## Arlington Woods Property Owners Association Annual Meeting January 8, 2004

The 2004 Annual Meeting of the Arlington Woods Property Owners Association was called to order by Board of Trustees President Roy Clark at 7:25 pm in the home of Dennis and Julie Coolidge, 5 Indian Creek Drive. In attendance were Trustees Clark, Shetterly, Estep and Connelly. Trustees King and Hanna were absent. A sign up sheet showed that 14 AWPOA properties were represented and six voting proxies had also been received.

### Secretary's Report

AWPOA Secretary Don Shetterly read the minutes of the 2003 Annual Meeting. Roy Clark moved that the minutes be accepted as read. The move was seconded and passed by unanimous voice vote.

#### **Treasurer's Report**

President Clark presented the 2003 Financial Statement which had been prepared by AWPOA Treasurer, Rachel Hanna. The statement showed that AWPOA had <u>\$18,666.66 in available funds</u> at the end of 2003. An additional \$1570.34 was due AWPOA in unpaid association dues. Available funds are less than in recent years due mainly to the repaving work done on the entrance boulevard during the past year. Nevertheless, this reserve is considered more than sufficient.

#### **Old Business**

President Clark thanked Board members Shetterly, Estep, Connelly, King and Hanna for their service to AWPOA during the past year.

<u>Roy also thanked Superintendent Ed Cleland</u> for his many efforts including mosquito spraying, repairing the tiling between the ponds, installing an overflow tile for the south pond, planting grass, and arranging the new snow removal contract. Ed was thanked by a round of applause from all those attending.

<u>Roy thanked Ann King</u> for heading our Naturalization and Beautification Group efforts throughout the year. He judged that that the gardens in The Woods were in excellent condition due to the efforts of Ann and the many people who worked on the gardens with Ann.

Roy commented that both the <u>Spring and Fall Clean-ups</u> were both successful and that attendance was improved at both over previous years.

Roy thanked Will Cleland for his mowing work for The Woods.

Roy thanked Rachel Hanna for hosting the Summer Picnic which was well attended. Also, 14 golfers attended the golf outing on the day of the picnic.

Kim and Scott Estep were thanked for hosting the 2003 Christmas party which was also well attended.

Roy commented on the successful <u>new planting of trees</u> at the end of the entrance boulevard in memory of Brad Hanna.

Roy noted that the entrance <u>boulevard was ground down and repaved</u> this past summer at a cost of \$10,900, significantly less than this was expected to cost. Roy apologized for the delays in completing the work. These delays resulted form the need to correct a drainage blockage between the two ponds.

Roy stated that we still plan to move ahead with <u>rezoning the AWPOA meadow area</u> west of the residential area to residential so that any abutting areas will have to meet more stringent requirements if someone chooses to develop them. Rachel Hanna has committed to talking to a Lawyer as to whether we need legal assistance in this matter.

Roy reviewed a recent article (1/8/04) in the BG Sentinel-Tribune that discussed the changes expected to take place in the <u>ownership of our cable TV service</u>. It is expected that eventually Time Warner Cable of Bowling Green will assume ownership, though the time table for this is not clear. It is also not clear when cable Internet service will be available since this would require replacement of our present cable with fiber optic lines.

Americable or ADT has <u>replaced several sections of above ground cable</u> in The Woods with buried cable so that the above ground cable can be removed. This has also resulted in an improvement in cable service to some and the addition of cable service to others,

#### New Business

John King inquired about the acceptability to AWPOA of a new spray-on vinyl material for wood siding that is an alternative to paint for home exteriors. Roy suggested that this might need to be taken up by the Trustees since it falls somewhere beyond the natural materials required by AWPOA regulations for exteriors of homes.

Linda Smead commented that repairs to her driveway required after the home construction on lot number 24 had not been completed. Roy suggested that the new Board of Trustees send a reminder to Roger and Tracy Schupp to move ahead with this.

Al Spence made a suggestion to the affect that <u>AWPOA has sometimes been inconsistent in enforcing</u> <u>rules about use of natural materials</u> on home exteriors and for fences. He observed that there are homeowners who have metal entrance or garage doors and that some homes have metal or vinyl shutters or soffits. Roy Clark commented that some of these instances, especially the use of vinyl or metal soffits and vinyl or metal clad windows had been specifically approved by previous Boards of Trustees. It was suggested that we consider revamping the rules to reflect the desirability of some of these new materials. Al suggested that a committee be established to consider this. Don Shetterly commented that while the new Board would consider this suggestion, it might be preferable to respond to each individual situation according to its own merits at the time it is proposed.

It was mentioned that the <u>developer of Arlington Woods</u>, Hod DeHays, wants to move back to The Woods and is considering purchasing a property or building a home on one of the two remaining available lots.

Denny Coolidge mentioned that he has <u>chased hunters away from The Woods</u> several times recently. It was mentioned that it is in general unlawful to shoot a gun near a residential area and that the AWPOA "Declaration of Restrictions" specifically states that "Discharge of guns of any type will not be permitted" on Woods property. The Trustees have traditionally allowed that residents or immediate family members are permitted to bow hunt in the non-residential AWPOA property west of the residential area.

It was stated that Denny Coolidge and Ed Cleland will work together to place 10 new <u>"No Hunting –</u> <u>No Trespassing" signs</u> in appropriate areas. Denny also committed to contacting Jim Cessna who manages the property north of AW to see if he would agree to placing a sign and perhaps a gate just off of 25 and North of AW where hunters often park.

