

AWPOA Trustees Budget Meeting

January 4th 2018

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

Absent: Mark Yenchek

Location: Home of Jim and Lorena Schwab

Call to Order: 7:27 by Jim Schwab

Treasurers Report- Jim presented a review of the 2017 expenses vs. the budget, followed by a proposed budget for 2018 based on the previous years expenses. After reviewing the changes, and a discussion amongst the board, Scott Estep moved to approve the proposed budget, Chad Hanna seconds the motion. The board voted unanimously to move forward with presenting the proposed budget to the community at the annual meeting.

Election- The board discussed whose terms were up at the end of the year. Roy/Jennifer/and Scotts terms are up.

Agenda- The board developed an agenda for the annual meeting. Jennifer is to send to Chad to distribute to the neighbors along with copies of the Bylaws with suggestions from the attorney, and proxy votes.

Meeting Adjourned at 8:31 motion made by Chad, seconded by Jim.

AWPOA Annual Meeting

January 11, 2018

In attendance: 22 Properties were in attendance or represented by proxy vote

Location: Home of Scott and Kim Estep

Call to Order: 7:05 by Jennifer Robinson

Secretary Report- Minutes from the 2017 Annual meeting were read by Secretary Chad Hanna. Ed Cleland motioned to approve the Minutes, seconded by Jim Schwab. Motion passes unanimously.

Treasurer Report- The annual treasurer's report was presented by Treasurer Jim Schwab. The beginning balance starting the year was \$7673.07. We had a total income of \$60,481.93, and our total expenses were \$53,225.70. The ending balance as of 12/31/2017 was \$14,929.30. A motion to accept the report was made by Scott Estep, seconded by Chad Hanna. Motion passes unanimously.

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

Several Trees that have fallen and brush were cut and chipped.

Repairs made to the aerator, splitter

Salted entrance

Light bulbs replaced and poles serviced

20+ ton of stone delivered and spread around road

Cleared trails in meadow

Contacted ODOT about mowing median

Contacted AEP about brush/tree removal near utility lines along SR 25

Maintained seasonal equipment

Jim noted that the attendance at cleanups this year were poor. JoAnn Kroll inquires what could be cause for poor attendance, no conclusions were made, but suggested reasons could be weather, and dates being earlier than previous years.

Chris Bates volunteers to help with the hauling of stone to help reduce the delivery costs.

JoAnn Kroll moves to accept the superintendent report. Roy Clark seconds the motion. Motion passes unanimously.

Old Business:

Rules and Regulation Legal Review:

Jennifer Robinson reads the letter from the Attorney regarding suggested changes, the process to complete, and explanation of changes/suggestions.

Ed Cleland motions to vote to move forward with the suggested changes and edits as provided by our attorney. The motion is approved by the community vote conducted by show of hands.

Road Project: it was briefly discussed that the road project has been completed. Thanks to all who were involved with getting this project completed, and everyone for their support to finance the project.

New Business:

Entry way improvements- Roy Clark discussed the board's decision to move forward with having the grass around the boulevard fertilized at a cost of \$99 per application 4 times a year and an additional application for grubs at the cost of \$135. These funds will be paid out of the operating fund.

Little Library- Jenny Robinson explained the concept of Little Library and informed the community that the board has approved the construction and placement of the structure. It is to be placed on common ground near the bank of mailboxes on the south side of the boulevard. Jim Schwab will be constructing the structure, and Jenny will be painting.

New Neighbors- The board welcomes new neighbors in to the community. Chris and Belinda Bates #11, Mike and Dawnna Devries #12, and Katherine Yates/Dan Piccolo #36.

2018 Budget- Jim Schwab presents the board approved budget to the community. Proposed total Income is \$28,203, with total expenses amounting to \$28,203. Budget changes include \$200 added to the administrative line, less money going towards electric, funds to cover the care for the front entrance, and the significant increase to the real estate taxes due to recent property appraisal by county. Jim discussed his conversations with the county auditor's office in regards to the increase in land value. He has been able to get them to reduce the appraised value of our common ground but has yet to see a revised tax bill. Chad Hanna motions to accept the proposed budget, Mike Devries seconds the motion. The budget is approved by the community.

