

**Countryhouse Service Group V, Inc.
Executive Working Meeting
September 1, 2026, The Gathering Place**

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

Minutes of Meeting

John King called the meeting to order at 5:08 PM.

Review of How to Report Violations

The BOD reviewed and approved the steps for homeowners to follow to report a violation of the Use Restrictions in the Governing Documents. (Attached).

ESM 09-01-2026, Approved 09/01/2026. Kathleen Lord moved to accept 'How to Report a Violation of Governing Document Restrictions' and that the document be added to the HOG under section XIII. Second by Bonnie O'Connell. Yes: 7

Deck Maintenance

After receiving the ruling from the attorney that the bylaws and covenants do not require the HOA to maintain original decks, John King asked for additional information from the attorney since the HOA has historically covered repairs to decks by inspecting them yearly and replacing rotten boards, etc.

Past Due Accounts

Martha will contact Michelle to determine if the homeowners in question have been sent a letter from the PM.

Labor Day Social

Community response to requests for help has been great. BOD members will rotate manning the welcome table. No alcoholic drinks will be provided but attendees are welcome to BYOB.

RootX

Martha will order the buckets and protective gear for the volunteers. These, along with the Rootx product, will be distributed to the volunteers the end of September. Application of the product will take place in October. Volunteers will be given a spreadsheet to record appointments and note completion of the applications.

Snow Removal Contract

Ruppert contacted the PM concerning a snow removal contract. They charge a base fee of \$350, then per service required. A current price list is forthcoming. John will contact the Farrington FHA for information on their plans for snow removal. (Service groups were offered the opportunity to join their contract at a spring Presidents meeting, however he has not received any further information.)

Landscaping Plan for Beechmast Resident

The request has been entered into AppFolio. The Landscaping committee needs to confirm the homeowner's landscaper will bury the drainpipe coming from the gutter to the drain so yard maintenance isn't hindered. Once Bonnie has the assurance, the plan will be approved.

New House Numbers

The house numbers on wooden posts in each yard show age and need to be replaced next year. John brought an all-metal sign for review.

ESM 09-02-2026, Approved 09/01/2026. Kathleen Lord moved to purchase metal signs for each townhome in 2027 at an approximate cost of \$4100. Second by Bonnie O'Connell. Yes: 7

Paving Committee

The BOD discussed forming a committee to investigate and plan a future paving project to begin in 2028-29. John suggested contacting Blalock Paving to assist the committee in assessing the best plan forward to avoid some issues that resulted from the last paving.

Gathering Place Meeting Dates

John received a request to reserve the Gathering Place for meetings in 2027. We will continue as currently scheduled, including the Annual Meeting the second Sunday in November per our bylaws.

Tax Return Filing

The HOA has a small amount of income earned from interest on Certificates of Deposit. Taxes on this income are due October 15. The Finance committee will meet with the CPA to clarify the amount owed and anticipate filing on time with no extension needed.

Mid-year Budget Adjustments

Martha went over adjustments to the current budget. This shifts budget lines but does not increase the budget amount. Even with the unexpected chimney repair expense, the budget is in good shape.

ESM 09-03-2026, Approved 09/01/2026. Martha Martin moved the BOD adopt the adjusted 2026 budget. Second by Bonnie O'Connell. Yes: 7

2027 Budget

Martha went over the proposed 2027 budget submitted by the Finance Committee. There will be a five percent increase in the monthly assessment (\$468 for 2027). This is necessary to meet future needs such as continuing planned roof replacements, paving, and siding replacement as well as allowing for inflation, increasing line items by 5%. Martha noted it is helpful for each committee to give the committee a spending plan for the coming fiscal year to provide accurate funding for their needs.

ESM 09-04-2026, Approved 09/01/2026. Martha Martin moved The BOD adopt the proposed 2027 Budget including an increase in the monthly assessment to \$468.

Board Member Nominations

One nominee has been secured for the 2027 election. Tom is in contact with two other prospects.

Reminder: To meet mailing deadlines, Annual Meeting packet materials must be submitted to the PM by the end of September.

Adjourned: 7:25 PM

Respectfully submitted,
Annette Kilby, Secretary

Abbreviations:

ESM	– Executive Session Motion	HOA	– Homeowners Association
BOD	– Board of Directors	CSG	– Countryhouse Service Group V, Inc.
RFP	– Request for Proposal	HOG	– Homeowners’ Guidelines
App.	– approved	MH	– Mill House Properties
PT	– Part Time	PM	– Property Manager

How To Report a Violation of Governing Document Restrictions

Purpose and Shared Responsibility

The Board of Directors of Countryhouse Service Group V, Inc. (“Service Group”) and its members share responsibility for maintaining a pleasant community and protecting homeowners’ property values.

Consistent enforcement of the Service Group’s Amended and Restated Declaration, Bylaws, Articles of Incorporation, and Rules and Regulations (collectively, the “Governing Documents”) helps preserve property values, promote compliance, and reduce the risk and expense of legal action.

For specific restrictions, refer to the *Countryhouse at Fearrington Homeowner’s Guide*.

The procedural steps for reporting a violation are as follows:

- **Submit the report to the property manager.** Send all reports of policy violations to the property manager at Millhouse Properties. Include a specific description of the violation, the date it occurred, and photographic evidence, if available.
- **Property Management will notify the Board and send the homeowner a courtesy notice outlining the relevant community rules and requesting compliance.** When appropriate, the notice will include a deadline for correcting the violation.
- **Receive a follow-up.** The property manager will update the person who reported the violation.
- **Report continued violations.** If the violation continues, notify the property manager again.
- **Board review and enforcement.** For serious or repeated violations, the alleged violator may be invited to a hearing before the Board of Directors or a Board-appointed panel. The hearing will determine whether the conduct violates the Governing Documents.
The person who reported the violation is not required to attend. If the alleged violator declines a hearing, the Board will decide whether to impose a fine. See the CHSVG Fine Process for more information.

Working Together as a Community

The Board recognizes that homeowners may hesitate to report a neighbor’s violation because they value peaceful relationships within the community.

By working together and addressing concerns appropriately, we can help keep our neighborhood safe and pleasant for everyone.