Denny Coolidge also suggested that someone from AW should be attending <u>Liberty Township Zoning</u> <u>meetings</u>. Denny indicated he would be willing to attend some. It was stated that we will obtain a schedule of such meetings and arrange for different people to attend the meetings.

A <u>proposed budget for 2004</u> was presented (attached). Roy commented that Jim Palmer Excavating is now doing our snow removal and that we may expect that our costs for this will increase. He also mentioned that there are funds in the budget that would allow us to purchase a "bush hog" for instance. He mentioned as well that we will probably at some time either incur significant cost to repair the AW tractor or for the cost of replacing it. Dennis Coolidge moved that the proposed budget be accepted. JoAnn Kroll and Al Spence seconded and the motion was approved on a unanimous voice vote.

The terms for Trustees Roy Clark, Sharon Connelly and Scott Estep expired as of this meeting. President Clark asked for nominees to fill these vacancies. Roy himself nominated Ken Huner, Don Shetterly nominated Julie Coolidge, and Scott Estep was nominated. With no further nominees forthcoming, Roy moved that nominations be closed. Dan Connelly seconded this motion and the motion passed with a unanimous voice vote. Since there were three nominations to fill three positions, an election was not necessary. <u>Ken Huner, Julie Coolidge and Scott Estep thus become AWPOA</u> <u>Trustees</u> to serve for two years with existing Trustees Don Shetterly, Ann King and Rachel Hanna, whose terms will expire next year.

<u>A round of applause was offered for Roy Clark</u> who has served as AWPOA President and been a Trustee for many years.

The meeting was adjourned at 8:35 pm.

Respectfully submitted,

## AWPOA 01/01/03 Through 12/31/03 (Corrected)

BEGINNING CHECKBOOK BALANCE		13,103.39	(correction)
INCOME			
Assn Dues	20,245.58		
Interest	43.85		
Nat & Beau Fund	155.00		
TOTAL INCOME	20,444.43	+20,444.43	
	20,	120,111.15	
EXPENSES			
Administrative	197.70		
Assn Party	263.06		
Clean-up	131.46		
Equip Repairs	73.41		
Flowers	84.38		
Fuel	54.36		
Insurance	293.00		
Lawn Maint	55.81		
Lawn Mowing	1,200.00		
Lighting Maint	132.15		
Miscellaneous	157.00		
Mosquito Control	1,183.48		
Nat & Beau Fund	640.47		
Pond Maint	1,727.80		
RE Taxes	1,336.03		
Road Maint	10,900.00		
Snow Removal	611.55		
Superintendent	3,000.00		
Trash Removal	2,590.86		
Utilities	445.20		
TOTAL EXPENSES	25,077.72	-25,077.72	
ENDING CHECKBOOK BALANCE		8,470.10	
BEGINNING MONEY MARKET BALANCE	10,186.37		
NCOME			
INCOME	10.10		
Interest	10.19		
TOTAL INCOME	10.19		
ENDING MONEY MARKET BALANCE	10,196.56	+10,196.56	
TOTAL AVAILABLE FUNDS		18,666.66	
ALLOCATED FUNDS			
NAT & BEAU FUND			
Beginning Balance	2,022.21		
Expenditures	-640.47		
Contributions (Clean up)	+155.00		
Ending Balance	1,536.74		
	1,000.77		

