

COUNTRY LAKES HOME OWNERS ASSOCIATION

MEETING OF THE BOARD OF TRUSTEES

DATE: April 15 2020

MEETING of the April 15, 2020 Country Lakes HOA Board was called to order at 1:07 PM (Wednesday) via video conferencing. A note is in order to explain for future reference that due to the healthcare pandemic of Covid-19 both federal and state government authorities and healthcare experts limited and strongly encouraged that “social distancing” be instituted. This is a continuance of compliance to the government order and meeting via video conferencing.

BOARD MEMBERS:

Shawn Smith - Participated  
Bob Beres – Participated  
Art DePompei - Participated  
Bill Hanigan – Participated  
Jeff Laub– Participated

OTHER REQUESTED ATTENDEES:

Bruce Buller – Participated  
Anthony Embrogno – Participated

MINUTES OF LAST BOARD MEETING:

A call was made for proposed changes to the minutes; hearing none:  
Motion to Approve the Minutes of March 25<sup>th</sup> was submitted by Bob Beres.  
Motion was Seconded by Shawn Smith  
The Vote was called with all members voting for the Motion, and none in opposition

FINANCIAL REPORT:

The Treasurer, Art DePompei presented the March Treasurer’s Report showing total reserves of \$504,531.85 and checking account balance of \$34,971.40

Our Budget to Actual for the month of March provided income at \$248.55 over expenses. He cautioned that the budget numbers are established at an annual basis, then simply divided by 12 (months). So there are months with higher expected account expenses than others.

The Resident Report indicates that we had one closing at 4107 Watercourse; and another currently pending at 4071 Hedgewood. There were no delinquencies. Our new resident was provided with a “Welcome Basket” which included our HOA information. This was followed by a brief overview of the Balance Sheet.

The Treasurer provided a shout-out to Anthony Embrogno who has been instrumental in updating the speed and detail of the numerous reports. What was previously taking hours to produce was now being accomplished in minutes.

There were three outstanding issues from the March meeting;

- The Board has a requirement to have three signatures on our Huntington Bank Account. This was complicated due to the temporary closing of the local bank branch for normal business as a result of the Covid Pandemic. The third signature will be provided in the coming week.
- Huntington Bank provided two members of the Board (President and Treasurer) a Credit and Debit Card.
- In correcting the issue of our 2019 tax filing being listed as a final filing, Aris Services LLC will be correcting that prior error. Additionally, the Board was provided an email that summaries the scope of services and associated pricing for our Professional services arrangement with Aris Services, LLC.

This concluded the Treasurer's Report

Motion to Approve the Treasurer's Report was submitted by Bill Hanigan.

Motion was Seconded by bob Beres

The Vote was called with all members voting for the Motion, and none in opposition

#### DESIGN REVIEW COMMITTEE REPORT:

Jeff Laub reports that he had received two new design review applications. Both are pending:

- 3937 Hedgewood: new roof and window
- 3933 Hedgewood: replacing landscaping (bushes in the front)

Jeff stated that the Master Association was sent an email to all residents in Fox Meadow, which waived the Design review process for storm damage, if such repairs matched and were of the same type as was previously used. This had not waived the Country Lakes DRC process which was still in effect. Shawn Smith, President stated that he would send out an email to all Country Lakes Residents that the repairs within Country Lakes must still go through the DRC process. He made further note, that the process was quick and not cumbersome, and is necessary to ensure that the conformity to the community needs to be monitored.

Jeff asked for guidance on roofing colors. It has become clear that due to the storm that the residents have been inundated by roofers. Each roofer is pushing their preferred roofing materials and colors. Each manufacturer has its own color version of a same name product/shingle by other manufacturers. In order to provide guidance to this matter, Shawn has asked for Jeff and another member of the Board to quickly obtain information and provide DRC guidance on the shingle issue.

#### LANDSCAPING / MAINTENANCE REPORT:

Bruce Buller, Property Manager reported that he received communications from three homeowners over the following issues:

- Two were related to their mailbox and storm damage. The boxes were repaired that morning.
- A homeowner had a landscaping issue and the home owner was referred to the DRC.

#### Monthly activity and issues:

- The large stones on the corners were moved slightly closer to the curb edge. Vehicles had continued to drive on the lawn edges.
- The stones were replaced in the Sunrise Pond near the main drain to the big lake.
- A total of four mailboxes (storm damage) were repaired by J& J Renovation
- Our Landscaping Service (Mueller) had conducted a general clean-up (loose debris) as again an issue due to storm damage
- Two fans in the gazebo need to be replaced and replacements ordered (storm damage)
- Submitted to the Board a proposal from Tree Masters for the purpose of cutting up, removing and grinding the tree stump (Fallen Tree at the bridge). The Board Members had just received the proposal online. The approval was conducted online via email.
- The stumps of previously fallen trees were discussed with the appropriate homeowners and plans are under way to have the stumps removed. One is delayed by travel concerns from Florida. All should be resolved this summer.
- Request as to how to proceed in the replacement of a crab apple tree located on south side of Sunrise Lake. The Board requested a quote on the cost, but had indicated a favorable intent to proceed pending the proposal.
- Finally, Bruce was asked to check out a split/damaged tree on Watercourse.

#### OLD BUSINESS

Update on Resident Request for Assistance due to Covid Pandemic: Shawn Smith stated that he has not received, nor any member of the board received requests by residents. Bruce Buller, Property Manager mentioned that he has assisted two residents.

Update on status of the acquisition of Master Association Land Parcels which are adjacent to Country Lakes Properties but not that of Fox Meadow. Shawn Smith indicated that the Master Association wishes to hold off on the matter until there is a resolution to the containment restrictions due to the Pandemic. Both Associations appear to be in favor of the transfer, but it will need to go through legal, which is not readily available at the moment.

Speed Bumps: Shawn Smith stated that he received four complaints over the installation. Two regarding the aesthetics, another regarding the issue being placed before the Association for a vote, and the other regarding the minimum speed limit of a private road according to the Homeowner's Review of the Ohio Revised Code being that of 25 mph. The Board is on record as to having discussed the use of speed bumps, pleading with homeowners to obey the posted speed for the safety of pedestrians, and sought alternatives, and finally submitted the matter for legal review. The matter concerning the posted speed limit being raised will be sent for legal review.

#### NEW BUSINESS

Annual Meeting of June 24th: A letter will be mailed to homeowners advising that the Annual meeting is being postponed due to conditions and restrictions driven by the current pandemic.

A new date will require a sixty day advance notice according to information from the State of Ohio.

Memorial Day Event: As a point of information, the Memorial Day Country Lakes Celebration will be cancelled. The July 4<sup>th</sup> celebration is also in jeopardy due to current pandemic.

Bruce announced that the HOA Board Dropbox will contain the current service provider contracts along with their insurance and worker compensation coverage. This will provide ease of access for the HOA Board Members. President Shawn Smith commended Bruce Buller, Property Manager for the effort.

NEXT MEETING: The next regularly scheduled meeting will be May 14<sup>th</sup> at 1:00 PM and plans should be made to hold it via video conferencing. Should the social distancing or other criteria change enabling the Board to meet in person, such will be considered. We will also hold a back-up time of 6:30 PM on May 14<sup>th</sup> if conditions change.

ADJOURNMENT:

MOTION WAS MADE AT 2:55 PM to Adjourn by Jeff Laub

Motion was seconded by Bob Beres

Motion was unanimously approved

*Minutes were prepared by William Hanigan, Secretary on April 17th.*

*Minutes were approved at the May 14<sup>th</sup> Board Meeting.*