

COUNTRY LAKES HOME OWNERS ASSOCIATION

MEETING OF THE BOARD OF TRUSTEES

DATE: OCTOBER 26, 2020

MEETING of the October 26, 2020 Country Lakes HOA Board was called to order at 6:29 PM (Monday) 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 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  
Vince D’Angelo– Participated

OTHER REQUESTED ATTENDEES:

Bruce Buller – Participated  
Anthony Embrogno – Participated

MINUTES OF LAST BOARD MEETING:

The September 17, 2020 Draft Minutes were presented for approval and/or modification. The Minutes were moved to be approved.

Motion to Approve was submitted by Bob Beres.

Motion was seconded by Vince D’Angelo

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

FINANCIAL REPORT:

The Treasurer’s Report was preceded by the following documents being posted in the Board’s DropBox prior to the meeting:

- September 2020 Treasurer’s Report
- Budget vs. Actuals: Budget – 2020 – FY20 P&L – September 2020
- Budget vs. Actuals: Budget – 2020 – FY20 P&L – January-September 2020
- Balance Sheet – As of September 30, 2020

Treasurer Art DePompei reported a balance of \$519,120.28 of which \$505,856.80 was in Reserve Accounts and \$13,263.48 in checking. Expenditures exceeded revenues for the period by \$5,052.42. A question was raised concerning our Misc. Income was \$7,135 behind the same period in 2019. It was reported that the majority of the difference involves the invoicing and payment by the Master Association of certain Country Lakes expenses related to the upkeep of certain Master Association property surrounding Country Lakes. The invoicing delay is a result

of negotiations between the two parties involving said property. Further discussion of the matter was conducted later in the meeting.

The Treasurer reported that the only property that transferred in September was the Robert and Mary Ann DiTommaso property at 4073 Watercourse. The new owners are Arthur and Elaine Tuttle. There are three properties scheduled to transfer in October and include::

<u>Address</u>	<u>Previous Owner</u>	<u>New Owner</u>
3978 Hedgewood	Brian & Mary Benz	Paul A & Jennifer L Bilinovich
4090 Watercourse	David & Cheryl Valzsik	Mathew & Elizabeth Whitson
4080 Hedgewood	Steve Conklin & Tonia Parker	Daniel B & Francis M Auker

With property transfers several homeowners who had registered for ACH payment of monthly dues were offset by the same number of new residents with that interest. The ACH registrations have 35 remaining in a payment by check status.

With current interest rates remaining at a low, Treasurer Art DePompei will contact our legal representatives (Kaman & Cusimano) to verify allowable investment options. Current Money Market funds are only providing 0.01%.

Motion to Approve the Treasurer’s Report

Motion to Approve: Bill Hanigan

Seconded: Bob Beres

Vote: Unanimous for approval

DESIGN REVIEW COMMITTEE (DRC) REPORT:

Vince D’Angelo, DRC Chair reported on the applications received and having received approval:

- 4021 Watercourse – Replacement of garage door & shutters
- 4064 Watercourse – Replacement and expansion of deck
- 3957 Hedgewood – Replacement of existing deck
- 4049 Watercourse – Removal of overgrown shrub and tree stump removal
- 4107 Watercourse – Screening existing porch
- 4073 Watercourse – Partial replacement & expansion of deck

Vince reported that he is informing homeowners who are engaged with structural changes, such as a deck, that they need to also check with Montville Township on the possible need for permits. Board Members also expressed concerns that changes/improvement do not impinge/block the view of neighbors, to which Vince responded that these changes did not block the view of neighbors. He also expressed how it appeared that the number of DRC requests seemed high, but glad to see homeowners wishing to make such improvements.

## LANDSCAPING / MAINTENANCE REPORT:

Property Manager Bruce Buller informed the Board that the only Open Item was the planting of some trees and shrubs, but due to the wet weather that their planting has been delayed. There are several Willow trees and some crabapple trees by the ponds to be done.

