**COUNTRY SQUIRE ASSOCIATION BOARD OF DIRECTORS MEETING**

**September 18, 2018**

The September meeting of the Country Squire Homeowner’s Association Board met in the clubhouse on September 18, 2018 at 6:00 p.m. The meeting was rescheduled from the normal date of September 11. Those present were Wes Benitz, Mike Prussman, Tom Rachow, Jackie Frakes, Linda Embrey, Kay Patterson, Ginny Coburn, and Sandy Hamlin. Wes welcomed our guest, Phyllis Graff.

**MINUTES:** Kay made the motion to accept the minutes with a small change. Linda seconded the motion and the minutes were approved.

**TREASURER’S REPORT:** Tom reported the checkbook balance to be $23,477.38 and the special account balance as $71,093.26. Ginny made the motion to accept the report and Jackie seconded. Motion carried.

**Questions and Concerns of Owners Present:**

**Phyllis Graff, 101 N. 43rd St.**, just came to find out what was happening.

**OLD BUSINESS**

Security Cameras and Clubhouse Access – Tom pointed out the new cameras which were recently installed and demonstrated how “motion” can be picked up. The lights now go off automatically except the chandelier. The keypad on the outside of the front door uses a 4- digit code plus the pound sign or a key fob can be used after getting a code from Tom. These are the only two ways all members should get into the building.

Internet Password for residents – Wes has not given the password to residents but will contact Suddenlink about getting secured and unsecured assess to use in the clubhouse.

Pickleball court – Jackie would like to see a pickleball court put in place of the tennis courts. This was tabled for now.

Patio inspections – Four people have patios which need cleaned up. Three have contacted Wes. One has done the work needed, one will complete the tasks this autumn, one had questions for Wes, and one has done no work. We will contact Ed Jenkins to clean up the patio area and bill the resident who has done nothing. For 2019, a team consisting of Jackie, Kay, Linda, and Ginny will inspect the patios next spring. Wes will give them forms he used.

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**NEW BUSINESS**

KCP&L are replacing underground lines. It has been recommended to Wes to have all residents contact KCP&L and complain about having temporary lines as that means more outages for us. Wes will e-mail this information to the residents.

Fence Payment Schedule – Mike made the motion to change the association reimbursement for fence replacement to $100 for the short side and $300 for the long sides. Tom seconded and the vote passed.

Tennis Court removal - Wes proposed that in the 2018-2019 budget we use $15,000 to take out the tennis courts and fences and put grass seed on it for now. The following year, we need to replace the parking lots. Linda made the motion for this proposal and Ginny seconded it. Motion carried.

Annual Meeting October 9, 2018, 7:00 p.m. Wes will have the proposed agenda to the Board before the meeting for additions and/or corrections. Responsibilities are: (1) Kay and Sandy will hand out packets and make sure residents sign in and give them any proxies they may have

(2) Mike, Loretta, and Kay will work on the budget with the numbers coming from Tom;

(3) Mike and Wes will explain maintenance completed this year; (4) Wes will talk about the proposed work for 2018-2019; (5) Wes will discuss the January increase in maintenance fees. Board members need to report at 6:30 p.m. for set up.

**Association Responsibilities**

**Maintenance**

Prospective owner at 1511 Buckingham told Wes they were told the roof was to be replaced in 2019. Mike said that was not so but we will take care of the gutters.

Concrete Projects – Mike got a bid on a trial basis from Sam Meares Concrete for $17,174 for our part of a driveway and sidewalk repair at 4208 Douglas (owner paying 1/3). Mike made the motion and Kay seconded to split up maintenance to the special account for concrete, additional siding and painting and the rest to the regular account.

Passed. Smiths will pay one-half for the driveway at 4205 Buckingham Court. Mike made this motion and Tom seconded. Motion passed.

Buckingham Street Projects – Roberts Roofing will install guttering to all flat-faced units having no gutters for $3,164. 1509-1511 Buckingham need gutters replaced.

1609 Buckingham Street - $6,000 to replace around the bottom, under the siding (1/2).

Other Projects – 4203 Buckingham Court – siding, trim and roof fascia $1400.

4205 Buckingham Court - $500 to fix joint in siding; 4213 Country Lane – replace brick which is bulging for $4,000.

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Clubhouse - A bid from Wheeler to replace chandelier was listed as not a priority.

Tom reported that Dry Basement came to check the sump pumps. Service call was $158. It will cost $1063 to replace 2 pumps. Every three months Tom will check the pumps and clean them. Tom will take care of a faucet in the basement which needs replaced. HVAC – Mike said the Freon was ok but the furnace filter needs replaced. Wes mentioned that he eventually want to put a new thermostat in the clubhouse.

Swimming Pool – Wes stated that in addition to the $599 we voted to pay Tom for upkeep of the pool and clean the sump pumps, Sharon Rachow should be included for an additional $599 as she helps Tom.

Lawn Care – Seeding this year was $2200.

 Volunteer shrubs and trees – Kay is to call Ed Jenkins to cut out volunteer huckleberry trees.

Snow Removal – Jackie is to call Ed to see if he would like to extend his contract this winter.

Memorial flowers – none

Neighborhood watch – Wes stated that he received no response from the newsletter.

The next meeting will be the Annual meeting on October 9, 2018 at 7:00 p.m. As several Board members will be out of town in November, the next monthly meeting will be held December 18 at 6:00 p.m. The meeting adjourned.

Respectfully submitted,

Sandy Hamlin, Secretary