Nominations for 2018 trustees-

Chad Hanna nominates Paige Kutschbach

Jim Schwab nominates Jennifer Robinson

Chad Hanna nominates Mike Devries

Roy Clark motions to close the nominations. The community votes in favor the nominations.

*Due to the upcoming move by Mark and Pam Yenchek a trustee position will be available for a 1 year term. JoAnn Kroll volunteers for the 1 year. The board will vote on this matter at a later date.

Website Password- Coyote

Open Forum-

Thank yous- Terry Bateson thanks Jim Schwab and Ed Cleland for their continued hard work around the community. Chuck Fetzek also wants to thank John Powell for his efforts working with the berm stone.

Property Concerns- Terry Bateson asks the Fetzeks about their plans for the bagged soil that was placed along the roadway. The bags were placed there shortly after the installation of the new road and since then vehicles and snow plows have been hitting and shredding the bags leaving a messy appearance along our new roadway. The Fetzeks replied that they intend to remove the soil from the bags eventually and that they were trying to pack the soil along the road down. Terry Bateson then asked about the chicken wire fencing that was strung along the Fetzeks property with Christmas lights attached. The bylaws prohibiting fences to be erected without the consent of the board were then brought up, and after a brief discussion amongst the community regarding these matters, Ed Cleland made a motion to allow 30 days for the Fetzek property to be cleaned up, soil in bags to be opened and temporary wire fencing be removed. Chris Bates seconds the motion. By show of hands the community

voted against the motion. JoAnn Kroll has offered her help to assist the Fetzeks with their cleanup efforts. Thanks JoAnn!

Coyotes- Chris Bates mentioned that the coyotes on common ground are getting close to our homes, and asks the community what can be done to remedy the nuisance. It was determined that this will be a matter for the board to review at a later date.

At 8:42 Scott Estep motions to adjourn the meeting, Motion Seconded by Jim Schwab.
Thank you to Scott and Kim for opening their home up to us for the meeting.

AWPOA Trustee Organizational Meeting

January 11, 2018

In attendance: Jim Schwab, Jennifer Robinson, Mike Devries, JoAnn Kroll, Chad Hanna, Paige Kutschbach
Location: Home of Scott and Kim Estep

Shortly after the annual meeting adjourned the board of trustees called their first meeting of the year to order.

Nominations for officers occurred:

President- Jennifer Robinson was nominated by Jim Schwabb, Seconded by Chad Hanna

Vice President- Paige Kutschbach was nominated by Chad Hanna, Seconded by Jennifer Robinson.

Treasurer- Jim Schwab was nominated by Jennifer Robinson, Seconded by Chad Hanna

Secretary- Chad Hanna nominated himself, seconded by Jennifer Robinson

All nominations are approved by the board unanimously.

Open trustee position:

Jennifer Robinson nominates JoAnn Kroll to replace Mark Yenchek, Seconded by Chad Hanna

The board unanimously approved.

A brief discussion about next meeting dates occurred but nothing was set.

Meeting adjourned.

AWPOA Trustee Meeting

March 1, 2018

In attendance: Jennifer Robinson, Paige Kutschbach, Chad Hanna, Jim Schwab, Mike Devries

Absent: JoAnn Kroll

Also In attendance: Ed Cleland

Location: Home of Jim and Lorena Schwab

Call to Order: 7:26 by Jennifer Robinson

Secretary Report- Minutes from the 2018 budget meeting, 2017 quarterly meeting, and the 2018 trustee organizational meeting were read by Secretary Chad Hanna. Jim Schwab motioned to approve the minutes, seconded by Jennifer Robinson.

Treasurer Report- The treasurer's report was presented by Treasurer Jim Schwab. A motion was made by Chad Hanna, seconded by Jennifer Robinson. Motion passes unanimously.

Motion: Jim Schwab motioned to pay off ½ of the road loan debt now and to pay off the remainder of the debt sometime around June, using funds available in the operating fund. Payments would remain the same for those who chose to finance the expense, but instead of the bank earning the interest the association would earn the interest. Paige Kutschbach seconded the motion. After a brief discussion the vote was approved by the board.