Homeowners have had their issue with aeration resolved. There was discussion about having the aeration conducted at a different time in the season, but the need to have access to the sprinkler system so that the heads can be flagged was mentioned, as well as other issues that would affect the change of date. It was determined to keep the aeration scheduled at the same approximate time next year.

There was a rash of mailbox incidents with four mailboxes in need of repair. Those individuals who were responsible will be billed, or their insurance company. If the perpetrator is unknown, it was stated that historically the homeowner is then responsible for the cost of the repair.

Dead shrubs were reported in one of the parking areas. It will be attended to.

The seasonal speed bump removals have met with positive comments. The sealing of the bolt holes will be monitored. An initial attempt to seal the first set which were removed, met with some negative outcome (pulling out of the bolt).

The wiring of the lights by the guard house received surprise over the cost of digging up and replacement of the wiring and box to the front set of lights. After discussion over both the front and back lights, it was determined that only the front light wiring was in need of replacement.

Motion to approve the digging out of the existing wiring and replacing it along with a breaker box for \$970.00 was approved.

Motion made by: Shawn Smith

Seconded by: Bob Beres

Vote: Unanimous to approve the expenditure

The desire to break the mulching application from the basic landscape contract was discussed. The Board had received numerous complaints from homeowners over the last mulching application as well as the delay of the application. The Board instructed the Property Manager to separate the mulching application from the existing landscaping and snow removal request for proposal. Additional discussion over the mulching and edging issues were entertained.

Bruce Buller stated that he was waiting for additional responses to the bid request that he produced. He hopes to have them prepared for our November Board Meeting.

Bruce had earlier updated the Board on his progress to secure needed insurance coverage.

## OLD BUSINESS

Reserve Study: The Board advised Bill Hanigan, Secretary to proceed with the obtaining of a new Reserve Study which is to be completed within the first quarter of 2021. The first payment would be made in the fourth quarter of 2020 with the balance upon completion. Bill stated that he will have an updated quote prepared and that the Board Members must have their list of

questions regarding the Study and its implementation to him no later than November 9<sup>th</sup>, Monday.

Amendment: Shawn Smith had received a Pre-draft questionnaire from Kaman & Cusimano regarding the Virtual/Electronic Ballot. The questions offered options on how meetings could be held and the mechanisms used in the ballot and communication of outcomes. The questionnaire was discussed in its entirety with the recognition that though the Board Members agreed to each of the options, that the upcoming draft would still need to be reviewed, as well as each step in the Amendment process.

Property Transaction with Master Association: President Shawn Smith updated the Board on the Master Association's response to Country Lakes' HOA adjoining property request.

The Master Association's letter offered five statements. Though certain items appeared to be mutually agreeable, there remained several that needed clarity and could be worked as a written agreement between the two parties is struck.

Insurance: Matter was discussed earlier in the meeting..

Signage on Inner Ponds (Fishing): The signs were installed.

#### NEW BUSINESS

Budget:

Art DePompei requested that all requests for financing for 2021 be submitted to him no later than November 9<sup>th</sup>, Monday. He will work with Bruce Buller, Property Manager on the various services that will be provided and their estimated contract amounts.

New items, such as the possible inclusion of insect control for spiders for all homeowners will also be needed; and a determination of a baseline budget which includes all existing services will be obtained; then a discussion on other requested services will be offered. It is the hope to have all preliminary information and costs available for our November Board Meeting with approval of the 2021 Budget by our December Board Meeting.

Christmas Lighting:

Shawn Smith reported that Power Green will install our Christmas lights, including wreathes with a target date to coincide with a turn-on of lights with the Master Association. He is targeting the install to be conducted the second week of November at a cost of \$4,653.07 of which fifty percent to be a down payment.

Motion to approve the cost and install:

Motion By Bob Beres

Seconded by Vince D'Angelo

Vote: Unanimous approval

**NEXT MEETING:** The next regularly scheduled meeting is tentatively scheduled for Tuesday, November 17th at 6:30 PM.

ADJOURNMENT at 8:45 of the formal meeting:  
MOTION WAS MADE by Vince D'Angelo  
Motion was carried

*Minutes were prepared by William Hanigan, Secretary on October 27th.*