

Community & BOD Minutes

Countryhouse Service Group V, Inc.

DATE June 16, 2026

TIME 9:28 AM

MEETING CALLED TO ORDER BY Kathleen Lord, Acting President

IN ATTENDANCE

Board members: Martha Martin, Annette Kilby, Jim Farrington, Kathleen Lord, Bonnie O'Connell, Tom O'Connell

Quorum established.

Committee Chairs: John Linton, Dean Felton (Insurance and Safety Co-chairs), Tony Daniels (Tree Co-Chair), Alvin Kilby Maintenance Co-chair)

Mill House Director: Michelle Johnson

Eight residents in person, eight residents on Zoom

MOTION TO APPROVE THE CONSENT AGENDA

MOTION 06-03-2026, Approved 06/16/2026. Tom O'Connell made a motion to approve the consent agenda which included the minutes from May 19 Community and Board meeting, the June 2 work session, the June 16 Motions Report and Agenda. Second by Jim Farrington. YES: 6 (1 absent)

PRESIDENT'S REMARKS, KATHLEEN LORD

Kathleen Lord stated she is filling in for John King who is recovering from an illness.

TREASURER REPORT, MARTHA MARTIN

Finances ending May 31st are within budget. Operating costs are paid from monthly assessments and Capital Projects are paid from the reserve account. A line item "Water Incursion/Chimney Repair" will be added. Of the approximately eighty outside chimneys, forty have been identified as needing repair. A bid has been received for \$2800/chimney. The BOD has asked for additional information for a better understanding of the bid. Two chimneys have been repaired, each costing over \$5000.

Due to Stage 2 water restrictions imposed by TriRiver water, the pressure washing scheduled for next week will be postponed until restrictions are lifted.

To date, there is only one homeowner in arrears. The homeowner's bank has been sending the check to MHP's old address. They are in the process of correcting the problem.

PROPERTY MANAGER'S REPORT, MICHELLE JOHNSON

- Southern Outdoor started roof blowing and gutter cleaning this week. Due to water restrictions, the pressure washing will be delayed until restrictions are lifted. (Affected Closes are Beechmast, Sycamore, Weymouth, Whisperwood, and Linden.)

- Termite inspections for those garages not accessible on May 12 were completed June 4th. Eight garages were not accessible. These homeowners have been notified they will need to schedule the inspection at a cost of \$25.
- RootX volunteer training and application will be delayed until late July to allow John King time to recover.
- Painting of identified chimney windows has begun.
- MHP is working on getting additional estimates for the water incursion/chimney repairs. The bids are for repairs as a group project.

COMMITTEE REPORTS

Architecture: Jim Farrington for Rex White

During May, the Committee reviewed two architectural applications:

- **416 Wintercrest East** – Installation of a brick patio matching the existing front walkway. Recommended to the Board for approval.
- **455 Beechmast** – Installation of a privacy screen on the deck. Recommended to the Board for approval.

For the Board's reference, AppFolio architectural reviews include committee member comments, discussion, and voting records, all of which are available for review along with the application materials and supporting documentation.

Both applications were recommended for approval after receiving favorable votes from three of the four committee members. AppFolio is configured for a simple majority vote; once that threshold is reached, no further action is required from committee members within the system.

Two additional applications have been received and will be included on the next report.

Landscaping: Bonnie O'Connell

- Mulching is scheduled to be completed this week; the community was thanked for their patience. While the project went better than last year, there are still issues to improve for next year.
- Pruning will begin this week.

Insurance and Safety: John Linton and Dean Felton

- Safety: John Linton reported the committee is continuing to work with county emergency management on plans to implement during an emergency. **New FEMA recommendations are for residents to have supplies of food, water, and medication for seven days, up from the previous recommendation of three days.** Closes will likely have a scheduled time to use the Gathering Place as a cooling center or as a charging station in the aftermath of a storm.
- Insurance: Dean Felton reported he has received no phone calls from individuals interested in chairing the committee.

Maintenance: Alvin Kilby

- RootX and Chimney repair issues have already been addressed.
- Residents are encouraged to use Appfolio or call MHP with maintenance issues so they can be addressed in a timely manner.
- Tom O'Connell noted 466 and 463 Beechmast should be added to the list of chimneys needing repairs:

Tree: Tony Daniels

- If you see a tree with tape still on it from the last tree survey, please remove it so it doesn't confuse the process next year.

OPEN FORUM

Dean Felton recommended to the BOD a primer on serving on Not-for-Profit Boards since board members have various levels of experience serving on such boards. He left a copy with Kathleen and suggested purchasing ten copies for each member for yearly review.

Question: Was the BOD decision to use volunteers for the RootX application an effort to save money?

Answer: MHP spoke with various plumbers but did not ask for a quote. Using volunteers will be a significant savings. Past applications were done by volunteers. It was noted that some residents may feel more comfortable with neighbors coming into their bathrooms. Two residents have said they do not want the product and the BOD will honor their decision.

Motion 06-04-2026 Approved 06-16-2026. Tom O'Connell moved to adjourn the meeting. Second by Bonnie O'Connell. Yes: 6 (1 absent) 9:50 AM Meeting Adjourned.

NEXT COMMUNITY & BOD MEETING

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

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 – Fearington Village Homeowners Association