Chad Hanna made a second motion that the interest earned by the association would be applied to the beautification fund/capital improvement fund for future road repairs. Jim Schwab seconded the motion and was approved by the board unanimously.

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

Salt road, fix aerator

Dates for future AWPOA events were determined:

Spring Cleanup: 4/14 @ 9:00 with rain date 4/21

Fall Clean up: 10/13 @ 9:00 with rain date 10/20

Trick or Treat: 10/28 6:30-8:00

Annual Meeting: 1/10 TBD

Q2- Trustee Meeting: 4/10 @ 7:30

Q3- Trustee Meeting: 10/9 @ 7:30

Q4- Trustee/Budget Meeting: 12/4 @ 7:30

Old Business:

Rules and Regulation Legal Review: Recently the community was made aware that content was added to the bylaws by the 2016 trustees without communicating the changes to the community, nor noting it in any meeting minutes. This addition was not clearly defined to all members of the 2017 board when the board asked the community to vote to move forward with the latest changes. This new content includes a wording relating to harassment amongst neighbors, and it was felt to be necessary if law enforcement is needed to settle a dispute. The 2018 board realizes that the community must vote for any additions/changes to the bylaws, and will be sending out a separate email communication to the residents and property owners to vote on the addition of this article. Thanks to Chuck and Terri Fetzik

for bringing this to our attention. The board asks that all neighbors participate in the vote so that these changes are made to the bylaws in accordance with the current rules and regulations.

Pond Maintenance- Jim Schwab confirmed that the Black Diamond treatments do not contain phosphorus. We will be paying Black Diamond up front and in full to receive a 10% savings. Paige Kutschbach will be providing the recipe used on the south pond to keep the water looking nice and algae free.

Coyotes- Due to the various opinions regarding wildlife, pets, the restrictions of fire arms on common ground and state regulations regarding trapping and transplanting wild life, the board has decided to seek guidance from the ODNR on our concerns about the population of coyotes. Jennifer Robinson will be contacting the local ODNR office. Also a den has been identified in the meadow along one of the mowed trails.

Real Estate Taxes: Jim Schwab has continued to work with the auditor to reduce value of common ground taxes. We are now set to pay \$1567/half. Thanks Jim.

New Business:

Gardens: Requests for gardens must be made to the board. Please do not plant perennials or fruit trees in the garden areas.

Jennifer Robinson made a motion that a date be established for cleanup of gardens, October 15th, if the garden remains in place after this date the resident can lose their common ground garden privileges. The sight must be returned to a state closely resembling a natural state. Mike Devries suggested that the spring season date for gardens begin no sooner than April 1, and that the request for location be on a first come first serve basis. Chad Hanna seconded the motion. The motion was approved unanimously.

Gene Robinson made a request for a 10x20 garden to be placed at the location of the former burn pile. This garden will consist of common garden vegetables and fruits. His request was approved.

Trees- due to recent storms and weather events, the board asks that all residents please be mindful of the trees on and around both your own and your neighbors' properties. If you identify a tree that may pose a risk to your house or someone else's, please reach out to a board member to review property lines and take the appropriate action if necessary. A dead tree was recently uprooted and became hung up over a property owner's home and it was determined by Jennifer Robinson and Jim Schwab that although it was close to property lines it was on common ground. The cost to remove this tree was in excess of \$1600 by Mantle. Had this tree been removed while still standing, and not a risk to a resident's home, it would have cost the association significantly less, and we would much rather avoid the worst case scenario of damages to someone's home and the responsibility of paying any deductibles. One tree being removed nearly depleted this year's tree removal budget. Jennifer Robinson stated that she was satisfied with the service provided by Mantle, after removing the common ground tree they cut a tree on her property free of charge. We'll be sure to contact them with future requests!

Keys- If you are in possession of association keys and are no longer a trustee, please return them to Jim Schwab. Concerns about association items possibly coming up missing were briefly discussed as well as who is using them. The maintenance crew can and will deliver items at your request.

