

COUNTRY SQUIRE HOMEOWNERS ASSOCIATION
November 14 2023

Opening and Acknowledgement of Visitors: Mike Prussman, Phyllis Graff

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

Minutes: Cindy reviewed the Board Meeting Minutes from September 2023. The Board approved the minutes with changes. Cindy reviewed the Special Meeting minutes from November 13th. The Board approved the minutes with changes.

Treasurer's Report: Kay presented the Treasurers' report with the Board unanimously approving the report with changes. Kay also presented a YTD budget spreadsheet. The board approved Kay's financial reports as written.

Questions and Concerns of Owners: Mike Prussman offered to help volunteer with the Project Manager. Kay added that all work will be presented to the Board for approval prior to any work being done.

Old Business:

- Optum cable wires are still laying exposed in two locations. The addresses were 1607 Buckingham St. and 4207 Buckingham Ct. Kay offered to call Optimum and see if they will come look at the area.
- Kay reported the Welcome Letter needs to be updated and Linda offered to present the letter to the new residents. Cindy agreed to make the updates to the letter and send it to Kay. Kay will print off the information and provide it to Linda when new letters need to be issued to new owners. The old letter was reviewed and recommendations for the changes were discussed.

New Business:

The Board met with the candidates for the Project Manager at the Special Meeting yesterday and planned to vote on the candidate at this meeting. The candidate information was reviewed and clarified by the Board members. The Board voted and overwhelmingly approved by a show of hands Conrad Spaeth to be the new Project Manager. Cindy reviewed the updated job

description and offered to send it to the President and Conrad for review and signatures. Cindy will send the document to both parties via docu Sign.

Association Responsibilities:

- **Maintenance:**
Beth reported that Allison DeVoe is wanting to have her gutter guards replaced. When the new gutters were installed, the gutter guards were removed. The Board relayed that gutter guards are not the HOA responsibility to replace. She also reported that Beverly Banks reported that she has a cement crack. Kay reported she would have Josh Rocha look at it and estimate the repair cost.
- **Clubhouse:** Lynn reported she will be decorating the clubhouse for Christmas after Thanksgiving.
- **Swimming pool:** Lynn suggested that a contract be prepared between the HOA and Amber Bye for pool maintenance for next year. The Board suggested that the contract should include the opening and closing dates for the pool and that it should be open on Memorial weekend and closed after Labor day. Lynn offered to draw up a contract.
- **Lawn Care/Trees:** Jackie reported that there has been one leaf cleanup done. She also reported that the tree near 42nd Terr in the common area needs limbs cut out of it. She reported it would cost \$200. She also reported that Beverly Banks oak tree needs to be trimmed. It would cost less than \$500 but not go over that amount. The Board unanimously approved to have this work done. Cindy 1st and Kay 2nd motion to approve.
- **Snow Removal:** No new news.
- **Memorial Flowers:** No new news
- **Neighborhood watch:** No new news.

Meeting Adjourned: 7:30pm. Next meeting is December 11th at 6pm. (Monday)

Respectfully Submitted,
Cindy Roberts