

## COUNTRY SQUIRE HOMEOWNERS ASSOCIATION

Date: October 13, 2025

**Opening and Acknowledgement of Visitors:** Ron Johnson, Mike Hesselmann, Mike Prussman, and Phyllis Graff

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

**Minutes:** Minutes were reviewed by the board. Mitch made a motion to approve the minutes and Kay seconded. The motion was approved.

**Treasurer's Report:** The monthly and yearly reports were read aloud by Kay. Mitch made a motion to approve the minutes and Lynn seconded. The motion was approved.

### **Questions and Concerns of Owners:**

Phyllis ... asked if money could be saved that is used to keep Conrad Spaeth on contract. The board explained that this is done in order to keep Conrad's company on retainer for projects to be completed promptly. In years past a homeowner has volunteered to contact companies for each job needing done. Conrad is paid 7% of the HOA dues as well as the fee for each project that is approved by the board before completion. He is paid 5% when a project is contracted out and Conrad finds those companies for us. Mike Prussman stated that a job description was created when this position was first introduced. Many board members were concerned that a new contract was not seen for the 2025 fiscal year. There was a recommendation that other bids be reassessed. Robin stated that the board would be happy to hear from other companies, however Conrad's team is very experienced and reliable. There were complaints by a few members that job sights had been left a mess and that owners are not being contacted before and after projects. Mitch explained that this was discussed in a previous meeting and the board is trying to think of a way to better communicate with homeowners about work completion. The board does not want Conrad to have to contact residents as this undermines the process for projects being approved. Conrad has also had residents who have yelled at him, and we would like to keep that from happening.

The board does want to make sure a new contract is signed for the new fiscal year.

### **Old Business:**

#### **9/27/2025 - vial email - Beth Downing. Discussion on clubhouse usage for garage sales**

Lynn and Robin both suggested this be discussed at our next meeting.

After discussion many board members feel this would not be a good precedent to begin at the clubhouse. Lynn and Beth are going to come up with guidelines for what will and won't be permissible at the clubhouse.

**10/6/2025 - vial email - Beth Downing. 2 bids (Kay, Lynn, Mitch, Mary Kay, Jessica, Robin, and Jackie voted yes)**

1. 1513 Buckingham Charlotte Sollars repair bad spots in fascia on the south side of the house, caulk, and paint. \$175
2. 4205C Country Ln Robin Shaon replace 1 X 6 trim at end of sidewalk, caulk & trim. \$195

**New Business:**

Bea Roster is concerned that her grass is Buffalo grass and is not cutting when it is mowed. Ron Johnson suggested it might be nut grass that could be sprayed. M and M could spray and seed this area to take care of the problem.

There were changes made to the rules presented in a previous board meeting. Mitch made a motion that those updates be formally approved by the board. Kay seconded the motion, and it was approved by the board.

Mitch also suggested that Mike Hesselmann be given the contract for Conrad's current position to review prior to it being signed. Robin will contact Cindy Roberts for a copy of the contract.

Kay is waiting on outstanding invoices from Conrad to finalize the budget.

Ron Johnson suggested that, in an effort to improve communication within the HOA, a monthly newsletter be created. This could be sent out via email in order not to impact the budget, and a copy could be posted outside the clubhouse as well. The board confirmed that minutes from the board meeting are posted outside of the clubhouse as well. This newsletter could also be used to let homeowners know about current projects, and can have a frequently asked questions section as well.

**Annual Meeting preparation:**

The board will meet on Thursday, October 16th, at 4:00 pm to stuff envelopes and distribute information to all residents. Jessica will print copies of the proxy, ballot, president's yearly letter, and directory. The board members will knock on doors this year in order to attempt to hand-deliver letters. A mass email will also be sent out to let all homeowners know the letters will be on their doors if they are not able to make contact.

The members who are leaving this year are Robin, Jessica, and Jackie. Mike Hesselmann and Mike Prussman have agreed to join the board. Mary Kay Lyle has agreed to move from Vice President to President.

The yearly meeting will be held on November 18th.

**Association Responsibilities:**

- **Maintenance:** None
- **Clubhouse:** None
- **Swimming pool:** The swimming pool has not yet been drained due to health issues for our team that services the pool. Kay stated that they charge approximately \$500.00 a month, and this includes chemicals. Lynn stated that she would research other companies to see what their rates are.
- **Lawn/Tree Care:** None
- **Snow Removal:** None
- **Memorial Flowers:** None
- **Neighborhood watch:** None

**Meeting Adjourned:**

**Mitch made a motion to adjourn the meeting, and Lynn seconded. The motion was approved. Meeting adjourned at 6:59 pm.**

**The next meeting will be on November 10th at 6:00 pm.**

**Respectfully submitted,  
Jessica Johnston, Secretary**