

AWPOA 2017 Annual Budget Meeting

Thursday, January 12, 2017

The 2017 AWPOA Annual Budget meeting was hosted by Dirk and Dana Ward (#5). President Dirk Ward called the meeting to order at 7:08. All Trustees including Dirk, Jim Schwab, Terri Bateson, Jenni Robinson & Roy Clark were present. A sign in sheet included 17 property owners were represented as well as 10 voting proxies.

Secretary's Report

Secretary Terri Bateson read the minutes of the 2016 Annual Budget Meeting. Dirk Ward moves to accept the minutes as read. Chad Hanna seconds the motion. Passes unanimously by voice vote.

Treasurer's Report

Treasurer Jim Schwab presented the 2016 financial statement. The beginning balance starting the year was \$35,832.29. We had a total income of \$26,525.92 and our total expenses were \$54,685.14. This leaves our balance as of 12/31/16 at \$7,673.07. This may seem quite low compared to previous years but keep in mind we were finally able to pave half of the circle in August 2016. Ed Cleland moves to accept the treasurer's report. Ann Huner 2nds the motion. Passes unanimously by voice vote.

Superintendent's Report

Jim Schwab pointed out that the maintenance crew has finished multiple jobs, some big, some small but to keep in mind that every job takes time. Even the purchase of a ladder or renewing registrations doesn't seem that significant but it does take someone's time and effort. Some jobs are always ongoing and never finished (lights, brush collection, cutting back of brush, blowing off of road, checking filters, gas & overall maintenance of equipment). Many trees were cut up, landfill trips made, berm stone put along new road, well & pond maintenance and many, many other jobs were fulfilled. Jennifer Robinson motions to accept the superintendent's report. JoAnn Kroll seconds the motion. Passes unanimously by voice vote. Thank you so very much maintenance crew!

Old Business

After many years of debating & budgeting we were finally able to repave part of the circle. A HUGE thank you goes out to Ed Cleland for organizing & negotiating our new road and getting the biggest bang for our buck.

Dirk also thanks Ken and Ann Huner for hosting our Holiday Party in December as well as Scott & Kim Estep for hosting our summer picnic. We appreciate the hospitality. Also thanks to Chad Hanna for putting up Christmas lights along the boulevard.

New Business

Treasurer Jim Schwab presented the 2017 Budget Review (attached). The projected income for 2017 is \$26,745 with total expenses equaling \$26,745. Changes from last year's budget are that we will be separating the \$25 from each property owner's dues that was for road repair and add them to a "special assessments" column. The dues column will only show the dues amount to show that we are still continuing to build that extra fund. Administrative costs as well as party expenses were reduced slightly. We also reduced our outgoing donations. Our cleanup expenses are also reduced greatly due to the fact that we shouldn't have to pay for any outside chipping of brush. We also don't expect any large equipment purchases so that was also reduced. Legal fees, lighting supplies, pond maintenance and road repair were also the bigger reductions. Trash removal only went up 2%. Scott Estep motions to adopt the 2017 budget. JoAnn Kroll seconds the motion. Passes unanimously via voice vote.

The board was asked if we could approach Palmer's to possibly just salt the entrance and exit and boulevard instead of the entire circle when warranted. Those seem to be the slickest spots and hopefully that could save on the expense. Jim will look into it.

Dirk thanks John Clegg for informing the board about the availability of the wood chipper that we subsequently purchased through his company. We feel it is a great investment for not much out of pocket cost. It will only be available for use by the maintenance crew. If you have brush to be chipped just contact Jim or Ed and they will handle the details. It is too dangerous for just anyone to operate so for everyone's safety it will be off limits for property owners to use. Also, the maintenance will chip up brush from common ground, storms and cleanup brush. However, if you have a tree removed by your own accord it is then the property owner's responsibility to have that brush removed and not leave it for our maintenance crew.

Our mail carrier, Cindy, has pointed out that there are some mailboxes on the short side. Regulation height for mailboxes is 36"-42" from the ground to the bottom of the box. Please check your box and make any necessary adjustments.