OUTSTANDING BALANCES

1,570.34

# ARLINGTON WOODS PROPERTY OWNERS ASSOCIATION

INCOME & EXPENSE	ACTUAL 2001	ACTUAL 2002	ACTUAL 2003	AVG. 3 YR	PROPOSED A	PPROVED 2004
CCOUNT BALANCES					0000000	<u>}</u>
CASH ON HAND	\$524.63	\$3,786.84	\$3,416.36		\$6,933.36	
MONEY MARKET ACCOUNT		\$10,119.78	\$10,186.37		\$10,196.56	
NAT & BEAUT FUND	\$0.00	\$2,090.84	\$2,022.21		\$1,536.74	
TRACTOR FUND	\$0.00	\$0.00	\$0.00		\$0.00	
ROAD FUND	\$4,500.00	\$5,164.82	\$7,664.82		\$0.00	1
OTAL ACCOUNT BALANCES	\$15,024.63	\$21,162.28	\$23,289.76		\$18,666.66	
UTAL ACCOUNT BALANCES	010102					
NCOME	a state second and				040 574 00	
OWNER ASSESSMENTS	\$17,409.55	\$16,540.08	\$20,245.58	\$18,065.07	\$18,574.00	
INTEREST INCOME	\$173.57	\$95.21	\$54.04	\$107.61	\$40.00	
OTHER INCOME	\$700.00	\$0.00	\$0.00	\$233.33	\$0.00	
LATE FEES	\$8.35	\$0.00	\$0.00	\$2.78	\$0.00	
OUTSTANDING BALANCES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,570.34	
NAT & BEAU FUND	\$2,587.75	\$171.00	\$155.00	\$971.25	\$0.00	
SIGNAGE ASSESSMENT	\$1,500.00	\$1,225.00	\$0.00	\$908.33	\$0.00	
SIGN DEPOSITS	\$90.00	(\$30.00)	\$0.00	\$20.00	\$0.00	
TOTAL INCOME	\$22,469.22	\$18,001.29	\$20,454.62	\$20,308.38	\$20,184.34	
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EXPENSES					0505.00	
ELECTRIC UTILITY	\$543.78	\$503.53	\$445.20	\$497.50	\$525.00	
LIGHTING SUPPLIES	\$256.26	\$121.42	\$132.15	\$169.94	\$400.00	
TRASH REMOVAL	\$2,369.60	\$2,537.16	\$2,590.86	\$2,499.21	\$2,600.00	
LAWN MOWING	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,400.00	
LAWN MAINTENANCE	\$98.35	\$73.25	\$55.81	\$75.80	\$200.00	
SNOW REMOVAL	\$1,875.00	\$191.23	\$611.55	\$892.59	\$3,000.00	
TREE REMOVAL & TRIMMING	\$0.00	\$318.00	\$0.00	\$106.00	\$2,000.00	
TREE REMOVAL & TRIMMING	\$99.66	\$85.26	\$1,727.80	\$637.57	\$1,000.00	
POND MAINT/REPAIRS	\$145.52	\$0.00	\$0.00	\$48.51	\$400.00	
SPRINKLER MAINT/REPAIRS EQUIPMENT MAINT/REPAIRS	\$242.67	\$448.45	\$73.41	\$254.84	\$1,500.00	
EQUIPMENT MAINT/REPAIRS	\$35.18	\$0.00	\$10,900.00	\$3,645.06	\$500.00	
ROAD MAINT/REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	
STONE PARKING LOT	\$70.95			\$53.12	\$100.00	
FUEL	\$12.70			\$46.42	\$200.00	
FLOWERS/PLANTINGS	\$74.88			\$93.49	\$120.00	
CLEAN-UP EXPENSE/LABOR	\$293.00				\$300.00	
INSURANCE	\$0.00				\$50.00	
IRS TAXES	\$1,322.76				\$1,400.00	
REAL ESTATE TAXES	\$956.13		+ /		\$250.00	
ADMINISTRATIVE	\$363.46				\$500.00	
ASSOCIATION PARTY EXP.	\$277.19				\$1,200.00	
MOSQUITO CONTROL					\$700.00	
NAT & BEAU EXPENDITURES	\$496.91				\$0.00	
SPRAYER UPGRADE	\$0.00				\$0.00	
SIGNAGE					\$100.00	
MISCELLANEOUS	\$8.37				\$3,500.00	
SUPERINTENDENT	\$2,800.00				\$22,545.00	
TOTAL EXPENSES	\$16,331.57	\$10,070.0	φ20,011.12	+,		
TOTAL FUNDS AVAILABLE	\$21,162.28	\$23,289.7	6 \$18,666.60	2	\$16,306.00	

## Arlington Woods Property Owners Association Board of Trustees Meeting February 4, 2004

After awaiting late arriving attendees, the meeting was begun at about 8 pm. In attendance were AWPOA trustees Ken Huner, Scott Estep, Rachel Hanna, Ann King, Don Shetterly, and Julie Coolidge. AWPOA superintendent Ed Cleland was also present.

It was the consensus of all attending that the sole purpose of this meeting would be to elect AWPOA 2004 officers from among the trustees. While election of officers is usually accomplished immediately following the annual meeting, it was postponed this year since a number of trustees were absent from the annual meeting.

Estep Scott Clark hominated Julie Coolidge for President of AWPOA. Ken Huner agreed to stand as Vice President. Don Shetterly agreed to continue as Secretary and Rachel Hanna agreed to continue as Treasurer. These nominations and statements were accepted by all trustees.

AWPOA officers for 2004 will therefore be:

President	Julie Coolidge
Vice-President	Ken Huner
Treasurer	Rachel Hanna
Secretary	Don Shetterly

The next meeting of the Board of Trustees will be at 7:30 pm on Wednesday, March 10 at Julie Coolidge's house, #5.

Scott Estep moved that the meeting be adjourned. This was seconded and approved and the meeting adjourned at 8:30 pm.

Respectfully submitted,

## Arlington Woods Property Owners Association Board of Trustees Meeting March 10, 2004

President Julie Coolidge called the meeting to order at 7:40 pm. Also in attendance were Trustees Rachel Hanna, Ann King, Don Shetterly, Scott Estep, and Ken Huner. Superintendent Ed Cleland was also present.

Secretary Don Shetterly read the <u>minutes of the last quarterly Trustees meeting on October 8</u>, 2003. Scott Estep moved that at the minutes be accepted as read, Ken Huner seconded, and the motion was approved with a unanimous voice vote.

The <u>minutes of the December3 special Trustees meeting</u> were then read. After some discussion, Rachel Hanna moved that the minutes be corrected and amended as follows: That the third paragraph with regard to approval for Sharon and Dan Connelly to place an aboveground propane tank outside their house be replaced with a statement that: 1) The Connelly's did not ask for approval for placement of the tank until after it was in place, contrary to AWPOA rules, and 2) That there was no motion made at the meeting to approve placement of the tank and that the secretary's statement that the board approved of the above ground placement of the tank was not accurate. The motion was seconded by Ann King and was approved with a unanimous voice vote. Discussion of how to proceed on this matter was deferred to later in the meeting.

The <u>minutes of the February 4 meeting of the Trustees</u> were also read. Rachel moved that the minutes be approved with the correction that the mentioned name Scott Clark be replaced with Scott Estep. The motion was seconded and approved.

## **Treasurer's Report**

Rachel Hanna presented the <u>treasurer's report</u>. Funds on hand include \$9230.04 in the checking account (of which \$1536.74 is allocated for the Beatification Fund) and \$10,198.23 in the Money Market savings account. These total \$19,428.27.

Dues outstanding were \$1300.42 with only two homeowners late by two quarters.

