

COUNTRY LAKES HOME OWNERS ASSOCIATION

MEETING OF THE BOARD OF TRUSTEES

DATE: July 22, 2020

MEETING of the July 22, 2020 Country Lakes HOA Board was called to order at 6:03 PM (Thursday) 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

Jeff Laub– Participated

OTHER REQUESTED ATTENDEES:

Bruce Buller – Participated

Anthony Embrogno – Participated

Vince D’Angelo – Viewed the Meeting as an invited Guest and potential future Board Candidate.

Shawn Smith, President, welcomed Mr. D’Angelo, who offered his prior work history as an engineer, architectural reviewer, candidate for the Montville Township Zoning Board, and previous HOA Board Member at a prior residency. He was asked to hold his questions till the meeting’s end where Board Members would provide both a response and insight to his inquiries.

MINUTES OF LAST BOARD MEETING:

The June 18, 2020 Minutes of the Country Lakes HOA Board were presented for comment. There were no requests for changes and hearing none, a motion to approve the Minutes as written was submitted:

Motion to Approve the Minutes of June 18<sup>h</sup> was submitted by Art DePompei.

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, reported Country Lakes’ total reserves for June at \$538,167.09. The checking account balance was \$23,541.43. Our June 30<sup>th</sup> Balance Sheet has total assets at \$511,836.14 with our Budget to Actual Report for just June as having expenses exceeding revenues by \$6,373.61. He went on to explain that the increase in expenses was related to the current landscape and maintenance expenses that are normal at this time of year. The increase was just for the month and not a YTD reporting..

We have a \$50,000 CD is maturing as of September 8<sup>th</sup>. The Treasurer is exploring at this time future options as to whether another CD or Money Market instrument would provide the best allowable investment.

Treasurer DePompei further explained that the Actual to Budget YTD Report was not available for June, as QuickBooks had an updated in their software, which impinged the production of this special report. He further stated that the manual report would be available starting again for our August Board Meeting.

The HOA's 2019 federal tax return was filed/mailed to the IRS on July 9th. Our full year tax liability was \$2,844 and was paid on July 15th via EFTPS. C/L HOA is required to pay a similar amount as estimated tax payments for tax year 2020 by the end of this calendar year. The actual tax liability for 2020 will be determined when we file our tax return for 2020 in early 2021.

We have a new resident, whose property closed as of June 19<sup>th</sup>. The property at 4030 Watercourse closed and our Treasurer was properly notified, and the dues payment was received. Art expressed his appreciation as to the closing and the manner in which it was handled.

The Treasurer expressed his interest to require all resident dues to be handled through the ACH process. He explained that 67 homeowners currently use the ACH system, and that the bank charges our bank account fees for all check processing over a fifty checks per month threshold. The cost, time in processing, plus the extra time that it takes to pursue delayed or inaccurate dues payments were expressed as some of the main reasons for the request. The request was supported by Assistant Treasurer, Anthony Embrogno. The Board requested that those residents who have not participated in dues paying through the ACH be contacted, and a communication drafted which would identify the reasons that the Board needs to adopt the use of ACH by all residents.

Discussion on obtaining insurance coverage for both our Assistant Treasurer and Property Manager was conducted. The issue is whether a move to include them under the D&O coverage which is currently in place for the Board, would require that their status be changed to that of an employee. The need to research the cost of the individual obtaining separate coverage was also discussed. More information is needed and insurance carriers will be contacted to identify Board options on the subject. This comes on the heels of the Board requiring all contractors to have and provide certificates of insurance for the HOA protection.

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, DRC Chair reported on the applications received and or acted upon since our last meeting. The Design Review Applications include:

- 4087 Watercourse – Concrete Patio to replace the current brick patio of same size
- 4115 Watercourse – Window replacement
- 4071 Watercourse – Roof replacement with approved shingle color
- 4054 Watercourse – Roof replacement with an approved color shingle

A resident replaced a concrete patio under his deck and failed to submit a DRC application. The matter is being reviewed by the DRC. Meanwhile a resident requested a DRC application for the purpose of replacing his roof shingles.

The DRC has been approached by several homeowners, who have requested information on the width expansion of their driveway. The two residents on Hedgewood have a 90 degree driveway. Their garage door entrance is ninety degrees to the street, as oppose to the majority of homeowners who have garage doors facing the street. The issue for these homeowners is their ability to navigate entrance and exist from their garage when it is necessary to have a car parked on their driveway. The driveway is too narrow for egress. The request is to widen the single car width portion to a two car width, while still being mindful of the property lines and aesthetics of the driveway design. The Board is not opposed to the width expansion as indicated, but wishes to see the design request application.

