

Countryhouse Service Group V, Inc.
Executive Working Meeting
May 5, 2026, The Gathering Place

Present: John King, Bonnie O'Connell, Tom O'Connell, Martha Martin, Annette Kilby, Kathleen Lord, Jim Farrington
John King called the meeting to order at 5:07 PM. Quorum was established.

Minutes of Meeting

Executive Session:

The Board moved into executive session to discuss the recent fatal dog-on-dog attack in lower Beechmast.

Chimney Inspections Update:

After finding damage to the sheathing on three vinyl covered chimneys, all such chimneys were inspected by maintenance committee members. Two chimneys have been repaired so far at a cost of over \$5,000 each. Forty-two were found to have flaking sheathing. The vinyl siding must be removed to determine the extent of the damage. CTI is putting together a package estimate for the repairs.

Since this will be a major expense, John King gave the BOD four options to consider for covering the expense: 1) a special assessment of \$2,000 per homeowner (net \$402K), 2) Increase dues by 10% for the next three years (net \$177K), 3) Delay roofing garages and townhomes until 2030 (net approximately \$300K), 4) file an insurance claim. John has been in conversation with Robert Taylor, our insurance agent. No action taken at this time pending more information.

MOTION 05-01-26: Martha Martin moved to create a new expense line in the Capital Projects budget, "Water Incursion/Chimney Design Flaw", budget TBD, estimate \$200K for over forty homes. Second by Tom O'Connell and Kathleen Lord. Yes: 7

John has copied Fitch on all correspondence concerning this issue. However, subrogation against the original contractor is not an option because the statute of limitations has run out.

Interior Repairs – 324 Sycamore:

The owner requests the HOA cover costs of interior repairs resulting from the chimney rot issue. A work order was submitted and addressed last August. When the issue with vinyl chimneys was discovered this spring, this chimney was found to have rot and has been repaired. This is the only report of interior damage. The HOG clearly states interior damage is the responsibility of the homeowner. This has been communicated to the homeowner. There are records of all work orders and repairs to the townhome. The HOA insurance agent, Robert Taylor, was consulted. The master policy covers interior damage resulting from catastrophic causes, such as fire or tree fall (per the HOG, page 10).

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Insurance and Safety Report

The BOD reviewed the report and found no areas of concern.

RootX Update:

The RootX order is scheduled for delivery May 7 to the maintenance garage. Nine volunteers have agreed to assist with the application. John will contact them to arrange training. Martha will order the PPE (gloves, masks, goggles).

Bylaws Change Update:

Because of the rising cost of postage, the BOD proposes changing the bylaws to allow alternative methods of delivery of information.

ARTICLE IV MEETINGS Section 3. Notice of Meetings. Written notice of each meeting of the members shall be given by, or at the direction of, the Secretary or person(s) authorized to call the meeting at least thirty (30) days before such meeting by mailing a copy of such notice, postage prepaid, to each member entitled to vote thereat, addressed to the member's address last appearing on the books of CSG-V, or supplied by each member to CSG-V for the purpose of notice, **by hand delivery, or sent by electronic mail to an address designated in writing for such purpose by the member.** Such notice shall specify the place, day and hour of the meeting and in the case of a special meeting, the purpose of the meeting.

Motion 05-02-2026 Kathleen Lord moved the BOD approve a change to Article IV Section 3. Notice of Meetings in the bylaws to allow hand and email delivery. Second by Bonnie O'Connell. Yes: 7

The change must be approved by homeowners and will be included in the Annual Meeting packet for vote at the Annual Meeting November 8, 2026.

Stumps:

The removal of large stumps is costly and sometimes affects infrastructure such as underground pipes and utility lines. The BOD agrees some are unsightly, but caution must be taken. Stumps should be addressed on a case-by-case basis, always calling 811 to avoid underground lines.

The meeting was adjourned at 6:30 PM.

Respectfully submitted,
Annette Kilby, Secretary

Abbreviations:

ESM	- Executive Session Motion	HOA	- Homeowners Association
BOD	- Board of Directors	CSG	- Countryhouse Service Group V, Inc.

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RFP – Request for Proposal
App. – approved
PT – Part Time

HOG – Homeowners' Guidelines
MH – Mill House Properties
PM – Property Manager