### **Old Business**

Julie Coolidge brought up the desirability of a representative of AWPOA attending <u>meetings of</u> the Liberty Township Trustees and Zoning Board. It was agreed that she and Rachel would obtain a schedule for the meetings when the met with the Zoning Inspector, Tom Patton in the week following. We will then set up a schedule for AWPOA attendance at the meeting.

With regard to AWPOA <u>changing the zoning on the AWPOA owned meadow</u> and woods west of our residential area; Rachel had met with lawyer Chet Marcin, who said that we did not really need legal assistance to accomplish this. After discussion of this with Liberty Township Zoning Inspector, Tom Patton, they agreed to meet with him in the following week to discuss how to proceed with getting the zoning changed. (It was mentioned that this area is designated

as "Plat III" and that it was purchased by AWPOA in 1989 at a cost of about \$1500 per homeowner)

It was mentioned that when we paved the front boulevard last summer the <u>curb apron was</u> <u>paved over</u> at one place to bring the level up high enough to insure drainage. This was done because we could not find anyone interested in bidding to raise the curb. Ed Cleland offered that he feels that the present situation is, nevertheless, acceptable unless further deterioration occurs. He also noted the area does drain reasonably well now.

The issue of <u>TV cable</u> in the woods was reviewed. While it is known that Time Warner has purchased the former Americable, we have yet to see any change in service or charges. Ed Cleland indicated that he would contact Time Warner in Bowling Green or Findlay to find out when changes are going to occur and what those changes will be.

The issue of the <u>plastic fence on Lot # 34</u> having been not approved and yet still in place was brought up. Rachel Hanna moved that The AWPOA secretary compose a letter stating that since the fence is in violation of AWPOA rules and was not approved, it must be removed within 30 days. Abb King seconded and the motion passed with a unanimous voice vote. The letter was to be sent by certified mail.. (Note: It was letter discovered that the owners of #34 closed on the sale of their property on March 20. As a result this letter will not be issued. Rather the new owners will be informed on the matter.)

On the matter of the <u>Connelly's propane tank</u>, Rachel Hanna moved that a letter be written to informing them that the Board has not approved of the placement of the tank above ground and that we ask that they make arrangements to bury the tank in accordance with the long established practice in Arlington Woods. Don Shetterly seconded this motion and the motion was approved in a unanimous voice vote.

## **New Business**

Due to a request from Linda Smead, the Secretary was asked to write a letter reminding the Schupp's that they should proceed to <u>repair/replace the asphalt in Linda's driveway</u> that was removed during construction of their home at #24. A completion date for doing so was to be requested.

The <u>acceptability of a sprayed on vinyl coating</u> product that can be applied over wooden siding was brought up again. John King had brought this up at the Annual Meeting. Ann King was asked to get more information on this product,

Julie Coolidge committed to contacting Jerry Greimer of Northwestern water and Sewer District about the letter we all received about needing <u>pressure regulating valves on all of our</u> <u>water lines</u>. Don Shetterly mentioned that Portage residents had received the valves free of charge and that perhaps that practice would apply to us. Installation will still be up to individual homeowners, though a group pricing deal will be sought. (Note: Julie contacted Northwestern Water & Sewer and they will indeed supply the valves for all home owners – more on this later.)

It was announced that <u>Alan and Jacqueline Field</u>, formerly of #26, are looking to purchase Lot #12 and to place a home there. Rachel has received a letter with preliminary plans and we

expect a formal request for approval of those plans in the near future. (Note: the AWPOA Architectural Review Committee did later give tentative approval of the Field's plans)

The date chosen for this year's <u>Spring Clean-up is Saturday, April 17</u>. Please meet at the entrance boulevard at 9 am. For those unable to work from 9 am – Noon, a 1 pm – 4 pm work group will be formed.

A reminder to all: When you use AWPOA equipment, please return it promptly after use and do not leave it outside. Also make sure and check oil and replace gas used.

The <u>next meeting of the AWPOA Board of Trustees</u> will be on Wednesday, June 23 at 7:30 pm.

The meeting was adjourned at about 9 pm.

Respectfully submitted,



# **Arlington Woods Property Owners Association**

# **Spring Cleanup 2004**

# Saturday, April 17, 2004, 9:00 AM

(Rain Date is Saturday, April 24)

## PLEASE MEET AT THE ENTRANCE BOULEVARD

The Trustees remind those of you who choose not to participate or can not participate for some reason that an appropriate contribution to the AWPOA Beautification Fund is expected.

To: All Residents of Arlington Woods

From: Don Shetterly, 4 Indian Creek Drive

Date: May 15, 2004

Subject: Pearl Gas Offer of Lower Price for Propane

Pearl Gas, a local company that supplies propane to a number of Arlington Woods homes, has extended a special offer to Arlington Woods residents as follows:

Pearl Gas will offer a one time first fill price of \$0.89 per gallon. More importantly, if one half of all propane users in Arlington Woods agree to buy propane from Pearl Gas next winter, they will guarantee the price not to exceed \$1.05 per gallon. If less than half of AW users sign up with Pearl, the price will still not exceed \$1.15 per gallon. This price will be guaranteed for two years.

I am a customer of Pearl Gas and have paid from \$1.25 to \$1.57 per gallon for propane over the last heating season, so this new offer is very welcome to me. I do not know what others have paid from other suppliers, so I can not know whether this represents a good deal for other home owners.

If this offer interests you, please call Mary Panning at Pearl. His number there is 419-353-5811.

