Martha Martin noted the cost of these projects are included in the 2026 budget.

### **Tree Committee: Jim Fink and Tony Daniels**

- Homeowners can identify trees that are being addressed by the committee; white tape on a tree means it will be pruned, red tape indicates the tree will be removed. Trees being addressed are either leaning, old, or have branches overhanging buildings. Davey Tree will be doing the work again and has a better understanding of expectations going forward.
- The committee was chartered last year and charged with maintaining the safety of both homeowners and buildings. The process of getting on top of the tree situation will take a while and patience is requested. The committee is looking to remove 56 trees, many are large. The forestry service recommends a buffer of 20 feet from tree to building, the committee is aiming for 15 feet.
- Homeowners are welcome to contact the committee members with questions.

Martha Martin thanked the committee for their work.

### **Roofing Committee: Dell Ford**

- The committee knows the condition of garage roof shingles are not great and do not feel the roofs will last ten years. The roofs are the responsibility of the HOA. Prospective buyers may not buy if the garage roofs are bad.

Martha Martin responded that the BOD agrees with the committee and within the first quarter of 2026 plans to address how to proceed,

### **Safety Committee: John Linton**

- The committee is very active looking at how to meet the needs of residents in the event of worst-case natural disasters or weather situations. Our community is somewhat isolated.
- The structure for emergency response assistance starts with FEMA, then NC Emergency Management, then Chatham County Emergency Management. Fearrington has formed an emergency response team, FCERT, working under the direction of Chatham County Emergency Management.
- A Starlink system is installed at the Gathering Place and some members have radios for emergency communications, phones can be charged at the Gathering Place though it cannot be used for overnight evacuation.
- The group is exploring how to respect privacy but care for neighbors with special needs. One idea is to provide a door hanger for residents to hang on their door, one side indicating they are okay, the other side indicating they need help.
- After the recent car break-ins, John contacted the sheriff's office. Deputies will ride through the Countryhouse more often.

### **NEXT COMMUNITY & BOD MEETING**

January 20th at 9:30 AM, The Gathering Place

10:25 AM Meeting Adjourned.

Respectfully submitted,

Annette Kilby, Secretary

Abbreviations:

CSG – Countryhouse Service Group V HOA

HOA – Homeowner's Association

BOD – Board of Directors

RFP – Request for Proposal

HOG – Homeowner's Guide

FHA – Fearrington Village Homeowners Association