

COUNTRY LAKES HOME OWNERS ASSOCIATION

MEETING OF THE BOARD OF TRUSTEES

DATE: November 22, 2022

MEETING of the November 22, 2022 Country Lakes HOA Board was called to order at 4:41 PM (Wednesday) at 3938 Hedgewood Drive.

BOARD MEMBERS:

Shawn Smith – In Person
Bob Beres – In Person
Roger Carron – Attended via video conferencing
Bill Hanigan – In Person
Vince D’Angelo– In Person

OTHER REQUESTED ATTENDEES:

Anthony Embrogno – In Person
Bruce Buller – In Person (Delayed Arrival)

ACTION TAKEN BY THE BOARD WITHOUT A MEETING SINCE ITS OCTOBER 24TH BOARD MEETING.

No Action was taken by the Board.

MINUTES FROM OCTOBER 24TH BOARD MEETINGS:

Motion to Approve the October 24th Minutes:
Motion to Approve: Vince D’Angelo
Seconded: Bob Beres
Vote: The motion passed

TREASURER’S REPORT

Roger Carron, Treasurer stated the status of our cash in the bank as of October 31st. Our Reserve Balance for the end of October was \$451,795, which was down from September’s balance of \$459,636. The draw was a result of expenses outpacing revenues for the month. He commented in detail that our revenues for the last two months of the year plus a major reduction in expenses will provide the required funds to both repay the Reserve Fund as well as meeting our 2022 Reserve Fund Contribution.

Roger presented a year end 2022 projection of revenues and expenses, which detailed revenues from a tax refund, payment from the Master Association for landscape charges, and homeowner dues. Roger offered further insight on expected CD interest returns for next year, and the annual reinvestment of each group of the CD’s now mature each quarter.

The Board discussed the need to provide greater detail with the various categories of expenses and minimize the use of grouping expenses under miscellaneous accounts. An example of how those break-outs and alignment of expense categories could look was presented. Other details of the Budget vs. Actual were discussed for clarification and determination of any possible outstanding expenses.

A new resident to our Country Lakes Community was announced. Gregory and Paula Gilmore Anthony Embrogno explained how a double withdrawal from the ACH accounts of homeowners occurred, and how a procedural process error which was not communicated to our finance team was the cause. Assurances were made that now with knowledge of the procedural process, the error will not occur again. The bank made immediate (same day) correction to all accounts.

Motion to Approve the Treasurer's Report

Motion to Approve: Bill Hanigan

Seconded: Shawn Smith

Vote: The motion passed

DESIGN REVIEW REPORT

Vince D'Angelo, DRC reports that we received three requests from homeowners. Two involved front door assemblies and the other was for a screened-in deck replacement. All three requests were approved.

In the matter of sending out a communiqué to homeowners about a change in policy concerning the use of flower boxes, it was determined that such outreach should more closely align with the appropriate spring season.

PROPERTY MANAGER'S REPORT

Bruce Buller, Property Manager in his homeowner contact presentation:

- A homeowner complied with the need for a clean-up with a dead tree and weeds being removed, and a commitment to have the lawn seeded in the spring.
- A contractor left some equipment on a resident's property and it was relocated to the appropriate location.
- A mole thumper had been damaged by the landscaper, and the homeowners will be reimbursed by them.
- A question concerning the date of fertilization was conveyed to a homeowner when the original date was rained-out and rescheduled to the following Wednesday.
- A homeowner had questions concerning fertilization. The matter was discussed.

Other issues:

- The Christmas Lights were installed as scheduled. Several issues regarding timers, possible ground fault and mushroom lights on the front island were being addressed.
- The soil samples from Weed Pro show that all four areas are similar.
- Moscarino has completed fall trim.
- Bruce received 2 quotes for next year's mulch removal.
- He also received quotes for a proposed 2023 heavy trimming of shrubs around the ponds
- Akron Pest was consulted about modifications of next year's scheduled applications.

- A report was provided on the status of lighting on the streets. Bruce conducts a report on homeowners whose front lamp lights are not functioning, and Bill conducts outreach to those and conducts follow-up. The printed report was to provide the Board an overview of the process and will not be a regular monthly report

OLD BUSINESS:

The Board was informed that the signed contract with Jackson Hunter for Snow Removal purposes was placed in the Board's HOA Drop Box, as well as the agreement between the Master Association and Country Lakes HOA over Green Space Maintenance.

NEW BUSINESS: 2023 Budget Discussions

The Montville Township Police Department had provided a requested officer to be in the area during the night of Country Lakes HOA Trick or Treat Event. Appreciation was conveyed to Police Chief Matthew Neal

Bill Hanigan addressed the Montville Township Trustees about recent increases in homeowner charges by Kimble Recycling and Disposal. The fuel surcharge was a negotiated charge between the service and Montville Township. Trustee Sally Albreicht had Joe Sciaretti from Kimble to contact Bill and answer questions related to their contract and invoicing. The conversation addressed all open questions.

2023 BUDGET

Bruce Buller had updated his 2023 Budget items per the previous meeting requests. Roger and Anthony were requested to incorporate the discussed Administrative changes and noted revenue adjustments. A segment of the discussion was about the Reserve Fund, its allowable expense, the application of interest and the request to schedule a future meeting with CRS (Community Reserve Specialists).

After lengthy deliberation a consensus was attained over 2023 budget numbers with the understanding that several requests would be placed in the calculations and that our December Meeting would confirm our discussions.

NEXT MEETING: Date: December 15th / Location: 3953 Hedgewood Drive

ADJOURNMENT at 6:31 PM:

(Minutes were prepared by William Hanigan, Secretary)