In order to keep our new road from crumbling and breaking off the maintenance crew has been building up the edges with stone. If the front of your property is no longer level with the road you will want to decide whether or not you would like to fill in to level with the road with soil or have the maintenance crew place stone. If your lawn is adjacent to the road, the maintenance crew will be asking if you want them to put down & fill with stone or if you will be adding soil & seed on your own. It needs to be one or the other in order to maintain the integrity of the road.

Dirk mentions that if you are unavailable during scheduled cleanups we could still use the help so just contact a board member for a list of jobs that could be worked on at your convenience. If you still are unable or unavailable the Beautification Fund could always use a donation.

Dirk asks if there would be any interest in one special assessment to finish the road repair sooner rather than later and having the entire road uniform. This is something to be looked into by the new board in 2017 but we are wanting a feel for how many would be in favor of such an added expense. It would be estimated at somewhere around \$1000 per lot— this is a guesstimate. Many showed interest but this would be an item to be voted on at a later date. More information will be collected and given at a later date.

The topic of common ground and clearing of such was also touched upon. It appears that the hunters have made pathways, large clearings and baiting stations in the large deep woods. That common ground belongs to all property owners and should be treated the same as other common areas in the woods, which is that without permission no clearing should take place. It is also considered public property and all hunting rules for public property should be followed. Baiting stations are not permitted on public grounds nor in our common areas. The board was not notified of any of these actions until after the fact, by a non-hunter. The board has a responsibility to keep the common areas as a public ground and ask for the common courtesy of communication.

Remember, live or dead standing tree removal on common area needs board permission for removal. Current brush location is back the gravel path between #15 & #16.

If you plan to have a garden in the meadow please present your size & location to the board for approval. Also, be sure to clean up at the end of growing season.

Our new password for the Arlington Woods website is now “Katydid”. You must press the submit icon once you have entered the password.

The terms of service for the AWPOA board for Terri Bateson, Jim Schwab & Dirk Ward ended as of tonight. We also have a 1 year term to fill for an occupancy left earlier in the year. Nominations for Jim Schwab, Scott Estep, Mark Yenchik, Dirk Ward and Chad Hanna were accepted. After a second vote due to a tie, our newly elected board members are Jim Schwab, Mark Yenchick, Scott Estep & Chad Hanna. Scott will be fulfilling the one year term. They will be joining current members Jennifer Robinson and Roy Clark.

JoAnn Kroll motions to adjourn at 8:48. Seconded by Dirk. Meeting adjourns.

AWPOA Trustees Meeting

January 30, 2017

In attendance: Jim Schwab, Mark Yenchik, Jennifer Robinson, Scott Estep, Roy Clark, Chad Hanna

Location: Home of James and Lorena Schwab

Call to Order: 7:28 by James Schwab

Selection of Officers:

For President: Scott Nominates Chad Hanna Seconded by Roy
James Nominates Jennifer Robinson Seconded by Roy
After a 3/3 tie vote Chad Concedes~ **Jennifer Robinson Selected President**

For Treasurer: Chad Nominates James Schwab Seconded by Scott
Vote unanimous~ **James Schwab Selected as Treasurer**

Vice President: Chad Hanna Nominates Scott Estep Seconded by Mark
Vote unanimous~ **Scott Estep Selected as Vice President**

Secretary: James Nominates Chad Hanna, Seconded by Roy
Vote unanimous~ **Chad Hanna Selected as Secretary**

Dates for Future AWPOA Activities:

Event	Date	Location
Spring Cleanup	Saturday, April 22, 2017	Front Blvd.
Spring Cleanup (Rain Date)	Saturday, April 29, 2017	Front Blvd.
Summer Party	July TBD	The Hanna's #32
Trick or Treat	Sunday, October 29, 2017	
Fall Cleanup	Saturday, October 21, 2017	Front Blvd.
Fall Cleanup (Rain Date)	Saturday, October 28, 2017	Front Blvd.
Holiday Party	TBD	TBD*
* If you are interested in hosting the Holiday Party please notify a Trustee		

Dates for Future AWPOA Trustees Meetings:

Date	Time	Location
Tuesday, March 21, 2017	7:30	TBD
Tuesday, July 11, 2017	7:30	TBD
Tuesday, September 12, 2017	7:30	TBD
Tuesday, November 14, 2017	7:30	TBD

Meeting adjourned at 8:10 motion by Chad, seconded by Scott

After the Meeting the 3 newest members of the board (Chad, Mark, and Scott) conducted the annual audit of the Treasurers book keeping and found no cause for alarm, and the records to be true. Thank you Jim for your diligent efforts to keep our bills paid and check book balanced.

