

COUNTRY SQUIRE HOMEOWNERS ASSOCIATION

Date: October 14th 2024

Opening and Acknowledgement of Visitors: Ginny Coburn

Attendees: Kay Patterson, Beth Downing, Cindy Roberts, Jessica Johnston, Robin Shaon, Linda Embrey, Beth Downing, Mary Kay Lyle, Jackie Frakes, Lynn Beggs

Minutes: Cindy reviewed the Board Meeting Minutes from September 2024. The Board approved the minutes with no changes.

Treasurer's Report: Kay presented the Treasurers' report with the Board unanimously approving the report with no changes. Kay also presented a YTD budget spreadsheet. The board approved Kay's financial reports as written.(Mary Kay Lyle 1st/Jessica Johnston 2nd). The Budget for year 2025 was approved as written. (Lynn Beggs 1st/Jessica Johnston 2nd).

Questions and Concerns of Owners: Ginny had no concerns today. She is here to observe.

Old Business:

- 1) 4211 Buckingham Ct: Demo brick siding around patio door. Install smartside and trim, caulk and paint. \$3,050.00 -approved by unanimous vote.
- 2) 1501 Buckingham Ct.: 45 ft of sidewalk to be installed- \$2100.00. Approved by the board with Homeowner paying 50% up front prior to repair being scheduled.

New Business:

- 1) Kay reports Jim Olson of 4211 Buckingham is behind on HOA dues by 2-3 months. Kay agreed to provide a letter to Mr. Olson of late dues and will deliver when issuing the annual meeting information.
- 2) Annual meeting is November 19th 7pm at the Clubhouse. The Board will gather and distribute the information to each home at least 30 days in advance. This will be October 19th 1pm.
 - a) Items that should be included: New roster, Budget for 2025, Minutes from 2024 Annual meeting, Proxy ballot to include voting in of new board member (Cindy is stepping down) and adding Mitch West as a new member. Beth recommended adding a ballot to limit rentals in the HOA and this was approved by majority vote of the Board (Kay 1st and Beth 2nd). Cindy abstained from this vote. Kay will prepare a letter for the packet and Robin will prepare annual meeting minutes from 2024. She has the most recent copy. Kay had sample ballots to review which were approved.

Signage: Kay's email went out September 30th to all residents: Reminder: Please do not place signs in the lawn area, these are obstructing lawn maintenance, please place these signs in your flower beds or in a window.

Dumpster: Kay's email went out October 1st to all residents: There will be a dumpster at the clubhouse this Saturday from approximately 8 am to 4 pm. Please do not use it for any household chemicals or large electronics with motors.

Moles: Beth's email went out September 26th to the Board: Just discovered moles in my front yard. Mike sent me the number of the guy HOA has used in the past and said I should get them here soon so they don't destroy the whole yard. Do I have the OK to get John the mole guy here ASAP. Sorry Jessica if I'm stepping on your toes here! (4 votes for yes as of September 29th). Board Reminder- work orders should be submitted with bids prior to approval for all projects. This allows for tracking and budget considerations. These can be emailed out for vote if needed to expedite. But we need to cost/contractor and the process to be followed. (This was approved by majority vote). Beths and Jackie's residents were affected.

Sidewalk cement work: Beth's email to the Board: Concrete sidewalk work: Beth could not find any work orders for the already approved sidewalk work and sent an email asking for help finding information on this. She wondered who was doing that work. Cindy looked back to 2024 January and did not find anything in the minutes for approved sidewalk work.

Beths email for bids/work order approvals sent September 16th:

1. 1521 N 42nd - Repair mortar above garage door
caulk and pain sides of garage door(trim)
Scrape and paint both sides of garage door(trim)
\$580 Approved via email.
2. 4211 Buckingham Ct - demo brick siding around patio door
install smartside and trim
caulk and paint
\$3,050 Approved @ October meeting.
3. 1607 Buckingham St - demo 10 ft of sidewalk
pour new section of sidewalk
replace 1 corner of chimney
caulk and paint trim
hook up gutter downspout/no charge
\$625 Approved via email vote.
4. 1501 Buckingham St - demo 45 sq feet sidewalk
pour new sidewalk sections
\$2,100 Approved @ October Meeting.
5. 1516 N. 42nd Terrace (Linda Embrey) was approved for sidewalk replacement that was overlooked on the work orders from months ago. Approved by majority vote.

Board: #3 & #4 approved only for HOA to pay for half the cost of sidewalk after homeowner pays their half first and the payment by homeowner is made prior to scheduling the job to be done. #1 & #2 approved by majority vote.

Pool Clubhouse Security: Lynn would like to add New Security system for clubhouse and pool to the Clubhouse(Cameras and keyfobs). Bid was for \$2,918.72. This was reviewed and approved by a majority of the Board (Kay 1st/Lynn 2nd). Kay said the Special account can be used for this.

Association Responsibilities:

- **Maintenance:** Peggy Miller- roof- Robin is in correspondence with the American family Insurance adjuster via email. The adjuster is wanting proof in the Bylaws that the HOA does not replace roofs.
- **Clubhouse:** Kay was going to ask ED about the Christmas light for the clubhouse this year. It may not be free but she will ask.
- **Swimming pool:** Jessica reported that the pool renovation is still expected to move forward this fall. The pool is drained. We are waiting for the contractor to come. They will reach out to Jessica to let her know when this will happen.
- **Lawn/ Tree Care:** 4214 Country Lane: Jackie reported a bush at the residence is going to be removed and it may be another \$50. Jackie is planning to go around with Ed to inspect trees for trimming or removal this fall. M & M reported that there will be no increase in the cost of the lawn applications.
- **Snow Removal:** No new news.
- **Memorial Flowers:** Linda reported that Larry Miljavac and Judy Halferty passed.
- **Neighborhood watch:** Linda reported that there was a man walking around in the neighborhood and apparently came to her door and looked into her window. He eventually left.

Meeting Adjourned: Mary Kay Lyle/Jackie 2nd. Adjourned at 8pm.

Respectfully Submitted,
Cindy Roberts
Secretary