At 9:33 the meeting adjourned.

AWPOA Trustee Meeting

April 10, 2018

In attendance: Jennifer Robinson, Jo Ann Kroll, Chad Hanna, Jim Schwab, Mike Devries

Absent: Paige Kutschbach

Location: Home of Jim and Lorena Schwab

Call to Order: 7:51 by Jennifer Robinson

Secretary Report: Minutes from the March 1st AWPOA Trustee meeting were read by Secretary Chad Hanna. Jim Schwab motioned to approve the minutes, seconded by Jennifer Robinson.

Treasurer Report: The treasurer's report was presented by Treasurer Jim Schwab.

- As of April 5th the balance was \$10,333.60
- Republic Services Trash Removal has been renewed for 1 year at the same rate as last year of \$3912.31
- Tree on common ground between #38/#31 removed by Mantel Tree Service, \$1708
- \$2500 paid towards road loan
- Black Diamond paid \$640.55 for annual treatments

A motion was made by Chad Hanna, seconded by Jennifer Robinson to approve the report. Motion passes unanimously.

Superintendent Report: Presented by Jim Schwab. Key tasks and jobs performed by the Maintenance Crew include:

Changed and fixed lights
Prepared Chipper and is ready to use
Leveled two loads of wood chips
Ordered mulch for spring clean up
Prepared cleanup project list

Old Business:

Rules and Regulation Legal Review: Chad Hanna will be sending out an email in order to conduct an electronic vote to the membership so that the board can move forward with the filing and finalized the bylaws. The vote is to confirm the neighborhoods approval of: Declarations of Restrictions: Part 1; Item 19: *Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees, or vendors.*

Pond Maintenance: Discussion Suspended. Recipe for pond additives to be provided by Paige.

Coyotes: Due to recent coyote sightings and vocalization during the mating season neighbors have voiced concerns regarding the coyote population, and the proximity of dens to residents' homes. Chad Hanna Motioned to allow a 1 time temporary coyote hunting season to occur during the late evenings/early mornings when coyotes are most active and residents would be less likely to be in the

backwoods in an effort to keep the coyote population controlled. This hunt was to be permitted to Gary and Kevin Wichman (Elaine Spence's sons, and one of their friends, all of whom are military/police trained marksmen and experienced coyote hunters). Jim Schwab seconded the motion. Motion does not pass.

The board decided to look into alternative methods to remedy to concern, including applying wolf urine around dens, finding ways to disrupt the dens and areas around, use lights and noise to scare the coyotes away.

Bates Trees: The request to remove two trees along their driveway has been approved. These trees were heaving the driveway and preventing them from future driveway expansions.

Keys: The board/Maintenance Crew has not received any keys back from the membership. If you have keys to the tractor, or building and are not on the board/Maintenance Crew we ask that you return them.

Welcome New Neighbors: Meghan and Phil Clement from Findlay are moving into #27 in May.

New Business:

Clean Up List: Jim has created a list of projects to be completed during the cleanup. If you are unable to attend, please see a board member for tasks to be completed.

Event Dates: All AWPOA dates will be posted on the website, and included in the billing statements. Copies of these dates will be available at the cleanup.

Past Due Account: 1 property account is past due for the road payment only. The board discussed what to do in this situation, in order to collect if the payment goes any longer. Jennifer will be reaching out to the property owner in an effort to settle up the property owner's account.

Audit of Finances: The Annual Audit of Finances was conducted by Jennifer Robinson, Mike Devries, and Joann Kroll. Upon completion of the trustees meeting three members of the board conducted the review and found the books to be accurate and true.

Adjourn: 9:23

**4/11-6/26 Trustee Activity and Vote Results:
(Votes and Communications conducted electronically)**

White Amur's: On 5/1 the board approved the purchase of 5 white amurs, 3 have been placed in the north pond, while 2 were released in the south pond

Turkey Hunting: On 5/1 the board agreed that Bow Hunting Permits may also be issued for the purpose of Turkey Hunting. All Hunters must follow the Bylaws and State regulations in order to hunt. Also Hunter/Property Owner must be up to date with their dues in order to be issued a permit.

