

COUNTRY LAKES HOME OWNERS ASSOCIATION

MEETING OF THE BOARD OF TRUSTEES

DATE: August 29, 2019

MEETING of the August 29, 2019 Country Lakes HOA Board was called to order at 6:30 PM

BOARD MEMBERS:

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

OTHERS PRESENT:

Bruce Buller—connected by phone for a short Property Manager’s Report

MINUTES OF LAST BOARD MEETING

Motion to Approve the Draft Minutes of July 15<sup>th</sup>: Bob Beres  
Seconded: Art DePompei  
Approved: Unanimous

FINANCIAL REPORT

Roger Grugle (under contract) had produced and posted the set of Financial Reports in the HOA DropBox. They included the Treasurer’s Report for July 31<sup>st</sup>, Balance Sheet, Budget YTD, and Profit and Loss Detail. Art DePompei, Treasurer provided the verbal update. There were difficulties in getting Roger Grugle connected via phone conferencing. There were no questions for Roger.

An ad hoc Finance Committee consisting of Art DePompei, Roger Grugle, Anthony Embrogno and Shawn Smith had met for the purpose of transition and clean-up several of the accounts in QuickBooks, such as the homeowner advance payments and delinquencies.

The PNC Signature Card was updated with Art and Shawn having provided signatures. Bob Beres, Vice President will be the third signatory on file. Checks require two signatures.

Art announced that we were running \$24,773 under budget for the end of July, but had several larger invoices that were in the process of being approved.

The Annual Financial Report was just completed, but without sufficient lead time to make a report at this month’s August Board meeting.

When discussing the updating of homeowner accounts, the mention of activating a function on the HOA Website which would enable Homeowners to pay their monthly dues by credit card or other means was explored. This would be in addition to the ACH system currently in place. There were a number of questions surrounding such offering, but strong interest prevailed.

Further investigation as to such possible offering and possible options will be conducted by Shawn and Art with them reporting back to the Board at a later meeting.

Motion to approve the Treasurer's Report: Jeff Laub

Seconded by: Bob Beres

Approved: Unanimously

#### DESIGN REVIEW COMMITTEE (DRC)

Jeff Laub reported that the DRC received four requests:

4016 Hedgewood: Installing a railing at the front steps - Approved

4071 Hedgewood: Adding Windows -Approved

4044 Hedgewood: Landscaping in the back of the property -- Approved

4037 Hedgewood: Replacing windows and replacing roof – Under consideration

An outstanding question of what the contractor did with the lights that had been removed during the front entrance landscape improvement was resolved by having those lights given to Bruce Buller, Property Manager by the contractor.

Homeowners need to be advised not to allow their dogs to urinate on the bushes at the parking areas. A Board Member saw and advised a dog owner. The concern is the killing of the HOA bushes.

A recent property improvement had the contractor move equipment between homes in order to access the rear of the property. The heavy equipment devastated the sod lawn on both properties. The contractor attempted to correct the problem with grass seed and straw. The DRC was asked to ask future homeowners when submitting improvement requests to provide information as to any infringement on a neighbor's property, and how they plan to return the landscape between the homes to their original state, if necessary. This has become an issue with all the properties being occupied with homes, and means of access limited.

The front entrance corners, where Hedgewood intersects with Watercourse, have had issues with vehicles driving up and across the corners, which creates ruts and kills the lawns/grass. At previous meeting options and their costs were discussed. The corners at 3925 Hedgewood and 3965 Hedgewood have three large rocks. It was therefore determined to maintain the continuity of the development and place three rocks in a similar fashion at the corners of 4104 Hedgewood and 4115 Watercourse.

Motion to purchase and place three large rocks similar in size to those currently in place at the two other corners of the community at the corner of 4104 Hedgewood and another three large rocks at the corner of 4115 Watercourse: by Shawn Smith

Seconded By: Bob Beres

Motion Unanimously Approved

Bruce Buller was asked to follow through on the motion.

