

COUNTRY LAKES HOME OWNERS ASSOCIATION

MEETING OF THE BOARD OF TRUSTEES

DATE: March 31, 2022

MEETING of the March 31, 2022 Country Lakes HOA Board was called to order at 6:30 PM (Thursday at 4033 Watercourse Drive.

BOARD MEMBERS:

Shawn Smith – In Person  
Bob Beres – In Person  
Dottie Fox – In Person  
Bill Hanigan – In Person  
Vince D’Angelo– In Person

OTHER REQUESTED ATTENDEES:

Anthony Embrogno – In Person  
Bruce Buller – In Person

GUEST: REPRESENTATIVE FROM A. KEENER (MATT)

Prior to the business of the Board, Matt Keener was requested to attend and provide his insight as to his first year providing snow removal services to the development.

There was general consensus that his first snow fall was a major event. He admitted that there were issues in the placement of the snow due to the amount that fell. As the season progressed they got better at it, according to Matt.

Some of the issues raised included the height of the markers along the street and driveways, which were obscured after the first snow fall. The tractor that he used only had a plow on it and therefore could only push the snow from the driveways in fear that their trucks would stall-out if they tried to pull it. During the major snows he had four of his five trucks on site.

Several suggestions were made regarding the curves in the road, where visibility and the diminishing road width became significant problems. The need for a follow-up day, after the initial day of plowing was suggested to clean-up and widen road surfaces. A need to address unusual but heavy snow drifts was also discussed. Several items that were not part of the contract were discussed as possible future additions, where his input was requested.

It was a cordial exchange where the Board noted that the initial snow fall of the season created a major problem for the new service provider. It was also noted that prior to his arrival that his crew had been working to repair several damaged lawns.

Matt thanked the Board, and expressed his desire to obtain the snow removal and other landscape work that the HOA might offer. Shawn on behalf of the Board extended our appreciation for updating the Board and providing his time to address the issues. Matt left our meeting so that the Board could get into regular session.

ACTION TAKEN BY THE BOARD WITHOUT A MEETING SINCE ITS JANUARY 30TH BOARD MEETING.

There were no formal actions taken by the Board since its January 30th<sup>t</sup> Regular Meeting

MINUTES FROM JANUARY 30TH BOARD MEETINGS:

Motion to Approve the January 30th Minutes:

Motion to Approve bob Beres

Seconded: Vince D'Angelo

Vote: All voted in favor of the motion..

TREASURER'S REPORT

Dottie Fox, Treasurer presented three documents: Treasurer's Report Jan-Feb 2022; Budget vs. Actual (January-February 2022); and Balance Sheet as of February 2022.

Our Reserve Accounts at Huntington Bank and Edward Jones amounted to a total of \$469,344.55. Our Checking Account held \$\$27,469.03 at Huntington Bank. For the first two months of the year our Revenues exceeded Expenses. The homeowner assessments and few expenses show in the increase of revenues. Our landscaping charges during the warmer months will reflect a much higher expense. The Board was also advised that 113 homeowners are using ACH as their method of payment. There were no property transfers but one is in process with an expected close on March 22<sup>nd</sup> at 4053 Watercourse.

Anthony Embrogno will be filing the annual tax return. The 1099's were processed. The Board discussed the hiring of a CPA to conduct a financial review. The Board's use and expense of using an outside financial individual (not CPA) will be discontinued.

The Board was advised as to the fees charged by Huntington Bank. After investigation of other banks the Treasurer and Assistant Treasurer recommended that the Board change banking institutions. The report concluded that there were significant savings from lower charges with the same FDIC protections at Westfield Bank. After further discussion as to the difference in services and charges a motion was made to change banks:

Motion: Move to close our Country Lakes Huntington Bank Checking & Reserve Accounts and move them to Westfield Bank.

Motion By: Shawn Smith

Seconded By: Bob Beres

Vote: All Board Members voted in the affirmative

Additional discussion pursued the timing to accommodate the clearing of checks and the necessary lead to accommodate the ACH process. The latter will not require any additional homeowner paperwork.

Motion: Move to Approve the Treasurer's Report

Motion By: Vince D'Angelo

Seconded By: Shawn

Vote: All Board Members voted in the affirmative

## DESIGN REVIEW REPORT

Vince D'Angelo stated that he had received only one application request. The request was for a screened in porch replacement at 4007 Hedgewood.

He was also approached by a resident requesting information about replacing his roof shingles. Vince provided the information and awaits the resident's formal request.

## PROPERTY MANAGER'S REPORT

Bruce Buller, Property Manager provided some additional information about the issues surrounding the snow removal. Several were covered earlier with Matt from A. Keener, while a couple items were still non completed and entail the repair of a couple mailboxes and a damaged bush and the removal of the safety rods attached to the fire hydrants.. (Bruce had been delayed in attending the earlier discussion due to an extended employment engagement). Bruce will be following up with Matt (A. Keener) on the open issues.

Bruce was contacted by a resident regarding a mole issue. He investigated the issue as well as those whom residents could contact. There is a concern that poisons pose a serious threat to resident pets, as does certain traps.

A new resident contacted Bruce as to what services the HOA provided homeowners.

A resident identified several issues that needed to be addressed at the gazebo, and included a rusted lamp fixture, possible painting of the tables, and a damaged lock.

Bruce reported that the fiber lines have been buried and should not pose an issue for mowing.

The Board was informed that Moscarino and WeedPro have planned to start services within the next two weeks – weather permitting.

## OLD BUSINESS

A trailer, which was parked in a resident's driveway was removed, after the homeowner was advised that parking of such vehicles was prohibited.

Speed Signage was discussed. The Montville Township Police Chief was asked to provide his professional opinion as to the location of the radar speed sign on Watercourse. The information was presented to the Board, as was the purchase of the post for the sign. Shawn stated that he will be in contact with the residents near where the sign will be posted.

## NEW BUSINESS

There was a call to create a "Scope of Work" for the different services/contracts within our development. The template will act as a guide to ensure that all the various services that are expected are spelled out and incorporated in future contracts. Bruce will lead off the effort with other Board Members assisting in the creation of the various templates. It should ensure consistency of services even if contractors change, or new Board Members join the Board.

The Annual Meeting of June 23<sup>rd</sup> at 7:00 PM was confirmed. Shawn will contact Fox Meadow Country Club for accommodations.

Bob Beres requested that Aqua Doc provide to the Board a verbal presentation on their findings of our two ponds. They are in great shape, but the question is, if we continue maintaining the ponds at this level is there a realistic timeline on when or if the ponds ever need dredging. Bruce will provide Bob with their report from last year and provide additional information if needed.

NEXT MEETING: April 25<sup>th</sup> (Monday) at 6:30 at 4004 Hedgewood Drive.

ADJOURNMENT at 8:46 PM:

*(Minutes were prepared by William Hanigan, Secretary on April 1, 2022)*