If you decide to go with Pearl, you might give me a call at 419-686-2606 or e-mail me at <u>dshetterly@wcnet.org</u> and I will keep track of how many of us sign up with Pearl.

Don Shetterly

## Announcement

The next AWPOA Trustees meeting has been rescheduled to Wednesday, June 30 at 7:30 pm at Julie and Denny Coolidge's house at 5 Indian Creek Dr. (It was previously scheduled for a week earlier.) While only occasionally do non-Trustees attend these meetings, AW residents are always welcome to attend. If you have something that needs our attention and you want to bring it to our attention yourself, please come!

## Arlington Woods Property Owners Association Special Board of Trustees Meeting May 16, 2004

President Julie Coolidge called the meeting to order at 3:30 pm. Also in attendance were Trustees Rachel Hanna, Ann King, Don Shetterly, Scott Estep, and Ken Huner. Superintendent Ed Cleland was also present.

This special meeting of the Trustees was called to consider a request by Ann King for approval to use a new material for "painting" their house. The material is called ALVIS Spray on Siding. It is a polymer coating that is sprayed on over wood siding; several times as thick as regular paint. After considerable discussion, Scott Estep moved that we approve use of the material and Ken Huner seconded the motion. The motion then carried with a unanimous voice vote.

In other business, Ed Cleland announced that he will call the Central Joint Fire Department and invite someone to attend our next Trustees meeting on June 30. He had received a request from CJFD for an opportunity to speak to us.

The offering from Pearl for a special rate for propane was discussed. While similar offers could be forthcoming from other propane suppliers, it was decided that Don Shetterly would proceed to circulate the offer from Pearl.

The subject of an AWPOA representative attending Liberty Township Trustees and Zoning committee meetings was discussed. The following attendees on the following dates were agreed to:

Rachel Hanna: 6/2 and 7/24 (Zoning) Don Shetterly: 7/9 Scott Estep: 8/4 Ken Huner: 9/1 Ann King: 10/6 Julie Coolidge: 11/3 Don Shetterly: 12/1

The meeting was adjourned at 4:10 pm

Respectfully submitted,

# **BURNING REGULATIONS GUIDE**

## Fires are allowed for:

- 1. Cook-outs (proper size and contained, not for waste disposal)
- 2. Campfires in unrestricted areas
- 3. Welding and acetylene torches
- 4. Heat to warm outside workers/strikers
- 5. Occupational needs such as smudge pots

## Permission is needed for:

- 1. Ceremonial Fires (size no larger than 5x5, no more than 3 hours)
- 2. Fires set for training purposes or disposal of specified dangerous materials
- 3. Recognized land management practices and land cleaning wastes outside restricted areas only

\*\*Contact the Ohio EPA Northwest District Office for permission at (419) 352-8461

## **RESTRICTED AREAS - No open burning allowed:**

- 1. Within the boundaries of any municipal corporation
- 2. If the population if between 1,000 and 10,000 this restriction is extended 1,000 feet beyond the corporation limit
- 3. If the municipal population is over 10,000 the limit is extended to one mile beyond the corporation limit

## OUTSIDE THE RESTRICTED AREA - The following can be burned:

- 1. Agricultural wastes generated by crop and livestock production including fence posts and scrap lumber but not buildings
- 2. Landscape waste such as tree trimmings, brush, stumps, etc.

Both of the above must be for materials from the property only. NO outside materials can be brought in from another location.

3. Open burning is prohibited when air pollution warnings, ozone action days, alerts or emergencies are in effect

## The following can NEVER be burned:

- 1. Material containing rubber, grease, asphalt, or made from petroleum such as tires, cars, auto parts, plastics, or plastic coated wire
- 2. Garbage any material created in the process of preparing food
- 3. Dead animals

This information summarized from Ohio EPA brochure "Before You Light It" December 1991

## Arlington Woods Property Owners Association Board of Trustees Meeting June 30, 2004

President Julie Coolidge called the meeting to order at 7:35 pm. Other trustees in attendance were Rachel Hanna, Don Shetterly, Scott Estep, and Ken Huner. Ann King was absent. Visitors included Roger and Tracy Schupp of #24 and Chief Ron Bechstein, Jr. and Lt. Sue Gavron of the Central Joint Fire District. Superintendent Ed Cleland was also present.

Prior to usual AWPOA business, Fire Chief Ron Bechstein spoke to us. The new <u>CJFD fire station on</u> <u>Mermill Road</u> was first occupied in November of 2000, replacing the fire station in Portage. The station is responsible for an area of 77 square miles. About 250 runs are made per year from the station. The work force there includes 31 men and 5 women and they are all volunteers. The CJFD is funded by a  $3\frac{1}{2}$  mil tax and they are proud that they have kept the tax rate this low for several years.

The CJFD <u>offers a number of public relations programs</u>, especially for schools and for school children in area districts. They also offer free fire prevention home inspections. They invited any of us to stop for a tour any time that we see vehicles parked at the station. They also sponsor an <u>October Chicken</u> <u>Barbeque</u> which we were invited to attend.

Sue left a number of <u>brochures on fire safety</u> with the Trustees and we promised to make these available to our membership at the Summer Picnic in August. We also committed to distributing a "Burning Regulations Guide" that they provided.

Scott Estep made a motion that <u>AWPOA donate \$200 in support of CJFD</u>, Ken Huner seconded and the motion passed unanimously. (This had been previous practice, but had, for some reason, been dropped some years back.)

