

COUNTRY LAKES HOME OWNERS ASSOCIATION  
MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 11, 2023

Meeting of the December 11, 2023, Country Lakes HOA Board was called to order at 7:03 pm (Monday) at 3953 Hedgewood Drive (Hanigan residence).

BOARD MEMBERS:

Bill Hanigan – in person  
Kerry Winer – in person  
Don Kelley – in person  
Vince D’Angelo – in person  
Beth Whitson – in person

OTHER REQUESTED ATTENDEES:

Anthony Embrogno – in person  
Bruce Buller – called in while meeting was in progress

ACTION TAKEN BY THE BOARD WITHOUT A MEETING SINCE ITS November 20<sup>TH</sup> BOARD MEETING:

None

MINUTES FROM NOVEMBER 20<sup>TH</sup> BOARD MEETING: Beth Whitson

Motion to approve the November 20th, 2023 Minutes  
Motion to Approve: Kerry Winer  
Seconded: Don Kelley  
Vote: Motion passed unanimously

TREASURER’S REPORT: Don Kelley/Anthony Embrogno

*Resident Status Report.*

Finance has reported that we are not receiving information from the title companies as to the date of transfer of ownership or contact information, which has placed several new owners behind in their initial dues payment. In discussing possible remedies to this gap in information, when homeowners sell their property, they are required to notify the HOA in writing to stop the ACH deductions. At that time, there is the opportunity to request the name and contact information of the new owner. The Welcoming Committee will also make sure that the proper forms for ACH payments are in the packet given to the new homeowners.

*Reserve Fund: Edward Jones update: (Don Kelley)*

Don will send Anthony the end of month numbers on the various CDs so that he will have the correct numbers for the monthly report. As of the end of November, the correct amount in the Reserve Fund is \$409,896.75. The next CD has a maturity date of January 18, 2024. Don will get information about a new CD by the next meeting to roll over to another CD. He is continuing to watch and rotate the CDs as they mature for the best possible interest rate.

*Forecast: Estimated Balances for EOY 2023 after Income/Expenses/Reserve Contribution.*

Reserve payment of \$7,175 has not been paid yet, but will be paid by the end of the year. Budget to actual – we have roughly \$17,600 in expenses due by the end of the year. Once the reserve fund is paid, we should be about \$1,000 in the black.

Bill obtained conflicting information as to whether interest earned from the Reserve Fund CDs and declared as income, can be offset under IRS rules with Reserve Fund related expenses, such as insurance costs related to HOA Asset coverage. The matter will be further pursued.

Motion to Approve Treasurer's Report: Kerry Winer

Seconded: Vince D'Angelo

Vote: Motion passed unanimously

DESIGN REVIEW COMMITTEE REPORT: Vince D'Angelo:

*New DRC Resident Applications and their Status:*

3984 Hedgewood. Dead tree in yard that will be removed. Board asked that homeowner have stumped removed.

4021 Watercourse. Window boxes were approved and resident is aware of maintenance requirements.

Vince reported that flower boxes are an ongoing issue in that some homeowners are not submitting a Design Review Application, so that the Committee can determine if the boxes and their maintenance comply with the community standard. He contacted a homeowner who had not submitted the required application and discussed the application process and need for their ongoing maintenance of the boxes. A further written follow-up will be sent to the homeowner.

PROPERTY MANAGER REPORT: Bruce Buller

*November 2023 Activity Including Resident(s) Calls:*

Damage done to the lawn near the Gazebo will be repaired and paid for by the member who did the damage.

4047 Watercourse – Vince got a message from homeowner. Water is running under their sidewalk and drive breaking up the cement. The homeowner has had two different landscapers over who say that too much mulch is causing the issue. Vince and Bruce will be going over to take a look.

Weed Pro will give a break down from the soil samples and give a recommendation of different treatments according to the needs brought up by the samples. Vince and Bruce will go over that recommendation with Ginny and get her input. Bruce expects to have that information by the next Board meeting.

Pro Lights. Wreaths were not up when Pro Lights put the rest of the lights on the entrance to Country Lakes. Bruce had called and by Sunday, the wreaths were up. Invoice for payment was ready and approved. Anthony had the check ready for signing at the meeting.

Anytime Tree. Bruce is trying to get this resolved by the end of the year. It is requested that they put in some other items into their quote like not trimming trees when snow is on the ground, that they do a full clean up. Anytime Tree says that the trimming of trees will take three days

to complete. This should be done in January/February of 2024. We will be asking Ginny about her thoughts on trimming the tops of the trees as we have heard conflicting information.

**WELCOMING COMMITTEE REPORT: (Don and Beth)**

Don passed out a form that will be given to new residents as part of their welcoming packet. A few typos were mentioned to correct. Bill requested that the revised form continue to state, "Would you like your contact information to be included in our neighborhood directory (HOA Website) and for use for the Country Lakes Newsletter." (Either yes or no)

The Kelleys and Whitsons will be having a get together at the Kelley residence with some new residents on Monday, December 18 and presenting them with a welcome basket and information.

Don brought a sample welcome basket to show the Board. It was very nice.

**OLD BUSINESS:**

*Budget review:*

Bill made a couple of corrections on the Google document and Don and Anthony will be able to use those numbers to go ahead and draw up the budget for 2024.

The Board looked at the letter that will sent to residents about the HOA rate increase. It will be sent by email immediately after the meeting.

**NEW BUSINESS:**

2023 Annual Letter will be sent in January. Bill asked that the Board write something for our respective offices.

Bill contacted the company that the traffic speed signs were purchased from. The company will not buy them back, but will honor our contract with software management if anyone else would purchase them. The Board discussed thoughts on who might be interested in purchasing them. They will be left on for now, but will have no reporting done. Bill had copies of the reports that showed there was no percentage decrease in the amount of speeding within the neighborhood even with these signs. The Montville police will be contacted to see if they may want them.

Medina Fiber easement was signed by the Master Association. Medina Fiber has already been put in throughout Country Lakes. Each subdivision was supposed to also sign off on this easement, but did not. Medina Fiber is asking us to sign this. Bill has looked at the agreement and had a question as to what "the property" in the agreement meant. They are supposed to show where the easement is, and they have not. There was also a question as to giving up a right without compensation. This will be discussed further.

Email list. There has been some question as to our resident email list and who can have access for it and for what purpose. It has been determined that no solicitation can happen with that email list. It shall only be used for the purpose of Country Lakes HOA business in communicating with our HOA Homeowners.

Next meeting date is January 8, 2024, 7:00 pm at 4004 Hedgewood Drive (D'Angelo residence).

Request to adjourn at 8:28 pm  
Motion to adjourn: Vince D'Angelo  
Seconded: Kerry Winer

*Final Minutes approved 1/8/2024*