

COUNTRY SQUIRE HOMEOWNERS ASSOCIATION
Date April 15, 2024 6pm

Opening and Acknowledgement of Visitors: Sharon Rachow & Jenny Coburn

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

Minutes: Cindy reviewed the Board Meeting Minutes from March 2024. The Board approved the minutes with 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

Questions and Concerns of Owners:

Sharon Rachow expressed concerns over the Board not following or knowing the Covenants and Bylaws and that Board members who do not live in the neighborhood being on the Board. Cindy expressed that the Board references the covenants and bylaws when making decisions and there are no rules stating that non resident owners cannot be on the board. Other Board members expressed that they do not have concerns about non resident owners serving on the Board. Sharon expressed that she feels the dues should be increased to keep up with increased expenses or the HOA will run out of money. The Board expressed that increased expenses are factored into the HOA dues each year when budgeting is evaluated and so far there are no issues with funding work requirements for the HOA. Kay expressed that we will be reviewing the budget again later this year and HOA dues will be discussed then. Sharon also brought up concerns about concrete porch work that was done years ago at her residence. She feels the job was suboptimal with gaps near the front door. The board advised that we would ask Conrad to look at the area and report back to the Board.

Jenny Coburn expressed concerns that the Board is paying for driveways. She reported she paid for $\frac{3}{4}$ of their driveway in the past but she felt the Board could not afford to pay for those replacements. The Board reported that we are evaluating those expenses and that a decision will be made for consistency soon. Jenny also requested a list of what is and is not covered by the HOA so that the homeowners are clear on what to expect. Jenny also expressed concerns that there are too many rental townhomes in the area and asked if there is a way to put a cap on the number of rentals that can be in the neighborhood. The Board expressed that as of now there is nothing in the Covenants or Bylaws limiting the number of homes that are used as investment rentals but there is a rule for no Airbnb type short term type rentals allowed.

Old Business:

- Work order form: Country squire website. The Board determined this is a current form that is posted.

- Letters to Homeowners: Cindy prepared the letters and emailed them to Kay. Kay mailed the letters to Allison DeVoe- Denied work order request to replace gutter guards (HOA does not cover gutter guards), Matos- overgrown bedding with weeds/wild tree, Patricia Craig- Tree inside patio area-near roof, Mary Beth Schenecker- Inoperable car in driveway.
- 1524 N 42nd, Sharaon Hinderks - Added dirt to foundation \$120.00. Completed/ Invoice Paid.
- 1319 N 43rd, Jason Holt - Added dirt to foundation \$250.00. Completed/ Invoice Paid.
- 1506 N 43rd, Christian Matos - Added dirt to foundation, replace garage door trim, caulk and paint \$865.00. Completed/ Invoice Paid.
- 1507 Buckingham, Jerry Brown - Replace rough cedar trim board on both sides of garage, caulk and paint \$1115.00. Completed/ Invoice Paid.
- The Board clarified and agreed that the siding used on the sides and the backs of the properties can be non-match material as long as the color of paint is consistent. The fronts of the buildings need to be the same material match and color.
- Mary Kay Lyle to talk to Advantage Title company about the property on Buckingham to assure that they are in contact with the HOA or Kay regarding concerns with the sale of the 1515 Buckingham. This is for follow up regarding the title company notifying the HOA when there is a sale of a property as well as the HOA being able to be in communication with the new homeowners. In this instance, it is regarding the fence to be replaced by the new homeowner.

New Business:

- Work order request for roof leak repair at Jill DeVoe residence 1511 Buckingham St. Jill's daughter Allison reported a roof leaking near the skylight when snow sat on the skylight area. She reported that she did not see the leaking when it rains. Agape replaced the roof 7/2021 per invoice. Peter from Agape inspected the roof and skylight March 29th and found that inside the home the daughter reported a bubble look on the ceiling she believed to be a leak from the roof near the skylight. Peter inspected the area from different angles and found no bubble. The daughter Jill then agreed with Peter that there was no bubble after viewing from various angles. Peter also inspected the roof. The flashing and roofing was intact. Peter found a crack in the rim of the skylight that could be a source of a leak and reported that when snow sits on the skylight it could leak at the rim area but there were no visible signs of water leaks or old water leak shadows on the ceiling. Peter offered to return in the future if there are signs of leaking or water but suspects if any water was to come in, it would be due to the cracked rim of the skylight. The skylight and rim would be the homeowners responsibility to repair. Peter reported he would send a detailed assessment to Cindy and **Cindy will prepare a letter** to be sent to the DeVoes regarding the findings. No repairs were needed.
- Dry Basement to come and inspect and or service (if needed) the sump pump in the clubhouse. Lynn reported that there was a repair of one of the sump pumps and the system was treated. **Completed.**

- 1514 N 42nd, Karen Dreyer - Replace siding on back of house from chimney to S corner, caulk, paint new siding and trim. \$3,100.00. Unanimously approved by the Board in March. **Completed.**
- 1515 Buckingham, the old Paula Allen home - Replace siding & trim on front of house from front door to N corner, Replace siding & trim on N side of house upper & lower, replace siding & trim on chimney, caulk and paint, haul off all debris. \$8900.00. The Board requested a rebid by Conrad. Kay to follow up with email at a later date. (The house was on the market for sale and was pending sale 4 days later. (It is now removed from Zillow listings). The Board discussed what material should be used on the chimney. The Board decided that the wood finish looking siding material would be appropriate.
- 1407 N 43rd Street Driveway: Kay reported that the driveway is damaged and sinking most likely due to the dumpster that sat there. The driveway needs to be replaced. Since the sinking driveway was due to the homeowners' dumpster, Kay suggested the driveway needs to be replaced at the homeowners expense. The Board agreed and **Cindy was asked to send a letter** to the homeowner (Stroud) regarding the driveway needing replacement by the homeowner.