Road Loan: As of 5/29 the Road Loan at the bank has been paid off. All residents who are paying on the loan will continue to pay AWPOA as normal, but the interest previously going to the bank will go to AWPOA Beautification Fund.

Rules and Regulation Amendment vote: The vote regarding the additional wording in the bylaw results:
26 In Favor
1 Opposed
10 Abstained
Motion Passes.

Resident Requests:

Phil and Meghan Clement #27 Garden Request: Approved

Tom and Jacqui Snyder #13 Garden Request: Approved

Dirk and Dana Ward #5 Raised box/beds Garden Request: Approved

Eric and Joanne Sommers #17 Split Rail Fence Installation: Approved

Scott and Kim Estep #14 Tree Removal: Approved

Chris and Belinda Bates #11 Tree Removal: Approved

Charlie Stelle Wendy Watson #28 Tree Removal: Approved

Elaine Spence #37 Ditch Cleaning: The Trustees and Maintenance Crew are made aware of slow moving ditch and will look into options to get ditches flowing.

AWPOA Trustee Meeting

October 9, 2018

In attendance: Jennifer Robinson, Paige Kutschbach, Chad Hanna, Jim Schwab, Mike Devries

Absent: Jo Ann Kroll

Location: Home of Jim and Lorena Schwab

Call to Order: 7:35 by Jennifer Robinson

Secretary Report: Minutes from the April 10th AWPOA Trustee meeting were read by Secretary Chad Hanna. Jim motioned to approve the minutes, seconded by Paige. Also Minutes from Electronic communications regarding various neighbor requests were read and approved.

Treasurer Report: The treasurer's report was presented by Treasurer Jim Schwab.

- As of October 9th the balance was \$12,365.18
- Road Loan paid off on May 29th, \$2218.57
- Insurance has been paid off, \$550, same as last year
- Second ½ Real Estate taxes paid, \$1567.03
- GoDaddy Website license paid, \$193.93
- 1 account past due by 2 months
- A motion was made by Chad, seconded by Jennifer to approve the report. Motion passes unanimously.

Superintendent Report: Presented by Jim Schwab. Key tasks and jobs performed by the Maintenance Crew include:

Changed and fixed lights

Lots of Chipping of common ground debris

Worked on the aerator

Spread berm stone

Prepared cleanup project list

Jim also received the proposal for snow removal, \$130 per trip, + \$190/ton of ice control to be applied as requested. Plowing will as always take place when 2" of snow accumulates.

Old Business:

Rules and Regulation Legal Review: Jim will be reaching out to Dianne Huffman to determine next steps and to set up meeting. The draft of new rules and regulations will be posted online with watermark stating they are drafts to eliminate confusion of what is currently in place.

Items accomplished since last meeting via email communications:

Bates requested a fence- Approved.

Cleland's requested underground propane tank- Approved

Robinson's requested tree removal- Approved

Pond Maintenance: Paige will be providing the recipe used in the south pond and it will be posted on the website in case of concerns, and to ensure it is available for future board and maintenance reference.

Keys: The board/Maintenance Crew has not received any keys back from the membership. If you have keys to the tractor, or building and are not on the board/Maintenance Crew we ask that you return them.

New Business:

Clean Up List: Jim has created a list of projects to be completed during the cleanup. If you are unable to attend, please see a board member for tasks to be completed.

Hunting Permits- 4 permits have been issued. 1 permit is pending, due to missing dues payments. Please note that permission is only for residents and their immediate family. There has been an apparent violation where a non-resident without permit has been caught hunting on common ground and has lied about having permission.

Trick or Treat- A reminder will be sent out by Chad to inform residents of the upcoming event.

Holiday Gathering- Anyone interested in hosting this year's event, please reach out to a board member.

Memorial for Ken Huner- The board is looking into purchasing a bench to be placed near the ponds in memory of Ken Huner funds will be provided by the beautification fund. Jenny motioned to move forward with this idea, seconded by Paige. More details to follow.