Julie Coolidge thanked Chief Ron and Lt. Sue for attending our meeting and updating us on their responsibilities and programs.

Visitors <u>Roger and Tracy Schupp of #24</u> were next afforded an opportunity to speak. They stated that they had <u>placed a 100 gallon LP tank on their porch</u> which they have also now enclosed. While they may eventually want a 500 gallon tank when and if they switch to LP for heat, they now are seeking approval only to have the 100 gallon tank next to their house.

The Trustees discussed this matter. We have also received a second request from Dan and Sharon Connelly that they be allowed to have a 124 gallon LP tank near their house. It is used for a gas fireplace. Julie Coolidge stated that we clearly need to have a policy on this. Previously, as far as anyone knows, only buried LP tanks were allowed in Arlington Woods.

Don Shetterly suggested that we look into the codes which govern whether an LP tank can be placed near a structure. It is believed that this is allowed for tanks up to 125 gallons and that tanks larger than this have to be placed away from structures. This code might therefore guide our decision on this matter. As a result, a final decision on this was deferred to the next meeting of the Trustees (or perhaps at the August picnic). (Note: Don Shetterly has since obtained a copy of the <u>applicable Ohio Fire Code</u> which indeed requires that tanks larger than 125 gallons must be placed 10 foot from structures and property lines. These restrictions do not apply to smaller tanks.)

Scott Estep had to leave at 8:15

#### Secretary's Report

Returning to the usual business, Rachel moved, Ken seconded, and approval was unanimous for a motion that the minutes of the March 10 Board of Trustees meeting be approved without being read.

Secretary Don Shetterly did read the minutes of May 16 special meeting, which were approved as read. (The minutes to that meeting are attached.)

### Treasurer's Report

Treasurer Rachel Hanna reported that the checking account has a balance of \$9155.08 and that the money market account balance is \$10,200.79. Thus, total funds available was at \$19,355,87.

Outstanding dues were in the amount of \$931.77. Three homeowners were one quarter behind on their dues and two were two quarters behind.

Rachel noted that the interest we are earning in the money market account is actually less than in the checking account and made a motion that we <u>move all money into the checking account</u>. Ken Huner seconded this motion and it received a unanimous approval.

#### Old Business

Don Shetterly reported that as far as he knew only the two additional homeowners (in addition to two previous) had responded to <u>the Pearl gas offer</u> of an LP price as low as \$1.05 per gallon. (Note: A later check with Pearl confirmed this and Mary Panning of Pearl indicated that he needed a response by August 15. For details contact Pearl Gas at 419-353-5811).

Don Shetterly reported that John Powell of #3 had received a <u>similar offer from Ludwig Propane</u>. They offer a \$0.90/gallon initial fill price and a one year (April to April) price of \$1.10/gallon for those that own their own tank. (Contact Ludwig at 419-832-8721)

Don Shetterly mentioned that all homeowners are reminded that they should have the <u>pressure regulator</u> <u>valves</u> given us to by the Northwestern Water and Sewer District and distributed by Ed Cleland installed soon to avoid potential problems with high water pressures. He had talked to Scott Zellars at NWWSD who said that occasional excursions in pressure as high as 80 PSI may occur starting late in July and prior to the full start-up of the new water tower and pumps in September-October. The regulator will keep the pressure at about 50 PSI, approximately our pressure now (it can be further adjusted up or down with the regulator). This action will reduce the likelihood of marginal water pipe, joints, or hoses developing leaks with the higher than standard pressure.

Rachel reported that she is pursuing the <u>rezoning of the back "meadow"</u> area of AW. She and Julie had met with Liberty Township Zoning Board personnel on the requirements. They will be filling out a document that includes all of our addresses. The cost for this action will apparently be only \$200. This will be presented to the Liberty Township Zoning Board in July.

#### New Business

Ed Cleland reported that we have <u>replaced the pull-behind brush hog</u> with a new 5 foot unit following the failure of the old unit. Cost of the replacement was \$650 plus tax.

Ed reported that after little requirement for <u>mosquito spraying</u> early in the spring/summer; he has now begun spraying aggressively.

Ed also reported that he is trying to <u>control the Duckweed in the south entrance pond</u>, but that the result has been an increase in Algae requiring application of an algaecide. He runs the aerators from 5 to 7 pm most days. The shallowness of this pond makes it difficult to control growth there since it is so nutrient rich. Ed thinks it will get better and noted that despite the surface appearance, the water itself is very clear.

Ed will also be <u>testing the sprinkler system</u> for the entrance boulevard. It had not been needed and thus not used at the time of the meeting.

Julie Coolidge reported on her attendance at the May 5 meeting of the <u>Liberty Township Board of</u> <u>Trustees</u>. They mentioned that they are not taking up zoning matters with the exception of our "meadow" application. Most of the matters discussed did not impact on AW residents. (Note: For details, talk to Julie.)

Rachel Hanna reported on her attendance of the June 2 meeting of the <u>Liberty Township Board</u>. (Note: For details, talk to Rachel)

Don Shetterly presented John Powell's (#3) request for approval to <u>place a 10 ft x 10 ft utility shed</u> on his property. Rachel moved that John's proposal to approved, Ken seconded, and the motion passed on a unanimous voice vote.

Julie and Ken both reported that a Sue Thomas had contacted them about <u>building a home on Lot #12</u>. She wanted some assurance that she could use a "cement board" siding on all or part of the house. While this was discussed, it was agreed that we could not rule on the acceptability of the material without a more complete proposal. Nevertheless, Don Shetterly reported that approval of a similar material had been given several years ago. It is not known how likely it is that Ms. Thomas will even purchase the lot.

