

Weathersfield Service Group (WSG-VI)
Board of Directors Meeting - Minutes
August 27, 2026
The Gathering Place

President Newton called the meeting to order at 2:03 p.m. Directors Ernie Clarke, John Bailey, Rebecca Newton, Craig Barker, Cheri DeRosia, Jim Buie, Dan Thomas, and Maria Tanner were in attendance; therefore, a quorum was present. Millhouse Properties (MHP) representative Michelle Johnson was also in attendance

Motion: Director Barker made a motion, which was seconded by Director DeRosia, to approve the Board minutes for May 28, 2026. The motion passed unanimously.

Property Manager's Report – Michelle Johnson, Mill House Properties representative

- July financials have been shared with the treasurer and president. Financial reports separating the capital projects have been approved by the Board and posted on the website.
- Five (5) work orders were opened. A list has been shared with the Board.
- Ruppert has been mowing, edging, and blowing.
- Davey Tree will provide a quote for removing the dead tree at 579.
- Pressure washing is still on hold due to watering restrictions. Once restrictions are lifted, CTI will proceed and include the sidewalks, curbs, and gutters.
- The paving in the 530-539 close has been rescheduled for September 3-4. The 595 and 596 closes have been paved. Mill House has provided updates via text, email, and flyers.
- The Board voted to hire Out the Door Plumbing to move the sewer line at 570, as it is currently under the porch at 571.
- Ruppert provided a quote for the swale located along Weathersfield Road. The quote has been shared with the Board for a vote.
- The termite inspection will be conducted on September 11 from 8:00 a.m.-5:00 p.m. Mill House has notified residents.
- The WSG Annual General Meeting will be held on November 7; therefore, the Board needs to have all annual meeting reports ready by the September 24 Board meeting.

Treasurer's Report – Craig Barker

- Proper segregation of the Reserve Fund (Contractual Obligation Fund) is still a work in progress.
- Treasurer Baker submitted the Monthly Financial Report revised 08/23/26 using the data provided by the Mill House Properties HOA bookkeeping team. The pie chart depicts where the \$397 monthly dues are spent. This information is available on the WSG-VI website.

Motion: Director DeRosia made a motion, which was seconded by Director Clarke, to approve the July financials. The motion passed unanimously.

Architectural Committee: Chair, Cheri DeRosia

- The plan for the replacement of an existing deck at 593 Woodbury was approved.
- Director DeRosia presented a draft of Outdoor Accessibility Guidelines including ramps, chair lifts, and other assistive devices for those residents who seek the review and approval of the Board for accommodations under the Fair Housing Act.

Utilities Committee – Chair, Dan Thomas

- Redirection of the sewer line at 571 has been completed by Out the Door Plumbing.
- Out the Door Plumbing resolved a few plumbing issues that were outside of the owners' responsibilities. Director Thomas reminds all homeowners to use Out the Door Plumbing for plumbing issues.
- Mill House will create an electronic platform for the Board to review and vote on a proposal by Ruppert to resolve some drainage issues.
- The Board will request that Ruppert reposition a 4-foot concrete flat top that has been moved away from the inlet for a storm sewer, posing a safety hazard for children or residents.

Landscaping Committee – Chair, John Bailey

- **Crepe Myrtle Bark Scale** – The crepe myrtles responded well to the initial treatment for bark scale. Director Bailey has been conferring with Joe Joyner of Davey Tree and Matt Jones of Chatham County Cooperative Extension to determine if further treatment will be needed. It was recommended that we get a second opinion from Treeist.
- Landscape work has slowed down due to the drought and heat wave.

- Several pine trees are infested with pine bark beetles; therefore, Director Bailey will seek input from the Cooperative Extension Agency and Joe Joyner of Davey Tree regarding tree removal and/or preventive treatment.
- The Board has approved the idea of a holiday cash gift from our residents to our regular Ruppert work crew. Donations will be strictly voluntary.
- Director Bailey has been working with Mill House and President Newton on a draft document outlining the protocols for requesting landscape services. When it is finalized, he will post it on the WSG-VI website. Residents should communicate **via email** with the Landscape Director and Mill House Properties.
- Trees that are tagged will be removed or pruned at the same time to save money by avoiding having Davey Tree come in multiple times a year. Mill House will request a quote from Davey Tree and Treeist.
- There are problems in some areas where the grass is patchy. Director Bailey will communicate with Ruppert and possibly the Cooperative Extension Service about ways to remedy the situation.

Building and Maintenance Committee – Chair, Ernie Clarke

- The roofs in 530-535 have been replaced. That finalizes the schedule for this year.
- Work orders have been placed for shutter repairs.
- A resident may request to have a skylight replaced at their own expense. It is not required that the contractor be Chief Roofing. WSG-VI is not responsible for the cost of skylight replacement or anything that involves glass, such as storm doors or windows.
- There have been few maintenance requests over the summer except for garage door repairs. Our contractor for garage door repairs is now “Ready to Roll”.
- Power washing is still prohibited by the water company due to drought in Durham and surrounds. CTI will power wash the siding, sidewalks, and gutters.
- The paving at 540-545 Weathersfield, 594A-F Woodbury, 595A-F Woodbury, and 596A-F Woodbury have been completed. Paving for 530-539 Weathersfield will take place on September 3-4.

Communications Committees – Chair, Jim Buie.

- The fall neighborhood dinner will be November 14. There will be a “save the date” email, a reminder with the menu in September, and a distribution of flyers with menu and sign-up coupons in October, with October 31 as the deadline.

- Director Buie will communicate with Brian K., who designed Countrywide's website, to get an estimate on a redesign of the WSG-VI website.
- Mill House will provide the names of all new residents who have moved in within the last year to make sure they are properly greeted as newcomers and are provided with welcome packets.
- Residents are reminded that there are get-togethers on Wednesdays at the Grove.

Other Business

- Currently there are seven (7) units that are rented out of the twelve (12) rentals that are allowed by the By-laws.
- According to the Covenants, there are **no** assigned parking places, and **no** parking signs are allowed. The residents in each close will need to communicate with their neighbors to resolve parking issues.
- President Newton will not be running for re-election in November; therefore, the position of President will be open. The position of Vice-President is also still open. Director Bailey is up for re-election. The WSG-VI By-laws specify that the Board must have 5-9 directors.

Motion: Director Clarke moved to adjourn the meeting, and Director DeRosia seconded the motion which passed unanimously. The meeting was adjourned at 3:30 p.m.

The next Board meeting will be at 2:00 pm in the Gathering Place on September 24, 2026.

Respectfully submitted,

Maria Tanner

Secretary

August 31, 2026