

Community & BOD Minutes

Countryhouse Service Group V, Inc.

DATE

September 15, 2026

TIME

9:30 AM

MEETING CALLED TO ORDER BY

Tom O'Connell, Vice-President

IN ATTENDANCE

Board members: Annette Kilby, Bonnie O'Connell, Tom O'Connell, Kathleen Lord (by Zoom)

Quorum established.

Committee Chairs: John Linton (Insurance and Safety Chair), Tony Daniels (Tree Co-Chair)

Mill House Director: Michelle Johnson

Five (5) residents in person, three (3) residents by Zoom

MOTION TO APPROVE THE CONSENT AGENDA

MOTION 09-09-2026, Approved 09/15/2026. Bonnie O'Connell made a motion to approve the consent agenda which included the minutes from August 18 Community and Board meeting, the September 1 work session, the Motions Report (corrected to remove designating motions from Sept. 1 as executive session motions) and today's Agenda. Second by Tom O'Connell. YES: 4 (3 absent)

TREASURER REPORT, HELEN HSIEH FOR MARTHA MARTIN

Finance committee member Helen Hsieh reported in the absence of the Treasurer that thru August 31, the HOA is on budget and should meet budget or budget expectations for the year. Funds were reallocated to address unexpected chimney repairs. The BOD approved mid-year budget adjustments. These adjustments will become the operating budget for the remainder of the year. The committee will review unexpended capital projects at their upcoming meeting.

Larry Hicks, former BOD president and member of the Finance committee gave some history regarding how reserve studies inform budgeting priorities. The last study (2021) revealed HOA funding was not keeping up with capital project needs, prompting the BOD at that time to revise finance practices for more accountability. For example, a minimum fund balance of \$200,000 was adopted by resolution to ensure cash is available. The current method works to the advantage of the community. As a result of the study, roof replacement was given top priority. Reserve studies have been conducted approximately every six years. The study planned for this year will be postponed in order address chimney repair.

Question: What adjustments were made to fund chimney repairs?

Answer: Funds were taken from the following line items: Reserve Study, Garage Roof replacements and Maintenance. (See CHSGV Budget: 2026 Mid-Year Adjusted revised 9/4/2026)

Question: What is the cost of a reserve study?

Answer: Using the firm previously used is cheaper as they have historical data, while a new company would have to start from scratch.

PROPERTY MANAGER'S REPORT, MICHELLE JOHNSON

- Phase II of the drainage project, to address yard drains on Wintercrest East, Wintercrest West, and Crossvine Closes will begin September 21.
- JcNJC have completed chimney repairs on Wintercrest East, Wintercrest West and Crossvine and are currently working on Lyndfield.
- After consulting the attorney, a bylaws revision is not required to allow the use of electronic communications for distribution of the annual meeting packets. (Per the Nonprofit Corporation Act) Residents can opt-in on AppFolio to receive communications by email. The BOD will devise a plan for publicizing this cost-saving method of communication.

COMMITTEE REPORTS

Architecture: Annette Kilby for Rex White

The Architecture committee is concerned about the absence of transparency with AppFolio. Specifically, that all BOD members cannot follow or review present and past discussions by the committee, putting the BOD and ultimately the community at a disadvantage. The committee plans to review their application for potential improvements, collaborating with Annetta at Mill House to incorporate her perspective. They hope to have a draft for BOD review by November.

Applications approved include:

An EV Charger at 462 Beechmast

Front window replacements at 322 Sycamore

A new front door at 475 Beechmast

Landscaping: Bonnie O'Connell

The Landscaping committee is deciding how best to use their remaining funds after budget adjustments have reduced their budget. Trimming will begin next week. It is not the right time of year for heavy pruning.

Nominating: Tom O'Connell

The terms of three BOD members (John King, Tom O'Connell and Martha Martin) end this year. Annette Kilby has a year left on her term. Current members Bonnie O'Connell, Jim Farrington and Kathleen Lord plan to run for election as well as newcomer Kathy Costa. Two more seats are vacant. Contact Tom if interested.

Maintenance: John King

- Walkways with significant issues were identified and repaired by Ruppert. Those with minor issues will be addressed soon by CTI.
- The maintenance committee will inspect octagonal windows in October. If your window is in a hard to see location, let the committee know if it needs painting or repair. The HOA is responsible for exterior trim only.
- RootX: Treatment will be done in October. Eight volunteers have agreed to assist but more are needed. Contact John at jaking1938@embarqmail.com if you are interested in helping. Training will be held the end of September.
- Thirty-seven (37) chimneys were found to have issues of water damage due to improper installation of flashing and corners. The damage was confined to the outside, some requiring total replacement. Repairs on Wintercrest East, Wintercrest West and Crossvine are complete. The remaining chimney repairs should be completed by the end of September.
- Reminder: Homeowners should check the outside of your home for any issues that the HOA needs to repair such as loose shutters, loose siding, improper draining gutters, roof leaks. Report problems you see to Mill House. A work order will be placed; a member of the maintenance committee will inspect and recommend repairs.

Welcome Committee: Annette Kilby

- Over one hundred (100+) attended the Labor Day picnic. Feedback has all been positive. A big thank you to everyone who volunteered to help set up, clean up, loaned tables, chairs, a tent, and brought food. Special

thanks to Gretchen Speedy for helping with planning and shopping, Eric Sommers and Alvin Kilby for cooking the dogs and brats. Leftover food was taken by John Linton to the fire department. Leftover water has been made available to Close representatives for use at their Close gatherings.

Insurance and Safety: John Linton, Interim Chair

- Alan Ziegler and Pat Arnold have joined the committee. Their expertise is a welcome addition.
- This hurricane season has been uneventful, but predictions are for a rough winter.

OPEN FORUM

John Linton shared the Architecture committee deals with a delicate balance in that some residents welcome the protection of their investment while others feel they should be allowed to do whatever they want on their property. He has found that meeting in person with the applicant is helpful for both the committee and the applicant.

Dean Felton presented a timeline, beginning immediately, to provide the insurance committee with the documentation necessary to properly inform the BOD on insurance coverage up for renewal in March of 2027. He was asked to send the required information to the BOD who will work with the Property Manager to pull together the requested information. Because all BOD members were not present at the meeting, a date for the joint meeting he requested could not be determined.

Meeting Adjourned: 10:30 AM.

NEXT COMMUNITY & BOD MEETING

September 15th 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 – Fearrington Village Homeowners Association