Sunday, August 15 at 4 pm was chosen for the AWPOA Annual Picnic. The picnic will be at Julie and Denny Coolidge's home at #5. Homeowners are to bring table service and a dish to share. AWPOA will provide beer, soda, and grilled meat. A golf outing is also planned prior to the Picnic. Rachel will arrange for the golf. She also committed to distributing an announcement for golfing times and an invitation to all homeowners to attend both the golf outing and the picnic.

The next regular <u>meeting of the AWPOA Board of Trustees</u> will be on Wednesday, September 29 at 7:15 pm at Coolidge's.

It was mentioned that <u>Clyde Searls has moved into the house on lot #31</u>. We will welcome Clyde to Arlington Woods at the upcoming AWPOA picnic.

The meeting was adjourned at 9:50 pm.

Respectfully submitted,

# AWPOA SUMMER PICNIC AND 18 HOLE GOLF SCRAMBLE

The Summer Picnic and Golf Scramble will be held on Sunday, August 15, 2004.

All interested golfers should contact Rachel Hanna at 686-0016 or Ed Cleland at 686-2040. Tee times begin at 9:00 a.m., you will need to arrive at the Briar Hill Golf Course in North Baltimore by 8:30 a.m. There will be a \$5.00 entry fee per person. When you arrive, you will need to pay for your green fees and/or cart rental.

Julie and Dennis Coolidge, (#5), will be our hosts for the picnic. AWPOA will furnish the meat, drinks (pop & beer) and condiments. You will need to bring a hot or cold dish and your own place settings. Plan to arrive at the picnic between 4:00 and 4:30 p.m.

## Arlington Woods Property Owners Association Board of Trustees Meeting September 29, 2004

President Julie Coolidge called the meeting to order at 7:20 pm at the Coolidge's, #5. Trustees Rachel Hanna, Don Shetterly, Scott Estep, Ann King, and Ken Huner were also in attendance. Superintendent Ed Cleland was also present.

#### Secretary's Report

Rachel Hanna moved that the minutes of the previous AWPOA meeting on June 30 be accepted as written. Scott Estep seconded, and approval was unanimous.

#### Treasurer's Report

Treasurer Rachel Hanna reported that the <u>AWPOA checking account has a balance of \$21,637.07</u>. This amount is larger than in the past because our money market account was closed and that money moved into the checking account. Closing of the money market account was approved by the board at the last meeting because the interest rate was lower than for the checking account.

Dues outstanding were in the amount of \$1015.35. Eight homeowners were one quarter behind on their dues and one was two quarters behind.

#### Old Business

The application to rezone Plat 3 of AW (the "meadow") from agricultural to residential is complete and awaits signatures by board members. Rachel filled out the application form and a zoning board member wrote the application. A \$250 filing fee was required. Approval by the Liberty Township zoning board is expected. This rezoning will put more requirements on any commercial property developments adjacent to Arlington Woods.

Ed reported some reduction in weeds on and around the south pond due to the use of herbicides. However, the appearance of the pond is still of concern to some homeowners. Dredging has been suggested, but the cost is thought to be prohibitive. A few years back a firm called "Inspired by Nature" quoted \$6000 for aspirators and for planting and removing water hyacinths in the ponds. These measures were expected to clear the ponds in a few seasons. Since we now have aspirators and only the south pond is a problem, it is considered possible that the water hyacinth solution would be affordable. Julie Coolidge committed to contacting Inspired by Nature. Also, Ed has requested a quote for a third "bubbler" and will install this when an additional unit has been purchased. (Julie has since contacted "Inspired by Nature" and they will attend our Dec. 2 Trustees meeting and will have proposals for our consideration.)

Ed reported that the <u>sprinklers on the entrance boulevard</u> have not been used this summer, partly because some repair is required and a new inlet filter from the pond is needed. It was determined that this will be done next spring. Don Shetterly and Ken Huner offered to help Ed on this. Ed will blow the system out before winter.

Don Shetterly reported that he has obtained a copy of the Ohio Fire Code and that it clearly states that <u>propane tanks</u> can be placed adjacent to structures only if they are smaller than 125 gallons. Since two residents now have tanks adjacent to their house which are less than 125 gallons, they are not in violation of Code. However, under the Rules and Regulations of AWPOA, any placement of items on

the property of AW residents requires the prior approval of the AWPOA trustees. Since this approval was not sought prior to the placement of the propane tanks, those placements will not be approved.

In order to have a specific ruling on record and to clarify for future requests, Julie Coolidge made a motion that proposals for the <u>placement of any propane tank</u> larger than 20 lb. must be approved by the Trustees. This motion was seconded and approved in a unanimous voice vote of the Trustees.

The secretary of AWPOA was instructed to write a letter to the two residents who placed propane tanks on their property without prior approval, to inform them that their efforts to hide the tanks from view are appreciated.

## New Business

Saturday, November 6 was chosen as Fall Cleanup Day. Homeowners are asked to gather at the entrance boulevard at 9 am to form work parties. Pizza and beverages will be furnished to all volunteers at noon. It was decided that a "Billy Goat" brush cutter will be rented for the day for use in brush removal along Indian Creek Drive, on the embankment along US 25, and in the trailer storage area. The rain date for Fall Cleanup will be Saturday, November 13.

It was recommended that some of the work planned for fall cleanup will include clearing a border around the south pond. Some work on this was done at spring cleanup.

