

COUNTRY SQUIRE HOMEOWNERS ASSOCIATION
September 12, 2023

Opening and Acknowledgement of Visitors: Mike Prussman, Jessica Johnston

Attendees: Robin Shaon, Kay Patterson, Tom Rachow, Phyllis Graff, Linda Embrey, Beth Downing, Jackie Frakes

Minutes: Cindy reviewed the Board Meeting Minutes from August 2023. The Board approved the minutes with changes.

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

Questions and Concerns of Owners:

Mike Prussman: Mike provided the contract of Insurance on Allyson Buckles to Kay. Mike reported Rocha is interested in possibly being a project manager with Mikes' guidance. Mike offered to help give direction to Rocha to help him get started, He offered to help build a job description and he offered to provide that to the Board. The Board was interested in meeting with Rocha to go over specifically what he can offer in terms of types of work and more specific information as there are other contractors that provide work for the association and he would most likely be in charge of handling all projects.

Jessica Johnson: Jessica reported she has a new window and wanted to know if she needed to report it. The Board recommended she paint the exterior trim of the window the color of the association trim color. Robin reported she has a paint can she can give to her to use. Jessica also offered to do anything to help the HOA. Kay asked if she was interested in joining the Board since there are a couple vacant roles. She expressed interest in helping be on the Board. Kay suggested that we add her name to the ballot. The Board agreed to add her name to the ballot.

Old Business:

- Jackie is working with Ed Jenkins on the tree bids and she has the bid today. She reviewed it with the board.
- Robin reported she will send out an email regarding the pool closing September 28th.
- Rochas list was reviewed by Kay for concrete work. Linda reported two sections of her sidewalk were added to the list. This addition was approved by the board.
- The Board requested that May Kay Lyle be added to the ballot. Lynn Beggs will be on the ballot taking the place of Phyllis and Jessica Johnson is taking the place of Mike.

- It was reported that we still do not have liability insurance for Phillip Perry. Cindy reported she is retracting her vote for Phillip due to no liability insurance produced.
- The annual HOA meeting will be held October 25th at 7pm. The board will meet to set up the room at 6:15. Jessica will print the proxy ballot and Kay will print the financials for the packet. Cindy will print last year's annual meeting minutes (50 copies) and have those at the meeting.
- Ed Jenkins bid \$300 for the berm repair. Robin first and Linda second motioned to approve .

New Business:

- Mike reported he will work with Rocha silently and will create a job description and have a meeting with the Board and Josh to interview with the Board for a potential position as Project manager. The Board agreed to have the meeting October 10th at 6pm. Mike will invite Rocha to the meeting.
- Linda reported that the dumpster will be here October 14th.

Association Responsibilities:

- **Maintenance:** Beth is tracking costs for all projects on a spreadsheet.
- **Clubhouse:** Lynn Beggs will take over managing the clubhouse next month. Linda suggested having a ceiling fan installed in the conference room as it is very hot when there are several people in the room. The board approved the ceiling fan. Linda also reported she has a \$150 donation to give to Kay (Welcome Wagon).
- **Swimming pool:** The pool is closing September 28th. Tom will lock up. Beth offered to call the pool people to get with Tom on any ideas or suggestions he has for closing the pool.
- **Lawn Care:** Jackie reported the bid for the trees was \$9,775. Cindy motioned to approve and Robin second the approval.
- **Snow Removal:** Jackie reported there is no news.
- **Memorial Flowers:** Linda reported there is no new news.
- **Neighborhood watch:** No one reported any new news.

Meeting Adjourned: 7:20pm. Brief meeting with Rocha and Mike October 10th 6pm. Annual meeting October October 25th 7pm. We will set up at 6:15pm.

Respectfully Submitted,
Cindy Roberts
Secretary