Association Responsibilities:

- **Maintenance:** Conrad updates. Matos is asking for a french drain as he is still having basement leaks. Conrad reported he already built up soil around the foundation and the gutters were fixed for proper drainage away from the foundation. The Board discussed and decided that the owner should move forward with their foundation basement seal and repair. The owner will need to provide a receipt of proof of repair to the Board. If the leaking persists after that, the board will consider a french drain. Conrad was asked to speak to the homeowner about having their foundation repaired and requested a receipt be submitted to the Board.
- **Work orders:** Phyllis Sullivan; 1401 and Sniders at 1403 N. 43rd needs sod or seeding. The Board discussed and decided any sod can be done in the spring and the seeding can be done in the fall. Also, Sniders have reported a hole in the front porch overhang. Conrad will look at this and possibly repair it.
- **Driveways:** The HOA does not specify covering driveway or porch/sidewalks or steps in Bylaws. The Board discussed and decided to table that the HOA will move forward with paying 50% of driveways, sidewalks and front porches to the next meeting. It was also discussed that the patio repairs or replacements are not covered and are not a HOA. The Board decided to table and vote at the next meeting whether or not to have the homeowner first pay their 50% before any work is scheduled to begin. The HOA would pay the remainder 50%.
- **Roof inspections:** Cindy report: Agape Roofing assessments are completed. There are two units (one two plex at 1522/1524 N. 42nd - Nurski/Hinderks) and one 3 plex at 1519/1521/1523 N. 42nd - Galbert/Halferty/Miller) that showed hail damage on flashing

and roofs and there is very little to no grit left on the roofing (aging)- He recommends these need to be addressed as a claim for hail. Peter also reported at the address of 1602/1604 N. 43rd-(Frakes/Riley) There is a very small amount of hail damage seen but not significant enough to qualify for a claim in his opinion. Peter reported he did speak to Jackie about the findings on her roof as he saw her outside when he was inspecting. He reported the remainder of roofs did not have hail damage or much wear. Peter will send Cindy an updated spreadsheet of the wear grade conditions of the remaining roofs at a later date after he prepares the spreadsheet. The Board requested a letter be sent to the homeowners to notify them of the reported hail damage to their properties and to request the homeowners submit a claim to their insurance companies. Their Insurance adjuster should evaluate and determine if there is a qualified claim. **Cindy to prepare and send a letter** to the following homeowners: (one two plex at 1522/1524 N. 42nd - Nurski/Hinderks) and one 3 plex at 1519/1521/1523 N. 42nd - Galbert/Lambright/Miller)

- **Clubhouse:**

Stain for fences: Lynn's reported on paint/stain for the fencing. She reported the Cabot brand is currently used but she will check on what opacity should be used for the fences that currently have red stain for best coverage. She will let the Board know what she finds out.

Painting cycle: Lynn reported she spoke with Prussmans and in 2017 all units were completely painted. In 2020 Painting started over with the Prussman townhome and went to the east to Douglas street. In 2021 painting on the soffits only started with the Miles residence and to Kathy Zooks. (All of N. 43rd street/east side soffits were painted). **Cindy agreed to prepare a visual map** for the Board to view and plan ahead for future painting maintenance.

- **Swimming pool: Pool Repairs:** Jessica reported the pool will be uncovered in April. AC Swimming will meet to provide an updated bid for pool repairs for the tile and sealing of the pool rim. (AC swimming - \$10,000 was the original verbal bid). Kay met with the pool guy. The pool guy suggested that we drain the pool and patch the pool before opening this summer. He also suggested having the rim of the pool retiled and further repaired as needed after the pool closes at the end of summer. The Board unanimously approved for the patchwork to be done before pool opening and the pool to be drained before that for \$500. Kay discussed using the special assessment fund for the pool project. The Board unanimously agreed (Robin 1st motion & Lynn 2nd motion) and voted to move forward with this plan. Jessica agrees to be in contact with the Byes as to when to drain the pool and coordinate with the pool repair guy for repairs.
- **Lawn Care/Trees:** Jackie reports nothing new. Patty Craig sent the work order form back to the Board regarding the tree in her patio. She reported the tree has been removed.
- **Snow Removal:** Jackie reported nothing new.

- **Memorial Flowers:** Linda reported nothing new.
- **Neighborhood watch:** Linda reported that her neighbor at 1518 N 42nd has some suspicious people coming and going out of the back fence and the fence gate appears to not be secure and possibly needs to be shored up as it appears to be swinging open. Linda offered to help her neighbor secure the gate with a lock. Conrad agreed to look at it to see if it needs to be shored up.
- **Feral cats follow up.** Linda had suggested a helpful letter that she found that may be helpful to send to the townhome's residents regarding feral cats. It outlines the responsibility the homeowners have in taking in feeding and housing feral cats. The Board decided that the letter may be used and modified for our association. Robin offered to modify the letter and sent it to other board members to review and approve. She would then send it out via email to all homeowners.

Meeting Adjourned: 8:30pm. Next meeting is May 6th at 6pm.

Respectfully Submitted,
Cindy Roberts
Secretary