AWPOA Trustees Meeting

March 21, 2017

In attendance: Jim Schwab, Mark Yenchik, Jennifer Robinson, Scott Estep, Roy Clark, Chad Hanna
Location: Home of James and Lorena Schwab

Call to Order: 7:30 by Jennifer Robinson

Secretary Report- Minutes from the January 30, 2017 meeting were read by Chad Hanna. Scott Estep motioned to approve the Minutes, seconded by Jim Schwab

Treasurers Report- Report presented by Jim Schwab. Motion to accept the report made by Chad Hanna, Seconded by Jennifer Robinson.

Superintendent Report- Presented by Jim Schwab. Key tasks and jobs performed by the maintenance crew include:

Cutting up fallen tree by #8.

Repairs made to the aerator, splitter

Picked up and chipped brush

Salted entrance

Old Business:

Rules and Regulation Legal Review:

A motion was made by Roy Clark to give Scott Estep permission to contact Diane Huffman with Spitler/Huffman law to get a quote. Mark Yenchik Seconded this motion. It was approved by the board unanimously.

New Business:

Road Replacement:

Chad Hanna will work with Tony Morlock to secure a quote for the 2017 road project. This quote will include the remaining +/-1450ft of road and the two community shared driveways. Once the quote has been received the board will review, and communicate back to the community with their recommendation and call for a vote on how to proceed.

Brush:

Prior to the meeting Chuck Fetzik contacted Jennifer Robinson regarding his concerns with outside brush being brought into the neighborhood to fill low spots, and what could potentially be in the chippings. He was also concerned about large stumps that were dumped in the low spot behind the sewage treatment plant that he felt could be full of carpenter or fire ants. The board discussed his concerns and determined the follow actions should be taken in the future:

The board requests that all sticks 3" or less in diameter be placed along the road or on the brush pile across the stone lane from the big hill/former sewage treatment facility.

Brush/sticks 3" or greater be placed beside the trailer across stone path from the new concrete lift station, or on the trailer that is placed there.

If you have questions regarding brush, and where to place it please contact Jim Schwab.

Gardens on Common Ground:

Prior to the meeting Chuck Fetzik contacted Jennifer Robinson and had asked for further clarification on how to clean up the gardens after the growing season, and what is expected. His inquiry was specifically regarding the wooden stakes and brush supports used for raspberries. The board has determined that garden areas should be left in a manner that can be mowed over after the season. Scott Estep motioned to have all manmade structures placed in the common ground gardens be removed after the season is over. Roy Clark seconded. The motion passed unanimously.

Hunting:

The board discussed recent concerns brought up by Chuck Fetzik during his conversation with Jennifer Robinson regarding hunting, and his requests to have hunters move their stands further west of the Blue Heron nesting areas, and main walk way. It was discussed that regardless of where stands are placed they may lie under the path of the birds while in flight. It was also mentioned that the birds are not using the nests during the hunting season, and that the stand in question is not facing the walking path, and is further away from an archers range. Chad Hanna is voluntarily moving the stand to avoid any future concerns of the neighborhood, although the area will remain part of the designated hunting zone. Chad has also agreed to work with other hunters in the community to remove a second section of ladders to prevent future concerns of accidents that may be caused due to people climbing the stands.

Clean up:

Jim Schwab will purchase 40 bags of mulch for the community flower beds. An announcement will be set out with job descriptions of tasks to be conducted during the spring cleanup. They include:

- Cleaning up down trees on common ground
- Cleaning ditches
- Mulching flower beds
- Chipping common ground brush

Culvert:

Chad Hanna will be reaching out to a contractor to secure a quote to remove a culvert pipe between his house and the Robinsons. This culvert sits about 5 inches above the grade of the ditch and hinders water flow.

