

Countryhouse Service Group V, Inc.
Executive Working Meeting
October 6, 2026, The Gathering Place

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

Minutes of Meeting

John King called the meeting to order at 5:03 PM.

Deck Maintenance

Discussion continued on whether to continue to provide maintenance to original decks. An estimated \$5,000/year is spent though occasionally larger decks require more funds. The HOA has historically covered repairs to decks by inspecting them yearly and replacing rotten boards, etc. to maintain safety. The HOA is not responsible for bringing original decks up to code. Homeowners are informed of issues being repaired. Martha will ask our insurance agent how our policy would be affected if the HOA relinquishes all deck maintenance to homeowners. John will check with Annetta on the amount spent on these repairs over the last years.

Past Due Accounts

The family of the one delinquent homeowner is now involved and sending a check for the delinquent amount as well as setting up future payments.

RootX

Martha will order the buckets and protective gear for the volunteers. These, along with the Rootx product, will be distributed to the volunteers within the next two weeks. Application of the product will take place October-November. A letter will be sent to residents next week telling them the volunteer assigned to their Close and asking them to contact the volunteer to set a time for application. Empty units will be noted and efforts made to complete applications through cleanouts.

Chimney Repairs

Repairs to thirty-seven (37) chimneys are nearing completion. An additional twenty-one (21) needing repairs have been identified. JCnJC is working on a quote. Tony Daniels informed John of an article in Community Association Institute newsletter telling of a successful lawsuit against a builder for construction deficiencies after the warranty period elapsed. PM will be asked to contact our attorney to see if the HOA has a case to recoup some of the expenses incurred in these repairs.

Snow Removal Contract

John has contacted Steve Stewart, FHA president, asking who the Village has contracted with for snow removal. The BOD will leave options open by paying \$350 to contract with Ruppert for snow removal. This will allow pre-treatment in a snow/ice event. Areas that become unpassable will be treated at a cost per service.

Issues Discussed at Presidents Council Meeting

Farrington HOA will take over Jenny's Park. Surveying and inspections are occurring now. An estimated \$20,000 to \$70,000 will be needed yearly to maintain the park and bring it back to its former beauty. Reserve funds will be used for the first five years, then a fee increase will be likely necessary. An endowment could help with these costs. There is a plan

to spend \$40,000 on tree removal in the Village next year. Ditch cleaning is also being considered.

Power Washing

PM will be asked to contact TriRiver Water regarding the ongoing water restrictions. If possible, the vendor will be contacted to schedule the power washing this fall.

Late Fee Policy

The current late fee policy, adopted June of 2021, does not comply with the Governing Documents which states accounts delinquent over thirty (30) days will be charged interest at the highest legally permissible rate (Article XII Section 3). Current policy charges \$25 for each 30 days the account is delinquent.

MOTION 10-03-2026, Approved 10/06/2026. John King moved to revise the late fee policy by eliminating the \$25.00 fee and complying with the Bylaws, which state that accounts more than thirty (30) days delinquent will be charged interest at the highest legally permissible rate (Article XII, Section 3). Second by Martha Martin. Yes: 6 (1 absence)

Board Member Nominations

Annette Kilby will remain on the BOD. Kathleen Lord was appointed to fill her unexpired two-year term and will not have to run this cycle. Jim Farrington, who was appointed to complete the year, will run for a two-year term. Bonnie O'Connell (current member), Kathy Costa and Helen Hsieh will run for two-year terms. There is a vacant position. Interested residents should contact Tom O'Connell.

Insurance Committee Timeline

The Insurance Committee is established in the Bylaws (Article XI, Section 2) as a standing advisory committee of the BOD. After contacting Robert Taylor, the HOA insurance agent, the BOD recommends the Insurance Committee, BOD Treasurer and Mr. Taylor meet in December once the 2027 BOD is in place to discuss the 2027 policy renewal. Any suggested revisions or additions to the master policy should be presented at this meeting.

Recycling Changes

The BOD is exploring options to change waste management companies after the changes in allowable recyclable items by First Choice. A resident has expressed concern that more items are going to the landfill instead of being recycled. The market for items that were previously accepted by recycling facilities has changed, which is not the fault of First Choice. Current cost per household is \$24.00 per month.

Tax Return Filing

The Finance committee agrees with the CPA that HOA revenue from CD interest and violation fines is taxable, and the HOA should set aside 20% of this for taxes. (NSF and late fees are considered cost of doing business and not subject to tax.) PM will be notified to proceed with the CPA to file by the October 15 deadline.

Mid-year Budget Adjustments and 2027 Budget

Martha went over adjustments to the 2026 budget, noting funds were reinstated to the landscaping budget as requested prior to last month's approval. There was a final review of the 2027 Budget before sending it to the PM for inclusion in the Annual Meeting packet. The Proforma planning tool was also reviewed.

Residents with questions or concerns about the 2027 Budget should contact MHP by November 3rd. These will be forwarded to the BOD.

Board Policy Manual

The BOD discussed the need for a manual for BOD members to reference policies and practices in one location. Martha will contact Suzanne White and Diana Sinisi for assistance in developing the manual.

MOTION 10-04-2026, Approved 10/06/2026. Martha Martin moved to create a Policy Manual for BOD members covering Board responsibilities for capital reserves, business practices, and responsibilities of committees such as Finance, Maintenance, and Grounds. Second by Bonnie O'Connell. Yes: 6 (1 absence)

Adjourned: 7:15 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