

COUNTRY LAKES HOME OWNERS ASSOCIATION

MEETING OF THE BOARD OF TRUSTEES

DATE: May 22, 2023

MEETING of the May 22, 2023 Country Lakes HOA Board was called to order at 6:32 PM (Monday) at 4033 Watercourse Drive.

BOARD MEMBERS:

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

OTHER REQUESTED ATTENDEES:

Anthony Embrogno – In Person  
Bruce Buller – Not In Attendance  
Don Kelley – Invited Guest  
Beth Whitson – Invited Guest  
Kerry Winer – Invited Guest

President Smith took time to explain to the invited guests, who had shown interest in serving on the Board, the structure and activities of the Board. At the close of the meeting he asked and responded to a few questions that they presented.

ACTION TAKEN BY THE BOARD WITHOUT A MEETING SINCE ITS APRIL 27TH BOARD MEETING.

On May 10<sup>th</sup> the Board electronically approved the Country Lakes HOA participation in the Kiwanis Club’s “Parade of Flags”.

MINUTES FROM APRIL 27TH BOARD MEETINGS:

Motion to Approve the April 27th Minutes:  
Motion to Approve: Bob Beres  
Seconded: Vince D’Angelo  
Vote: The motion passed with four affirmations and no dissents.

TREASURER’S REPORT

In the absence of a Treasurer, Shawn Smith lead the Treasurer Report. The information provided was produced by Anthony Embrogno, Assistant Treasurer.

As of the end of April our Reserve Account held \$454,249.04 and our checking account had a balance of \$62,553.71. For the month revenues were greater than expenditures, as would be normal for the month of April.

We have eight homeowners that continue to pay by annual check; whereas the ACH is utilized by others.

The remaining three reports were covered which explained the purpose of each. It was also explained that there are two levels of check approval. The first refers to contracted services

where the Board had previously approved the service, such as utilities, contracted landscape agreements and contracted staffing support. The second type requires payment only after Board approval of the invoice, and involves a specific service that is restricted in structure and requires the Property Manager to approve the completion of the work, prior to the Board voting on the payment. The latter is often conducted by electronic means by the Board to ensure timely payment to the contractor.

Shawn Smith informed the Board that he will be adding Bill Hanigan to both the HOA's Westfield checking account and our Reserve Account at Edward Jones. The timing is based on transitional needs of the Board following the 2023 Annual Meeting of Homeowners. This was followed by an explanation of the investment structure of our Reserve Fund CD's.

#### Motion to Approve the Treasurer's Report

Motion to Approve: Vince D'Angelo

Seconded: Bob Beres

Vote: The motion passed with four affirmations and no dissents the motion passed unanimously

#### DESIGN REVIEW REPORT

Vince D'Angelo informed the Board that DRC applications slowed in April. The total was three. Two requested front landscaping where one was to replace a single plant with the other more extensive. Both were approved.

The third request involved a rear deck enclosure. It was pointed out that several such enclosures had been approved in the past with the restriction that immediate neighbor views were not impinged. The color will match the house and the request was approved.

Vince further stated that homeowners need to understand that the applications must be drafted and submitted by the homeowner and not their contractor. The issue is that it is the homeowner that is making the request. Concern over whether a contractor submits what the homeowner requests is the issue and the HOA does not wish to be in the middle of any misunderstanding.

#### PROPERTY MANAGER'S REPORT

Bruce Buller, Property Manager submitted a written report which was read by Shawn Smith in Bruce's absence. Calls from Homeowners included:

- There were two calls about Moscarino's crew not cleaning up dead grass in clumps and on a patio.
- A homeowner called about an in-ground device that was perceived to have been broken by the power mowers. Bruce is awaiting a response from Moscarino.

Contractors are working on the following:

- Power washing the Gazebo for the upcoming Memorial Weekend activities
- Mailboxes are being repaired with several new mailboxes to be installed

- Moscarino has been contacted for a confirmed date for spreading of the mulch
- Bruce has obtained preliminary quotes for repair and sealing of the front wall, guard shack and the Gazebo grill. Further negotiations are underway
- Driveway caulking and road crack repairs will be scheduled for review after the Memorial Holiday

Bruce is requesting quotes to remove several dead bushes in the common areas and with the plan to plant new bushes in 2024 at those locations.

OLD BUSINESS:

Annual Meeting:

A homeowner requested a proxy for the upcoming election of officers. Shawn Smith will forward the proxy.

A Pre-Annual Meeting of the Board will be held on June 7<sup>th</sup> at 4033 Watercourse to walk through the Annual Presentation.

Board Transition:

The Board polled the invited guests as to their continued interest in serving on the Board and running for election. The three individuals confirmed.

Unanimous agreement that a short training session will be conducted for new and existing Board Members following the Annual Meeting, including access and use of computer related software.

Welcome packets for the Board will be made and given to them following the Annual Meeting, along with some required paperwork of signage.

A general discussion was conveyed surrounding such items as meeting schedule, learning curve on duties and responsibilities, etc..

NEW BUSINESS: No new business was presented

NEXT MEETING: TBD for the next regular meeting with a short gathering following the Annual Meeting.  
Location: 3953 Hedgewood Drive (Hanigan Residence)

ADJOURNMENT at 8:02 PM:

*(Minutes were prepared by William Hanigan, Secretary)*