## LANDSCAPING / MAINTENANCE REPORT:

Bruce Buller, Property Manager provided an update on existing projects on the items that he had previously submitted to the Board. These involved both contractual work uncompleted and extra work requested from our landscape contractor. Bruce was asked to separate the contractual from the requested, so as to determine if monthly installment payments should be delayed as a failure to complete contractual vs. requested work.

Several other open items were discussed including the summer trim which is supposed to start on July 23<sup>rd</sup>. There were also some trees and plants that need to be planted but due to dry weather and the need for soil moisture, the planting have been delayed.

The Property Manager has responded to calls from homeowners and they include:

- Multiple requests for the use of gazebo. A clarification as to the amount to be held for possible damage by the party requesting is \$50.00 which is to be returned to the party if the Gazebo is cleaned up by the party in question. Bruce further reported that the Gazebo had been power washed and sprayed.
- The condition of three fruit trees along the East end of the Sunrise Pond is not looking good. Weed Pro came out and checked and stated that the trees are stressed for the lack of water. The sprinklers provide enough for the grass but insufficient to provide for the tree roots. They should recover.

- Bruce received a complaint about excess water in a backyard. Upon inspection he attributed the water to a problem with their sprinkler system which was temporarily shut-off until it could be repaired.
- Tree Masters trimmed the wrong tree at the wrong address. They were contacted.

Other items were discussed, including

- Major road repairs should start within the next three weeks and involve five separate locations. This will involve work in the center of the road in certain locations. He was asked to coordinate the schedule with the Design Review Committee in terms of possible contractors who may be at or near that location at the same time. Homeowners in close proximity to said work areas, should also be notified prior to the commencement of work.
- The repairs to the catch basins has been completed
- One of the fountain flotation collars needs to be replaced. Approval was received.

#### OLD BUSINESS

Annual Meeting: The Board again reviewed the feasibility of holding an Annual Meeting in concert with the ongoing restrictions posed by the State and local health and government administrations and counseled by our HOA Board attorneys at Kaman and Cusimano. With recent increases in Covid cases throughout Ohio the scheduling of the Annual Meeting is still not yet possible. It was however mentioned that the Board needs to provide increased communications to the HOA Homeowners. The drafting of such a letter was discussed later.

Proposed Property Transaction with the Master Association: Shawn Smith President provided an update on the information that he received from our legal firm of Kaman & Cusimano, as to the costs and options on such acquisition. The need for additional information was evident and is being pursued prior to representatives from our Board meeting with the Master Association. Shawn requested a Board Member to accompany him at the meeting and Bill Hanigan was so selected.

Insurance Coverage: This matter was discussed within the Treasurer's report.

Signature Card: After a series of attempts with the bank, the matter has been completed

Signage on Inner Ponds (Fishing): The matter is still being worked.

#### NEW BUSINESS

Letter to HOA Homeowners: A draft was submitted to the Board Members for their review. Comments are welcomed and with the intent of transmitting to homeowners in the coming week.

Covenants Regarding Parking on Driveway and /or Street: A report was provided to the Board Members that extracted related sections of our Covenants and that of the Master Association on what is and what is not permitted in terms of parking on the driveways and street. Bill Hanigan produced the report in order to offer clarity and guidance on the matter. Montville

Township Police Chief Terry Grice responded to a request on the Township parking restrictions with a copy of the Township restrictions. In his response the Police Chief and Safety Director responded that the information provided govern public road within the Township; whereas within C/L we have a private road. Both the Master Association and C/L Covenants have a reference to the Township regulations on the matter.

Halloween: The Medina County Health Department was contacted in regards to obtaining guidance in the HOA's allowance of our annual Trick or Treat Event. They would only suggest that a plan be drafted and submitted to them for possible review. The Board mentioned that the pandemic may, as it has with other social events, prevent its holding the Trick or Treat Event, but will monitor health and legal authorities on the matter.

Medina County Fiber Network: There was prior-to-the-pandemic interest in the fiber network to resident both within Country Lakes and also Fox Meadow. Information was made available at the recent Montville Township Trustee Board Meeting that the Fiber Network would be starting in Seville, then by Spring progressing to Montville Township. The Board will request more information from the Network in regards to the timeline of Montville Township installations.

Guest Question and Answer Session: A brief Q& A was conducted; following which Vince D'Angelo expressed his continued interest in serving on the Board. At present our current Board Member Jeff Laub expressed a desire to step down from the Board upon finding a qualified replacement.

NEXT MEETING: The next regularly scheduled meeting is tentatively scheduled for August 18<sup>th</sup> at 6:00 PM.

ADJOURNMENT at 8:04 of the formal meeting:

MOTION WAS MADE by Art DePompei

Motion was carried

*Minutes were prepared by William Hanigan, Secretary on July 23<sup>rd</sup>.*