

COUNTRY SQUIRE HOMEOWNERS ASSOCIATION

Date: April 14, 2025

**Opening and Acknowledgement of Visitors:**

The board welcomed visitor Phyllis Graff.

**Attendees:** Robin Shaon, Kay Patterson, Jackie Frakes, Linda Embrey, Beth Downing, Lynn Beggs, Mary Kay Lyle, Mitch West, Jessica Johnston, and Conrad Spaeth

**Minutes:** Previous minutes from the March 10th meeting were reviewed online only. Jessica Johnston will provide copies to the board at the next meeting for approval. Discussion was also had over future minutes being approved through email.

**Treasurer's Report:** The monthly budget report was read aloud by Kay Patterson. She will email the board a copy. Lynn made a motion to approve the budget. Mitch seconded the motion. This was approved.

**Questions and Concerns of Owners:**

Phyllis Graff asked for paint to touch up a few paint chips and to discuss the plastic trim around her garage. She is going to reach out for a bid and contact Robin with this information.

**Old Business:**

3/17/2025 - via email - Beth Downing - 1319 N 43rd (Approved by Kay, Beth, Lynn, Mitch, Jackie, and Mary Kay) - passed

1. demo brick & wood siding on E side of house 2. replace siding and trim 3. caulk and paint  
\$9,525.00

3/20/2025 - via email - Lynn Beggs updated the group about sump pump issues in the clubhouse

KC Dry basement was paid \$1,138.00 from the special assessment account so it will not impact the yearly budget.

3/31/2025 - via email - Beth Downing - Paint and trim estimate ( Approved by Robin, Linda, Jackie, Mary Kay, Kay, and Beth) - passed

1515 N 42nd work order was for paint and trim but it has rotten siding and trim on S side of entry. needs replacement siding, caulk, paint and trim. \$1780

4/4/2025 - via email - Mike Smith - Problems concerning water in the basement.

A few years ago the HOA paid for adding soil and attractive rocks on the 8 or 10' section of common wall in front of and between us (4205 Buckingham Ct) and Jean at 4203. It held for a few years but last year both sides of the common wall got water intrusion into our basements. We reported it to the HOA along with some large gaps in the pillars in front of the garage. You responded that the HOA was not responsible for foundation work, which the HOA surprisingly defined as including the pillars. We went ahead and fixed the gaps in the pillars. You also sent the construction company to look at the basement water situation. They came and looked 2 or 3 times and finally cleaned out one gutter. When that did not

fix the problem, they indicated that they would discuss with the HOA and likely would return, rip out the bushes in front, and add soil to create a slope. They were confident that would fix the leaks.

That was early last fall. We assumed they would return later in the fall or this spring and do the work. They have not returned and we have heard nothing since. Today we got a bid from Earl May for \$1500 for the job. My questions are:

1. Is the construction company scheduled to do the work? If so, when?
2. If not, will the HOA pay all, some or ?? of the cost if we proceed with Earl May.

Mary Kay will reach out to the Smith's to request the bid from Earl May. The board would like to see what the cost of shrub removal and dirt replacement would be. The cost of landscaping will be up to the resident.

**4/5/2025 - via email - Kay Patterson sent the March financial report**

**4/9/2025 - via email - Beth Downing asked the group about a roof estimate for close to \$14,000.00**

This is an estimate for Peggy's roof. The majority will be paid by her insurance. Waiting to hear about the total the HOA is responsible for.

**4/10/2025 - via email - Beth Downing asked the group about raccoon in crawl space due to hole by fireplace for Charlotte Sollars**

Conrad did a temporary fix.

**New Business:**

Stray cats and raccoon problem - Conrad has temporarily patched holes under residents chimney while they remove raccoons from their residence. The HOA is not responsible for animals within the home, crawlspace or basement areas. Once the animals are removed the HOA will have the hole in the home fixed. Robin will contact the homeowner to update.

Budget: Kay presented her concerns for the amount of money allocated to the area of maintenance, especially in the area of paint. The board has currently used \$5,308.02 for maintenance projects and have \$32,602.00 left in the yearly budget. There are close to \$11,000.00 in current projects being spent. The board has an estimate of \$25,000.00 for painting this year. Mitch made a motion to move \$10,000.00 from the concrete budget to maintenance in order to complete the painting. Kay seconded the motion. This motion passed.

**Association Responsibilities:**

• **Maintenance:**

Beth is going to share her spreadsheet online with the board so everyone can see work orders and work that is being completed.

**New Estimates:**

1. 1513 Buckingham - Chimney temporary fix - \$215.00 The board will wait to approve until the bid for the permanent fix is made as well.
2. 1524 N 42nd terrace - Paint N side fo from door area - \$275.00 - Lynn 1st, Linda 2nd - Pass
3. 1523 N 42nd terrace - Roofing Conrad 5% \$685.66 - Kay 1st, Lynn 2nd - Pass

4. 1609 Buckingham - Gutter leaks and corner guards \$175.00 - Kay 1st, Mary Kay - 2nd - Pass
5. 1405 N 43rd - Making a steeper grade with drain, pull bushes and bury pipe - \$1,850.00 - Mitch 1st, Jessica 2nd - Pass
6. Clubhouse - remove 2 thorn bushes in the front and fix loose fence post - \$330.00 - Kay 1st, Jessica 2nd - Pass
7. 1516 N 42nd terrace - Gutter leak - \$80.00 - Kay 1st, Mitch 2nd - Pass
8. 1513 N 42nd terrace - Gutter leak - \$80.00 - Kay 1st, Mitch 2nd - Pass

New estimate

Lynn asked that Conrad look at the stone that was broken when the gas meter was fixed.

- **Clubhouse:**

The sump pumps are working! We have 2 new sump pumps and the drains have been cleaned out! The new system for security is working! Lynn is able to access locks and cameras on her phone.

**Thank you to Phylis Sullivan for your beautiful work on the clubhouse landscape.**

- **Swimming pool:**

- The pool will be plastered the week of May 12th.
- The Bye's will be putting in the new filter at the same time.

- **Lawn/Tree Care:**

Jackie is working on scheduling Ed Jenkins for all of the tree projects that have already been approved. The board recommended contacting Ed to see if he is no longer interested in doing trees, as he is already doing so much for our HOA. They also recommended asking him for a referral if he is not interested.

- **Snow Removal:**

None

- **Memorial Flowers:**

None

- **Neighborhood watch:**

None

**Meeting Adjourned:**

Jessica made a motion for the meeting to be adjourned. Kay seconded the motion. Approved  
Meeting adjourned at 7:36pm

The next meeting will be May 12th at 6:00pm

Respectfully submitted,  
Jessica Johnston, Secretary