COUNTRYSIDE PROPRIETARY
BOARD OF DIRECTORS MEETING
Zoom Remote Meeting
Wednesday, February 4, 2026

BOARD MEMBERS PRESENT:
Penny Francke – Oakridge
Fredrik Wallin – Welbourne
Roddy Dean – Morven
Jim Krips – Rokeby
Dave Barrie – Oatlands
Richard Bartsch – Belmont *(Arrived at 6:07 PM)*

BOARD MEMBERS ABSENT: None

OTHERS PRESENT:
Elizabeth Stulga – Legum & Norman
Ally Koehler – Legum & Norman

CALL TO ORDER:
Penny Francke called the meeting to order at 7:03 PM.

EXECUTIVE SESSION:
Roddy Dean stated **Mme. President I move that this meeting be recessed, and the Board of Directors immediately reconvene in executive session to consider personnel matters, discuss and consider contracts, discuss and consider pending or probable litigation & discuss and consider matters involving violations or the declaration or rules and regulations as permitted by subsection B of Section 55-510.1 C of the Virginia Property Owners' Association Act. There are no matters identified on the meeting agenda**. Fredrik Wallin seconded the motion. Motion carried unanimously. The Board of Directors entered into Executive Session at 6:02 PM.
Section 55-510.1 C of the Virginia Property Owners' Association Act provides:
No contract, motion or other action adopted, passed or agreed to in executive session shall become effective unless the board of directors or subcommittee or other committee thereof, following the executive session, reconvenes in open meeting and takes a vote on such contract, motion or other action which shall have its substance reasonably identified in the open meeting. The requirements of this section shall not require the disclosure of information in violation of law.
The Board exited Executive Session and reconvened in open session at 7:02 PM.

APPROVAL OF THE AGENDA:
Fredrik Wallin **moved that the Board of Directors approve the agenda as written**. Roddy Dean seconded the motion. Motion carried unanimously.

APPROVAL OF MEETING MINUTES:
Fredrik Wallin **moved that the Board of Directors approve as written the minutes of the Board of Directors Meeting January 28, 2026.** Jim Krips seconded the motion. Motion carried unanimously.

RESIDENTIAL PARTICIPATION/GUESTS: 0 Residents were in attendance. Items discussed: **None**

GENERAL BUSINESS:

A. **OLD BUSINESS: None**

B. **NEW BUSINESS:**

Salary/Overtime Payment
Richard Bartsch **moved that the Board of Directors approve item 1 on the agenda.** Jim Krips seconded the motion. Roddy Dean made a friendly amendment to add "subject to L&N policy". New motion read: **moved that the Board of Directors approve item 1 on the agenda, subject to L&N policy.** Friendly amendment approved and seconded. Oakridge, Morven, Rokeby & Belmont voted for the motion. Welbourne voted against the motion. Oatlands abstained from the motion. Motion carried.

Acct #2905190
Fredrik Wallin **moved that the Board of Directors extend the violation deadline to April 15, 2026.** Jim Krips seconded the motion. Oakridge, Morven, Rokeby, Belmont & Welbourne voted for the motion. Oatlands abstained from the motion. Motion carried.

Representation Letter for 2024 Audit
Roddy Dean **moved that the Board of Directors authorize a board member signing the Gold Klang Representation Letter for the 2024 audit.** Richard Bartsch seconded the motion. Motion carried unanimously.

ARCHITECTURAL ITEMS: None
FACILITIES: None
FINANCE: None
GROUNDS: None

INFORMATION/DISCUSSION ITEMS:

- Reminder Deadline is February 9, 2026 for Juli Briskman's plan

COMMITTEE REPORTS: None

MANAGEMENT REPORTS:
Management Report: Management Update on Transition

Cell Phones
Fredrik Wallin **moved that the Board of Directors approve the cancellation of 3 cell phones, retention of the tablets, and authorization of Elizabeth to obtain bids for consolidating the Comcast, Verizon, and AT&T bills to one carrier.** Richard Bartsch seconded the motion. Oakridge, Morven, Rokeby, Belmont & Welbourne voted for the motion. Oatlands voted against the motion. Motion carried.

February Late Fees
Fredrik Wallin **moved that the Board of Directors approve waiving late fees for February 2026.** Jim Krips seconded the motion. Oakridge, Rokeby, Belmont, Welbourne & Oatlands voted for the motion. Morven abstained from the motion. Motion carried.

Microsoft 365 Subscription
Fredrik Wallin **moved that the Board of Directors approve the purchase of a Microsoft 365 Subscription for office staff.** Richard Bartsch seconded the motion. Penny Francke made a friendly amendment to add **"**at a price NTE $130.00**".** Friendly amendment was accepted and seconded. New motion read **moved that the Board of Directors approve the purchase of a Microsoft 365 Subscription for office staff at a price NTE $130.00 per year**. Motion carried unanimously.

Adobe Licenses
Fredrik Wallin **moved that the Board of Directors approve the purchase of 2 Adobe licenses at a price NTE $20.00 per month.** Roddy Dean seconded the motion. Penny Francke made a friendly amendment to change "NTE $20.00 per month" to "of $239.88 per year". Friendly amendment was accepted and seconded. New motion read **moved that the Board of Directors approve the purchase of 2 Adobe licenses at a price of $239.88 per year.** Motion carried unanimously.

Mail Chimp Essentials Plan
Richard Bartsch **moved that the Board of Directors approve the purchase of a Mail Chimp Essentials Plan subscription for $45 per month.** Roddy Dean seconded the motion. Roddy Dean made a friendly amendment to limit the subscription to a 1-year period. Friendly amendment was accepted and seconded. New motion read **moved that the Board of Directors approve the purchase of a Mail Chimp Essentials Plan subscription for $45 per month for a 1-year period.** Motion carried unanimously.

ADJOURN:

Roddy Dean **moved to adjourn the meeting.** Richard Bartsch seconded the motion. Motion carried unanimously. The meeting adjourned at 8:38 PM.

Respectfully Submitted,

Ally Koehler

Ally Koehler – Recording Secretary