

COUNTRY SQUIRE HOMEOWNERS ASSOCIATION

Date February 12, 2024 6pm

Opening and Acknowledgement of Visitors: Christian Mateo. The Board welcomed Christian and introduced themselves and provided their roles on the Board.

Attendees: Robin Shaon, Kay Patterson, Cindy Roberts, Linda Embrey, Beth Downing, Jackie Frakes, Jessica Johnston, Conrad Spaeth

Minutes: Cindy reviewed the Board Meeting Minutes from December 2023. 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. Kay will submit the account balances. Kay sent to the Board via email:

Regular Account \$61,320.70

Special Assessment \$56,224.51

Questions and Concerns of Owners: Christian Mateo expressed concerns about exterior drainage from his gutters and flow of water around the parameter of his foundation. He states that there is water entering his basement and his contractor told him it can be caused by water entering from the exterior due to water getting against his foundation from either or both the gutter spouts not draining away from his property or not draining away from his foundation. Conrad will call Roberts Roofing and see if the gutter needs to be steered away from the foundation. Conrad will also see about the foundation and if there needs to be dirtwork to steer water away from his foundation. Christian also states that the trim around the garage is damaged. The Board asked him to turn in a work order for this to be assessed and possibly repaired. Christian states there has been a longstanding issue in the basement and that he will work on getting his interior foundation repaired as well.

Old Business:

- Cindy has a partial list of roof replacements from the HOA from Roofers. Spreadsheet created. Cindy reviewed the spreadsheet to date. Cindy will share the spreadsheet with Conrad. He may be able to access it.
- Work completed/Paid per Kay:
- \$350 - 4203 Country Lane, Beverly Banks - Fill in approximately 50 ft of cracks in driveway
- \$75 - 4211 Country Lane - Tom Rachow - Caulk in trim on corner that was causing a roof leak
- \$225 - 1604 N 43rd - Mary Riley - This work was done by Roberts Roofing, Conrad wanted to pay them - Replace missing shingles on backside of house, inspect roof, remove and dispose of debris

- \$25 - Spaeth Construction - 10% fee of work completed by Roberts Roofing.
- \$125 - 1523 N 42nd Terr - Patch mortar above garage door & caulk bottom of siding along concrete
- \$160 - 1511 N 42nd Terr - scrape and paint patio door
- \$75 - 1405 N 43rd - Paint trim board below front door
- **Work not approved:** Beth brought up the railing at the front porch of Tom Rachow.s' residence. He is asking for it to be replaced. The Board declined the approval as this is the responsibility of the homeowner.

New Business:

- Conrad reported that Carrie Miles needs to have her meter attached to her house and have the outflow of her sump pump be directed further out away from the homes (beyond the fence) for proper drainage. Kay states she will call her about these and Cindy reported she will prepare a letter to be sent to her about these items.
- Beth- Discuss Mike's involvement as silent maintenance person. Beth states that this has caused some issues with residents calling Conrad directly. The Boards discussed that if Mike or a resident contacts Conrad directly, direction will be given to submit a work order request and we will go from there.
- Email communication between board members was discussed. It was decided that it is okay to email each other but it was suggested to reply back to the person sending it and not all persons. This will cut down on email confusion.
- Cat population and owners not taking care of them. One homeowner on Buckingham Street has 5-7 feral cats coming out of the back fence on a regular basis. This issue was discussed and Robin states she will email the person involved and Jessica agrees that she would look into any ideas of possibly help from animal control and or attempt to remove them to her farm.
- Cindy brought up that the rim tile around the pool is broken, missing and the seal is not intact. There are visible holes around where the tile is broken off. The Boards agreed to get a bid on repair or replacement of the tile prior to opening the pool for next summer. Jessica volunteered to call the pool maintenance people to get a bid for repair or replacement of the tiles and sealing the open holes.

Association Responsibilities:

- **Maintenance:**
- Conrad-Review of estimates on 5 jobs bids from Roberts Roofing:
 - 1506 N 43rd Street: Bid \$1890. Bid approved by Board
 - 1505 Buckingham: Bid \$1975.00. Remove/replace/repair Flashing. Conrad to check with Roberts roofing to see if this is covered since it was a new roof and flashing in 2017. If not covered, the Board approved to have the work done anyway.
 - 1219 N 43rd: Bid \$175. Gutter leaks on the miter above the front door and I have some fascia on the back that needs to be painted. Bid approved by Board for gutter only (without painting). (Conrad mentioned painting not included in clarification email)

- 4205 C Country Lane: Bid \$175. Divert flashing above kitchen window. Bid approved by Board
 - 1515 N 43rd Street: Bid \$350 Repair damaged pipe boot and seal. Bid approved by Board
 - 1507 Buckingham: Conrad to Bid for next meeting. Need to replace 3 cedar pieces of wood.
 - 1515 Buckingham Street: Two sides on the home need to have siding replaced to match. Conrad will bring a bid to the next meeting. Board agreed that the siding needs to all match.
 - 1515 Buckingham Street: Beth reported the new owner who is flipping property states he will add to the contract of sale that the new owner will erect a patio fence per specifications of the HOA and is required for the HOA. They will put this in the contract of sale and the disclosure. The Board acknowledged this.
- **Clubhouse:** Lynns report-Everything is going smoothly at the Clubhouse. Phyllis Graff is covering for me, while I am gone.
 - **Swimming pool:** Nothing new except Jessica to work with getting a bid for repairs to the tiles and seal holes in the rim of the pool.
 - **Trees /Lawn Care:**Jackie-Report on the trees. Jackie emailed several trees that need to be removed per Ed Jenkins. Some of them could fall on homes. The Boards unanimously approved the removal of the trees per email.
 - **Snow Removal:** Jackie reported there were 4 occasions where we needed snow removal. It was reported that we have around \$1000 left in this budget category for this year.
 - **Memorial Flowers:** Linda Embry reported that there is nothing new here.
 - **Neighborhood watch:** It was reported that there is nothing new here.

Meeting Adjourned: 7:30pm. Next meeting is March 11th at 6pm.

Respectfully Submitted,
Cindy Roberts
Secretary