

**Countryhouse Service Group V, Inc.
Executive Working Meeting
August 4, 2026, The Gathering Place**

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

Absent: John King

Minutes of Meeting

Kathleen Lord called the meeting to order at 5:13 PM.

Policy/Procedures for Issuing Fines for Covenant Violations

Recent covenant violations brought to the BOD attention that procedures were needed to address these violations since the BOD has limited enforcement abilities. The CHSGV attorney drafted the procedures (Attached).

ESM 08-01-2026, Approved 08/04/2026. Kathleen Lord moved to accept the Countryhouse Service Group Fine Process written by the board attorney, stipulating \$1,000 as the amount of unpaid fines to trigger a lien against the property. Second by Bonnie O'Connell. Yes: 6 Absent: 1

The BOD will work on developing a step-by-step process for homeowners to register violation complaints with Millhouse and what to expect from Millhouse and the BOD.

Deck Repair

The attorney was asked to advise the BOD of the HOA responsibility to bring original decks to code. After reviewing the governing documents, the opinion was that the BOD is not responsible for deck maintenance, though historically some maintenance has been done. The BOD is not responsible for bringing decks to code. The BOD discussed whether to continue the maintenance of original decks. Further discussion with the Maintenance committee is needed.

Power Washing

TriRiver Water is still under water restrictions. Once restrictions are lifted, the power washing will be scheduled.

RootX

John King plans to schedule volunteer training for the week of August 10th.

Bamboo Landscaping Issue

A homeowner planted a variety of clumping bamboo. Landscaping committee members Bonnie O'Connell and Keith Bruckner met with the homeowner and asked them to remove the bamboo due to the potential for invasive spreading and to avoid setting a precedent. The homeowner agreed to remove the bamboo and follow suggestions of alternative plants. An email was sent to homeowners reminding them to consult Landscaping before planting to assure their selections are appropriate.

Labor Day Social

Plans for the Labor Day Social on September 7 were discussed. Location is Sycamore Close from 5:00 PM until dusk. Homeowners will be asked to bring a side dish, snack item or dessert. The HOA will furnish drinks, hot dogs and buns.

Mid-year Budget Adjustments

The Finance Committee will address in the coming days.

Board Member Nominations

Tom O'Connell listed people he has contacted who were not interested. There are two prospects who have expressed interest. Martha and Jim will make additional contacts. There is a special need for someone to step in to the Treasurer position.

It was pointed out that Bonnie's term is up, but she is eligible for a second term and plans to run.

There are currently three vacancies for the 2027 Board of Directors.

Miscellaneous

- There is a vacancy for a Close Representative for Lyndfield Close. The role of the representative vs. FHA block captain was discussed. This continues to be an issue that needs to be addressed.
- Ruppert needs the BOD to choose the type of rock for the drainage project on Crossvine, Wintercrest East and Wintercrest West. Bonnie will meet with Neil for more information as to the placement of the rock and the anticipated amount needed.

After Meeting Note: Landscaping was asked to make a recommendation of rock.

Adjourned: 7:10 PM

Respectfully submitted,
Annette Kilby, Secretary

Abbreviations:

ESM – Executive Session Motion
BOD – Board of Directors
RFP – Request for Proposal
App. – approved
PT – Part Time

HOA – Homeowners Association
CSG – Countryhouse Service Group V, Inc.
HOG – Homeowners' Guidelines
MH – Mill House Properties
PM – Property Manager

COUNTRYHOUSE SERVICE GROUP FINE PROCESS

The Board of Directors of the Countryhouse Service Group V, Inc. ("Service Group") is charged, along with the membership, with keeping our community a pleasant place to live along with protecting each owner's property value. By working together and enforcing the Service Group's Amended and Restated Declaration, Bylaws, Articles of Incorporation, Rules and Regulations (the "Governing Documents") we can help protect your property values and reduce operating costs by preventing costly lawsuits against those few that do not wish to comply with the Governing Documents.

To that end, the Board of Directors, under the authority of the North Carolina Planned Community Act and the Governing Documents of the Service Group, has adopted a fining system to address violations of the Governing Documents.

The procedural steps for the fining system are as follows:

A. COURTESY NOTICES.

The Board may, but is not obligated to, send initial warnings or courtesy notices to owners advising them of alleged oversights or violations. These communications will be sent for non-serious violations or where there is not an established history of noncompliance on a lot or related to a particular rule or regulation. Owners are asked to promptly correct any noted violations or to contact the Service Group to discuss any disputes with the alleged violations. In some circumstances the owner will be given a particular time period to come into compliance. Please note that these communications are intended to be good faith efforts to work with owners to remind them of community rules and encourage compliance. If an owner needs additional time to come into compliance they should communicate that immediately to the Service Group.

B. NOTICE OF VIOLATION AND HEARING.

In the event of more serious violations, or if there is a history of repeated violations, the Service Group will proceed straight to a notice of violation and hearing. A letter describing the violation and citing the appropriate Governing Document language will be sent by mail to the owner. If the owner has designated an email address for use for communication with the Service Group this email address may be used in place of, or in addition to, US Mail. The letter will explain that the owner is being summoned to a hearing to determine if they should be held in violation of the Governing Documents. The letter will provide the date, time and location of the hearing. Hearings may be conducted via electronic means (Zoom, Teams, etc.)

C. HEARING.

The Board of Directors, or a panel appointed by the Board of Directors, will conduct the hearing to determine if the owner is in compliance with the Governing Documents and to hear any aggravating or mitigating factors. The owner will have a full opportunity to explain why they are not in violation of the Governing Documents and/or an opportunity to request a waiver. The hearing will be conducted as scheduled, regardless of whether the owner attends, unless the owner has contacted the Service Group in advance of the hearing date and time and arranged to reschedule the hearing.

Upon gathering all necessary information, the Board, or appointed panel, will deliberate outside the presence of the owner and render a decision. Written notification of the decision will be sent to the owner.

D. FINES AND OTHER PENALTIES.

Following the hearing, the Board may impose an initial fine up to \$100 and may determine that additional fines will be assessed beginning five (5) days after the written decision is mailed. The fine amount imposed can be up to \$100 per event, or up to \$100 per day for a continuing violation. Additionally, the Board may suspend the right to use Service Group common areas and amenities for up to sixty (60) days and suspend an owner's right to vote until the violation is cured.

Once the fine amount reaches \$1,000 a lien may be placed upon the owner's property to secure the amounts owed. Please note that the Governing Documents grant power to the Service Group to foreclose upon an owner's property for any amounts owed to the Service Group.

E. CONTINUING VIOLATIONS.

Most violations are single events, such as parking in an incorrect location or leaving garbage can out for unapproved periods. These occur on a particular date and while they may be repeated, each instance is a separate violation, and a hearing will be held for each individual violation before a fine is assessed. Other violations, such as construction of an unapproved fence or leaving a pile of garbage on a lot, are continuing and may result in daily fines. These continuing violations do not require a separate hearing as long as the original violation continues.

The Board understands that this may seem like a harsh policy to many of our owners. However, this fine system will only affect those people who refuse to fulfill their obligations to our community. We do not feel that it is fair to the majority of the owners to carry the financial burden and suffer the property value pitfalls that result from those in our community that refuse to live by the Governing Documents that keep our neighborhood a pleasant and safe place to live.

Your attention to this matter is appreciated. Please do not hesitate to contact the Board if you have any questions.