

Country Lakes Homeowners Association
Trustee Meeting
Monday, June 19, 2023

Meeting called to order by Bill Hannigan at 6:31 pm. Meeting held at Hanigan residence at 3953 Hedgewood Drive.

1. Those attending the meeting:

Board Members: Bill Hanigan, Kerry Winer Don Kelley, Beth Whitson and Vince D'Angelo. Other requested attendees: Anthony Embrogno, and Bruce Buller.

2. Election of Officers

A series of motions were made in the election of officers and establishing a staggered term of office for the Trustees. The election and terms were unanimously approved. Term was three years.

Bill Hanigan was elected President. Term of two years to end in 2025

Kerry Winer was elected Vice President. Term of three years to end in 2026

Don Kelley was elected Treasurer. Term of one year to end in 2024.

Beth Whitson was elected Secretary. Term of two years to end in 2025.

Vince D'Angelo remains as Trustee. Term of three years to end in 2026.

3. Appointment of the Chair of Design Review Committee

Vince D'Angelo

Motion to approve by Bill Hanigan, 2nd by Kerry, unanimous approval.

4. Appointment of Welcome Committee

Co-chairs, Don Kelly and Beth Whitson.

Motion to approve by Bill Hanigan, 2nd by Kerry, unanimous approval

5. Board Liability Coverage.

Don Kelley asked about Board Liability Coverage. Policy renewal was just received on Monday, June 19, 2023.

6. Financial Report: Anthony Embrogno

a. Anthony explained the different reports to the new Board Members and what they mean. Bill explained that he would like to see a category for reserves going forward. Don and Anthony discussed the best way to put that into the report.

b. Motion to approve to reinvest the mature value of the Santander Bk CD into a new one-year CD at the available rate but not less than 5%. Motion to approve by Vince D'Angelo, 2nd by Don Kelley, unanimous approval.

c. Motion to approve the new Treasurer and Vice President to obtain access to Country Lakes accounts of checking and savings being held by Westfield Bank with the intent of overseeing such transactions as set by the Country Lakes HOA Board of Directors and for the Treasurer to be issued a debit card so as to pay Country Lakes HOA expenses that cannot be paid by check or cash. Motion to approve by Beth Whitson, 2nd Vince D'Angelo. Unanimous approval.

d. Motion to approve the new Treasurer to obtain access to the Country Lakes HOA Account held by Edward Jones for the purpose of overseeing the investments of Country Lakes HOA in allowable instruments of investment as charged by the Country Lakes HOA Board. Motion to approve by Vince D'Angelo, 2nd by Kerry, unanimous approval.

- e. Motion to approve and pay Workman's Compensation's annual fee of \$363 to cover Bruce Buller since he does go on to different properties to check to see about any problems with the properties. Motion to approve by Bill Hanigan, 2nd Vince D'Angelo, unanimous approval.
- f. Motion to approve the removal of all past Board Members, including Shawn Smith and Bob Beres from the Country Lakes HOA financial accounts at Edward Jones and Westfield Bank and the termination of the debit cards issued by Westfield Bank. Motion to approve by Don Kelley, 2nd by Beth Whitson, unanimous approval.
- g. Motion to approve the reimbursement of annual name tags in the amount of \$6.37 (\$5.97 + \$.40 tax) to Bob Beres. Moved to approve by Bill Hanigan, 2nd by Kerry Winer, unanimous approval
- h. Motion to approve the Financial Report by Vince D'Angelo, 2nd by Don Kelley, unanimous approval.

7. Design Review Committee Report: Vince D'Angelo

- a. Vince explained to the new Board Members what the process was for Design Review.
- b. There were three applications in the month of May and beginning of June for various replacements of lights, landscaping and roofing. All followed the application rules and all replacements were approved by Vince.
- c. There is a property on 4045 Hedgewood Drive that would like to expand their driveway by their garage so that they can park a car there. There is precedent that this can be done and will be approved.

8. Property Manager Report: Bruce Buller

- a. Bruce explained to the new members who the various service providers are such as lawn care, pest control, etc.
- b. Motion to approve the sealing of the front wall entrance and guard shack and grill for \$2,180 and caulk the expansion points at the end of the driveways for \$3,435. Moved to approve Bill Hannigan, 2nd Don Kelley, unanimous approval.
- c. Motion to approve the payment of \$2,975.00 to Salupo Sprinkling Systems for the repair of common area sprinklers. Moved to approve by Don Kelley, 2nd Vince D'Angelo, unanimous approval.
- d. Motion to pay J7J Renovations for the power washing of the gazebo and tables within the gazebo. Motion to approve by Bill Hanigan, 2nd Vince D'Angelo, unanimous approval.
- e. Bruce brought up past snow plowing companies and issues we have had with them. We used Jackson Hunter last year. There were 10 saltings and one plow. He is offering us the same contract fee as last year with no increase for the next three years. While the base fee is the same, we will pay for each salting. There will be a fuel surcharge only when gas would go above \$4.50/gal. Then there would be a 5% surcharge. This company does have full-time employees. Motion to approve by Don Kelley and 2nd by Vince D'Angelo, unanimous approval.
- f. There was a homeowner request to get rid of overgrown and dead bushes in the communal property by the lake adjacent to 4092 Watercourse Drive. Pictures were shown to the Board Members. Al's Lawn Service quoted \$427 to remove the bushes and just reseed the lawn. Moscarino's quoted \$964 for the same service. Motion to approve Al's Lawn Service to take care of this by Vince D'Angelo, 2nd by Don Kelley, unanimous approval.
- g. There will be a new timer for Sunset Lake.
- h. There have been some complaints about Moscarino not trimming the bushes in the front of homes in Country Lakes. There will be some continued discussion amongst the Board about what to do about this issue.

9. No Old Business

10. New Business

- a. Anthony will be helping new members to get onto the Google Suite of services.
- b. Bill will be looking through the box of things Anthony got from Shawn Smith and see if there are any other archived files and documents he needs to retrieve from any past Board Members.
- c. Don already has keys for the gazebo cabinets. Bill will look to see where keys for the guard house are.
- d. Don mentioned that the covenants should be updated as such things as “Declarants” and “Open Lots” no longer apply to Country Lakes. This is something that we would need to talk to Kaman and Cusimano about and will be discussed at a later meeting.
- e. The Board will try to meet regularly on the 2nd Monday of each month at 4:30 pm. This may get changed as needed.
July meeting will be at Vince D’Angelo’s home.
August meeting will be at Don Kelley’s home.
September meeting will be held at Beth Whitson’s home, 4090 Watercourse Drive.
October meeting will be held at Kerry Winer’s home.

Executive Session

Meeting adjourned at 8:41 pm.

(Minutes were prepared by Beth Whitson, HOA Board Secretary)