## LANDSCAPING / MAINTENANCE REPORT

Bruce Buller, Property Manager reported that the major work at 4085 Hedgewood has been completed with the trenching and pipe work being completed. The grass was seeded but it will need to be revisited in the spring after the soil has compacted for possible reseeding.

The Mueller Landscaping contract was discussed. The Property Manager identified a number of items yet unfinished by the contractor. The Board further discussed our over-use of that contractor based on his willingness to accept additional projects. Our overuse has created multiple delays of base contract work, as well as previously accepted new projects by the contractor. Details as well as reminders of these projects were discussed with the understanding that any future work outside of the current contract would be acquired through alternative service(s).

The calls from homeowners consisted of:

- Tree fell during storm. The dead tree was removed
- Received two calls about painting the Country Lakes mailboxes. The Fox Meadow Master Association action does not affect our Country Lakes Mailboxes which are maintained by the C.L. HOA.
- Received six calls about one of the fountains being out – Board agreed to have the unit repaired. Bruce will review costs and submit a budget which will include possible replacing of the seven year old fountains.
- Weed Pro was called over an infestation issue
- A homeowner was contacted by the County Water Department over their not filing a sprinkler backflow report. They were threatened with water shut-off. The homeowner was advised to talk to their sprinkler service for the report.
- Homeowner called about having tree trimmed in the back yard and to remind Bruce about snow plowing damage that needed to be corrected.

Other items:

Aeration is scheduled for September 13<sup>th</sup>. Homeowners with sprinklers will need to mark their sprinkler heads

Fifteen new mailboxes were installed

The front entrance sidewalk and curbs need to be replaced and ADA accommodating. A motion was made to replace the two sidewalks where Watercourse meets Fox Meadow Drive and to have them sloped to meet ADA requirements in an amount not to exceed \$2,000.

Motion was made by Shawn Smith

Seconded By Bob Beres

Motion was Unanimously Approved.

Bruce reported that the road seams need to be repaired. Water is getting under the road. Three bids were obtained but quote differences left questions which the Board requested additional information before proceeding.

Bruce requested guidance on when to proceed with a depth study/health of the silt/vegetation in the ponds. The previous contractor recommended that it be conducted in 2021, and the Board so recommends that it be placed in the 2021 Budget.

The Bridge near the gazebo needs repair. Bruce was asked to get some prices on its condition and cost of repair.

#### OLD BUSINESS

SIGNS – Nothing to report.

FIBER NETWORK – Medina County Fiber Network severed its relation with their financial partner on the county wide project. Although they have acquired an alternative, the Board is not ready at this time to endorse or support their engagement within Country Lakes.

RESERVE FUNDING STUDY – The previous Reserve Study was conducted and the report provided on February 16, 2016. Its recommendation in terms of funding was implemented in the Budget of 2017. The new Reserve Funding Study will not be conducted until 2021 with a Budget impact in the year 2022, which will maintain the five year cycle between studies.

#### NEW BUSINESS

CHRISTMAS DECORATIONS: Shawn will discuss pricing with PowerGreen (last year's contractor).

FLAG POLE At The Front Entrance – An installation of a thirty or thirty-five flag pole which could accommodate the U.S. Flag, the Ohio Flag, and a third flag was discussed.

Motion: Move to purchase and install a 35 foot flag pole with solar powered illumination, which will be able to accommodate three flags (US, Ohio, other) at the front entrance on the Fox Meadow Drive side of the guard house in the quoted amount of \$3,406.95.

Motion by Bob Beres

Seconded By Jeff Laub

Motion Unanimously Approved

#### ADJOURNMENT:

Board's Next Meeting will be on September 13<sup>th</sup> at 6:30 PM at 4033 Watercourse Drive.

Motion to Adjourn: Bill Hanigan

Seconded: Art DePompei

Approved: Unanimously

Meeting Adjourned

Minutes (draft) were prepared by William Hanigan, Secretary.