Open Forum-

Signs- It was discussed that contractor, service, or other notifications in the form of a sign placed along the roadway, and going forward we request that they should be removed within 2 weeks after its placement.

Splitter- the splitter is not working up to its full capacity, and its fate is unknown. The board briefly discussed our options, of repairing, replacing or discontinuing providing a community owned splitter.

Mower- issues with the mower deck have been addressed, and the maintenance crew has bolted the deck to set it at a proper height, to eliminate scalping the turf. As issues with the mower and tractor continue the board will be looking at options, including plans to replace with newer equipment, and utilizing the capital fund.

Chipper- the chipper is blowing out oil, and may require ring replacement, or a complete rebuild that could cost upwards to \$2300.

Meeting adjourned at 9:47

AWPOA Trustee Meeting

December 4, 2018

In attendance: Jennifer Robinson, Paige Kutschbach, Chad Hanna, Jim Schwab, Mike Devries

Absent: Jo Ann Kroll

Location: Home of Jim and Lorena Schwab

Call to Order: 7:34 by Paige Kutschbach

Secretary Report: Minutes from the October 9th AWPOA Trustee meeting were read by Secretary Chad Hanna. Jim motioned to approve the minutes, seconded by Mike.

Treasurer Report: The treasurer's report was presented by Treasurer Jim Schwab.

- As of December 4th the balance was \$19,034.68
- Two (2) accounts paid ahead into 2019 (\$642.50)
- One (1) account past due by 1 quarter (dues and road load) \$256.24
- A motion was made by Chad, seconded by Paige to approve the report.

Superintendent Report: Presented by Jim Schwab. Key tasks and jobs performed by the Maintenance Crew include:

Delivered splitter to #36 and #13

Spread large load of chips from Kevin Ireland

Tractor, chipper, and brush hog put away for winter

The Maintenance crew will be looking to fill Ed's position. Ed and Jeri have purchased a condo in Bowling Green and will be moving out of the neighborhood in the coming months. Thank you to Ed and Jeri for their years of service and commitment to improving Arlington Woods.

Chipper Issue- The chipper has been noisy and needs looked over. Options discussed during the meeting include: replacing the motor ~ \$2300, or replacing the chipper altogether. If you have any insight, knowledge of chippers, please feel free to offer your advice and input. Once our options have been reviewed, the board will act accordingly to ensure brush is being handled appropriately, with hopes of being ready for spring.

Old Business:

Memorial Bench- The board has decided to move forward with a bench to be placed near the north pond. The bench will be in honor of all residents, past and present who have passed on.

Rules and Regulation Legal Review: The draft of new rules and regulations have been posted online with watermark stating they are drafts to eliminate confusion of what is currently in place. The board will also be scheduling a conference call to secure a meeting with the attorney in order to determine a time when we can meet in person to discuss the next steps.

Pond Maintenance: Paige has provided the recipe used in the south pond and it will be posted on the website in case of concerns, and to ensure it is available for future board and maintenance reference.

Holes in Road- Chad will be reaching out to Chris/Belinda Bates to request the holes in the road will be filled. These holes were necessary for the surveyors to locate the monuments in the road so that the fence could be accurately placed on their property.

New Business:

Items accomplished since last meeting via email communications:

Clements Fence Request- Approved

Recycling- The board has decided to offer Mark Wolford a \$250 gas gift card for his services. Jim motioned to approve, seconded by Paige. Board approves unanimously. A thank you card will be handed out during the holiday party for residents to sign as well.

Holiday Party- Mike and Dawnna #12 will be hosting this year's party. December 21 @ 7:00 please bring a dish to share.

Meadow Pavilion- The board will be exploring options to erect a shelter house or pavilion to be used for community functions, and by residents upon request. The intentions would be to place the structure in the northern part of the meadow. More details to come.

2019 Budget- The board reviewed the 2018 expenses and prepared the proposed budget for 2019.

Annual Meeting- The annual AWPOA meeting will be held January 10th. The board will be meeting one last time on January 8th @ 7:30 to finalize the agenda for the meeting.

Meeting adjourned at 9:46