

Community & BOD Minutes

Countryhouse Service Group V, Inc.

DATE March 17, 2026

TIME 9:27 am

MEETING CALLED TO ORDER BY John King, President

IN ATTENDANCE

Board members: John King, Martha Martin, Tom O'Connell, Bonnie O'Connell, Annette Kilby
Quorum established.

Committee Chairs: Tony Daniels (Tree Committee), Alvin Kilby (Maintenance)

Mill House Director: Michelle Johnson

Six residents in person, Five residents on Zoom

MOTION TO APPROVE THE CONSENT AGENDA

Motion 03-06-2026, Approved 03/17/2026, Tom O'Connell moved to approve the Consent Agenda. Bonnie O'Connell seconded the motion. All others approved. Yes: 5

PRESIDENT'S REMARKS, JOHN KING

- **Board Members Needed** – The HOA currently has a good board but has two vacancies which they are looking to fill. If anyone would like to serve or has suggestions, contact a board member.
- **Walkway Repair** – Funds have been allocated for the repair of three walkways.
- **Community Social** – Volunteers are welcome to assist with the Community Social planned for Labor Day. Contact Annette Kilby to volunteer.

TREASURER'S REPORT, MARTHA MARTIN

- The date on the report should be February, 2026 (not January).
- During the first quarter of the year, three major expenses were incurred including tree trimming, the drainage project and the insurance. The insurance bill has been paid in full with the others due in March on top of the monthly bills. A cash balance of \$200,000 is maintained as a cushion. Because the large amount for insurance (approximately \$170,000) is paid early in the year, expensive projects such as tree work are usually completed later in the year to allow the cash balance to accumulate. Martha Martin will meet with Danielle at MHP to assess if there will be a need to temporarily dip into reserves to maintain the required \$200,000 cash balance.
- **Delinquent Accounts:** Two homeowners have delinquent accounts; one was caused by the bank sending checks to the wrong address. The homeowner agreed to pay the outstanding balance. The bank has the correct address for future payments. Late fees were waived for this homeowner because they attempted to pay on time, but the checks were not received. The BOD is working with the second homeowner to pick up her check monthly. Once collected, the funds will appear on the monthly report in the "Monthly Assessment" line.

Post-meeting update: After the meeting, Martha Martin met with the homeowners individually and picked up checks covering the entire amount due from each of them. She made an appointment for next week with the second homeowner to help them set up direct pay. Martha hand delivered the two checks to the Mill House office for deposit.

Question from Dick Alexander: Why is the income larger than the budgeted amount?

Answer by Martha Martin: In addition to HOA assessments, other income sources are interest earned, late fees and fines. (Examples of fines collected are violations such as feeding deer and dog off leash.)

COMMITTEE REPORTS

Architecture Control Committee: Annette Kilby reported for Rex White.

- The Architecture Control Committee did not receive any AppFolio applications for review during the month of February.

Landscaping Committee: Bonnie O'Connell

- An email was sent to residents concerning mulch application. Those who do not want Ruppert to spread mulch on their property should notify Bonnie O'Connell. This will help in purchasing the correct amount of mulch. The committee recommends mulch should be applied. Acknowledging mulch was applied late last year, this year the committee plans to apply mulch properly and at the right time, beginning in April.
- Wood chips: Homeowners are welcome to use the wood chips but are cautioned not to spread them next to their homes as this may cause termites. The Forestry Service has advised the chips are safe to use and there isn't any danger of disease. Good uses are areas of erosion away from the house or on pathways. The committee is addressing how best to move the piles to staging areas. In the meantime, help yourself!

Maintenance: John King

- The BOD approved three major walkway repairs which will be addressed in the coming days. Minor walkway repairs will be addressed later.
- Deck inspections are complete and are out for bid. Residents are reminded to notify MHP if they would like to have their deck power washed when townhomes are washed later this spring. Deck cleaning is at the owner's expense.
- Garage lights: many are rusted closed making it difficult to replace bulbs. New fixtures will be installed, fifty per year, beginning this year with townhomes 301-351.
- Garage windows: fifteen were replaced this year, leaving forty-two to be replaced in coming years.
- Garage doors: Weymouth Close garages will be inspected this month.
- **Water Cut-off: Homeowners need to know where water cut-offs are located in their home and where the meter is located outside their home in the event of a leak.**
- Enbridge insurance letter. Residents are reminded that the HOA covers repair of exterior water and sewer lines. The HOA is responsible for the area from the meter to the house, TriRiver is responsible for the meter out.
- Chimney windows: Approximately eighty-four homes have chimney windows. Some damage has been reported in the past. These windows will be inspected every couple of years.
- Octagonal windows and metal railings will be inspected later this year.

Two Questions from Brian Paren:

1) There are branches hanging over his home that he spoke with Tony Daniels about while Davey Tree was working in the area. He understood they would be removed but they were not. Can that be done now?

Answer: Tony Daniels will investigate.

2) His townhome does not have a backflow valve, should he have one installed? RootX application is a good idea.

Answered by John King: It is a personal decision though he recommends it, maybe wait until after the RootX application the BOD approved for this spring. Residents will be given an opportunity to opt out from the application tentatively planned for May.

Question from Dick Alexander: The Motions report has two amounts for RootX , \$7,500 and 17,500. Which is correct.

Answered by Annette Kilby: The motion covered approval of three maintenance projects totaling approximately \$17,500: walkway repair \$4,500, garage light replacement \$5,500, and RootX \$7,500. Each of these are estimated costs and will be paid from the Maintenance budget.

PROPERTY MANAGER'S REPORT, MICHELLE JOHNSON

- An RFP will be developed for the next phase of the drainage project to begin in Wintercrest East, Wintercrest West and Crossvine. Once the BOD approves, it will be sent to several companies for bids.
- Garage Doors Unlimited are inspecting garage doors in Weymouth Close today.
- Five chimney windows will be replaced. These are custom windows. One has been ordered for 308 Baneberry. If there are no issues with this one, the four remaining windows will be ordered and installed.
- Kingsford has replaced fifteen garage windows.

Question from Dick Alexander:

Why is the HOA paying for replacement of chimney windows?

Answer by John King: A construction flaw has caused issues requiring the HOA to cover expensive repairs in the past. The BOD chose to be proactive and replace these windows.

OPEN FORUM

Tony Daniels acknowledged the work by Keith Bruckner and others including Gray Wells and Alvin Kilby going above and beyond to move the wood chip piles,

NEXT COMMUNITY & BOD MEETING

April 21st at 9:30 AM, The Gathering Place

10:05 AM Meeting Adjourned.

Respectfully submitted,

Annette Kilby, Scribe

Abbreviations:

CSG – Countryhouse Service Group V HOA

HOA – Homeowner's Association

BOD – Board of Directors

RFP – Request for Proposal

HOG – Homeowner's Guide

FHA – Fearington Village Homeowners Association