A motion to adjourn the meeting was made by Jennifer Robinson at 8:47 seconded by Mark Yenchik

AWPOA Trustees Special Meeting

In attendance via email: Jim Schwab, Mark Yenchik, Jennifer Robinson, Scott Estep, Roy Clark, Chad Hanna

On Monday March 27th Scott Estep sent the board of Trustees an email communication with details regarding the Rules and Restrictions review. This email included a summary what would be necessary to review, amend, and record the revisions to the current AWPOA code of Restrictions and Code of Regulations. This information was provided by Diane Huffman of Spitler Huffman LLP, and a quote of \$500 for 2-4 hours of her time. In his email Scott made a motion to move forward with the review at a cost of no more than \$500. This motion was seconded via email by Jim Schwab on Thursday March 30th.

The motion passed unanimously by email communication.

AWPOA Trustees Meeting

July 11, 2017

In attendance: Jim Schwab, Mark Yenchik, Jennifer Robinson, Scott Estep, Roy Clark, Chad Hanna

Location: Home of Jim and Lorena Schwab

Call to Order: 7:32 by Jennifer Robinson

Secretary Report- Minutes from the March 21, 2017 meeting were read by Chad. Jennifer motioned to approve the Minutes, seconded by Jim

Treasurers Report- Report presented by Jim. Motion to accept the report made by Roy, Seconded by Scott.

Superintendent Report- Presented by Jim. Key tasks and jobs performed by the maintenance crew include:

Picked up and chipped brush

Mowed Circle

Discussed front hill with AEP and their plans to correct the mess

Contacted the state to discuss the highway mowing and rut prevention

Changed light bulbs around road

Chipper oil filter

Berm stone

Motion to accept the report by Jennifer seconded by Roy

Old Business:

Rules and Regulation Legal Review:

Scott updated us that the review by the attorney would be completed by the end of the week and the board would review and notify the neighbors of the outcome and changes.

New Business:

Road Replacement:

Jim and Jennifer met with bank and received a \$20k line of credit for the project. The funds are to be paid off within 4 years. The interest rate is variable.

Scott made a motion to set the due date for the full payment (\$819.05) of the road surfacing project due September 15th. Any property owner that chooses to finance the project would be subject to paying the bank financing terms, and fee associated with the loan. Motion was seconded by Jennifer and approved by the board unanimously.

Roy made a motion to set the total amount due for those who choose to finance at \$977.33. This figure is based on the estimate for interest rates of nearly 8% set by the bank, for a 4 year note + bank fees.

The first payment would be due November 10th. The payments of (\$61.08) will be due along with the quarterly dues currently set at \$175. This motion was seconded by Chad. 5 members of the board voted in favor, 1 against.

Pets: Neighbors are reminded that pet owners are responsible for their pet's actions and to be aware of state and local laws regarding their animals.

Road and Berm Stone: Roy motioned to purchase additional berm stone to be added along the road to help reinforce around mail boxes and the corners. Mark seconded. Board approved

Boating and Fishing: Neighbors are reminded the use of the ponds is for residents and their guests only.

Trails on the common are overgrown and neighbors are welcome to help cut and clear them.

A motion to adjourn the meeting was made by Chad at 9:31 seconded by Scott

AWPOA Trustees Meeting

October 9, 2017

In attendance: Jim Schwab, Mark Yenchik, Jennifer Robinson, Scott Estep, Roy Clark, Chad Hanna
Chris Bates

Location: Home of Jim and Lorena Schwab

Call to Order: 7:44 by Jennifer Robinson

Secretary Report- Minutes from the July 11, 2017 meeting were read by Chad. Scott motioned to approve the Minutes, seconded by Roy

Treasurers Report- Report presented by Jim. Motion to accept the report made by Chad, Seconded by Jenny.

Superintendent Report- Presented by Jim. Key tasks and jobs performed by the maintenance crew include:

10 ton of Berm stone spread

Chipping and cleaning up chipping area

Routine Maintenance

Thanks to John Powell for his work moving and spreading stone around the new road.

Old Business:

Rules and Regulation Legal Review:

This discussion was tabled until the next meeting.

Road Review Financing and payment schedule- If neighbors intend to make payments for the road project the amount due will be included in your quarterly dues. Total cost of project- \$32,980.27 owners paid up front- \$22,114.35 10 owners are financing the project and the loan amount equals \$8190.50, AWPOA already had funds available of \$1750+ \$925 for the second quarter dues.

Maintenance/Berm Stone- Jim Motioned to purchase another 10 ton of stone to continue work around the road. Roy seconded the motion. Motion approved unanimously

Dogs- Neighbors are once again reminded that pet owners are responsible for their pet's actions and to be aware of state and local laws regarding their animals.

New Business:

Little Library idea- Jenny motioned to spend no more than \$100 to erect a little library at the front of the community. Mark Seconded, Motion approved unanimously. Jim has volunteered to construct the library.

Trick or Treat in the woods- A notice will be sent out by Chad to remind neighbors. October 29th 6:30-8:00

Clean up List-

Cut and remove bush in front of sign. Chris Bates volunteered to remove stump using his equipment.

Berm Stone Help

Cutting Twigs

Back Paths

Cut Common Ground Trees

Clear Ditches?

Plant Knockout Roses in memory of Al Spence

*Food and beverages will be purchased by Jim.

Holiday Party- Do we have any neighbors willing to host this year's Holiday party? If so please contact a board member.

Hunting Permits- 4 issued Chad Hanna, Tyler Morhe, Kevin and Gary Wichman (sons of Elaine Spence)

Fort on Common ground- it appears a platform assembled by the children of the woods caught the attention of a neighbor and they became concerned that this platform/play area was used by the hunters of AWPOA. This was brought to the board's attention and it was determined not to be a hunting stand but rather the children of the communities' fort and they have since been asked to remove it.

Splitter storage and repair- Chad motioned to get an estimate to work to be completed on the splitter not to exceed \$250 seconded by Roy. Motion approved unanimously. Jim will work with Amends to get looked at.

Entrance Grass area- Roy suggested we look into getting quotes for fertilizing and weed prevention along the front BLVD. members of the board will seek quotes from Black Diamond and Davies Tree Service.

As a reminder please remove your garden items at the end of the growing season.

Meeting Adjourned at 8:48

AWPOA Trustees Meeting

November 14, 2017

In attendance: Jim Schwab, Jennifer Robinson, Roy Clark, Chad Hanna

Location: Home of Jim and Lorena Schwab

Call to Order: 7:38 by Jennifer

Secretary Report: Minutes from the October 9, 2017 meeting were read by Chad. Jim motioned to approve the Minutes, seconded by Jennifer.

Treasurers Report: Report presented by Jim. Motion to accept the report made by Chad, Seconded by Jennifer.

Superintendent Report: Presented by Jim. Key tasks and jobs performed by the maintenance crew include:

Chipping and cleaning up chipping area

Clearing trails out back

Routine maintenance

Old Business:

Rules and Regulation legal review:

The document will be resent to the board members for final review and an electronic vote will take place to approve the changes suggested by the attorney. This vote will take place before the annual meeting. At the annual meeting members of the community will be provided copies to review and the board will be tasked with collecting signatures of all property owners and having the documents notarized.

Trick or Treat: Jennifer asked the board if there were any ideas to improve the event. It was briefly discussed and the board determined that the event went well. Thanks to everyone that participated!

Cleanup: 10 individuals participated on the day of the cleanup. 6 households were represented.

Tasks performed: Knockout roses planted in front of sign.

Trails were cleared

3 Trees were removed

Flower beds were cleaned

Brush chipped.

Other neighbors who were unable to attend due to have volunteered to work on trails, haul and spread stone, etc.. If you were unable to attend the cleanup but would like to offer some help, please reach out to any board member or maintenance crew for tasks to perform. Financial contributions to the beautification fund are also appreciated.

THANKS TO ALL WHO CONTRIBUTED!

New Business:

Annual meeting location: Host- Scott and Kim Estep 1/11/2018 @ 7:00

Holiday party date and location: Host- Jennifer and Gene Robinsons 12/9/2017 @ 7:00

Annual budget meeting date: Host- Jim and Lorena Schwab January 4 @7:30

Board openings: Roy/Scott/Jennifer terms are up. Due to Mark and Pam Yenchick relocation there will be another position available. This will be a 1 year term.

Any major items to be done in 2018: It was determined that this should be discussed amongst the 2018 trustees.

Black Diamond: Roy Clark presented a quote for Black Diamond to weed and feed the grass area around the boulevard. The quote is for \$99 per application and an additional \$139 for grub control. The board approved the motion unanimously.

Meeting adjourned at 9:06