We again ask that <u>residents who can not or choose not to participate in Fall Cleanup make a</u> <u>contribution to the AWPOA Beautification Fund</u>. This fund is used to purchase flowers and plants that make AW the attractive place it is.

A <u>bonfire and hot dog roast</u> is being planned for 5:30 pm on Fall Cleanup Day in The Meadow. All residents are welcome to attend. Bring all your own fixins. AWPOA will provide beverages.

Ed proposed that AW purchase a <u>new trailer</u>. The trailer that we are using needs repairs and is smaller than Ed thinks would be desirable. In addition, it belongs to Jim Graf. The old AWPOA trailer is considered beyond repair. Possible sources of a new trailer were discussed. Ed will look around for a good price. In the mean time, the bed of the trailer we are using (Jim Graf's) will be replaced so we can use it for Fall Cleanup.

It was reported that the <u>leaf blower</u> is using oil and that it has not always received the appropriate servicing. Don Shetterly and Ed Cleland reported that while it may use some oil it is running fine. Also, now that Ed is keeping it in his garage, he will make sure it has oil. Ed volunteered to keep it in his garage.

The <u>log splitter and mulcher</u> are now in the sewage treatment plant. Concern was expressed that these items also have not always received good service, e.g. the oil has not always been checked, and the splitter has not been lubricated as needed.

After some discussion, it was decided that these items, the leaf blower, mulcher and log splitter as well as the tractor, mower, and trailer are only to be loaned out with the permission and knowledge of a trustee or Ed. The trustee or superintendent (Ed) is then responsible for knowing the location of the item and for reminding those borrowing the item to check the oil and refuel.

<u>All homeowners are welcome to use these items</u>. To do so, they should contact a trustee for a key to the sewage treatment plant for the mulcher or log splitter or Ed for the tractor, trailer, mower or leaf blower. A signup sheet will be provided and must be used for each item and the last person shown to

have signed out an item will be responsible for returning it. Finally, a laminated service sheet will be provided with each item to remind users to perform that service.

Julie Coolidge reported on a meeting she had with Steve Thomson, Wildlife Investigator for the Ohio Division of Wildlife with regard to <u>hunting on AW property</u>. AWPOA Rules and Regulations state that only residents and their families can hunt on Plat 3 (the "meadow), and then only by bow and during bow hunting season which presently runs from October 2 to January 31. Steve recommended that we get the vehicle license of anyone observed hunting there and that additional "NO HUNTING" signs be placed in the area. We also might give him a list of those in AW who do hunt there. It was also suggested that AWPOA develop and permission form which anyone hunting there would carry. Any residents who plan to bow hunt in the meadow should inform the AWPOA board.

Ken Huner attended the last <u>Liberty Township Trustees meeting</u> and reported that no issues of relevance to AW residents were discussed.

The <u>AWPOA Christmas Party</u> was discussed and the date set for Wednesday, December 8 at 7 pm. At the time of the meeting Julie volunteered her house if no one else was interested. Since then, Don and Lynette Shetterly, #4, have offered to host the party on that date. As in the past, residents are asked to bring an hors d'oeuvres or desert item to share with all attendees. AWPOA will provide refreshments.

The <u>Annual Meeting</u> of AWPOA will be held at the Coolidges', #5, on Thursday, January 13, 2005, at 7:00 pm. All AWPOA residents are invited to attend. Refreshments will be provided.

A <u>budget meeting of the AWPOA Trustees</u> will be held on Thursday, December 2 at 7:15 pm at the Coolidges', #5. The purpose of this meeting will be to review the past year's expenditure and establish a budget for the 2005 year in advance of its presentation to homeowners at the Annual Meeting.

The meeting was adjourned at 9:15 pm.

Respectfully submitted,

# ARLINGTON WOODS PROPERTY OWNERS ASSOCIATION

# FALL CLEANUP 2004

# Saturday, November 6, 2004, 9 am

## PLEASE MEET AT THE ENTRANCE BOULEVARD

(Rain Date is Saturday, November 13)

Remember:

**Bonfire and Hot Dog Roast** 

In the Meadow at 5:30 pm

Bring your own fixins - beverages provided

## Arlington Woods Property Owners Association Trustees Meeting December 2, 2004

President Julie Coolidge called this special meeting of the AWPOA Trustees to order at 7:20 pm. In attendance were trustees Julie Coolidge, Ken Huner and Don Shetterly as well as superintendent, Ed Cleland. Trustees Ann King, Rachel Hanna, and Scott Estep were absent. Also attending were guests from Northwest Water and Sewer District, Bill Barber and Dan Wickard, and Don Scooner of Inspired By Nature.

The original purpose of the meeting was to review the budget for the upcoming year prior to the Annual Meeting. However, since Treasurer Rachel Hanna could not attend, that objective was not achieved and was postponed to a later date.

However, NWSD had asked to speak to the trustees and were invited to do so at this meeting. Also, Julie Coolidge had invited Don Scooner to speak to the trustees about rehabilitating the entrance ponds.

Since this was not a regularly scheduled meeting and several trustees were absent, reading of the minutes of the previous meeting and the Treasurer's report were omitted from the meeting.

What follows is a summary of the presentations made first by Don Scooner of Inspired By Nature and second by Bill Barber and Dan Wickard of Northwest Water and Sewer District.

#### **Inspired by Nature**

Dan Scooner started by describing the AW ponds as being shallow and situated in woods, making them a little difficult to maintain. The organic load from leaf fall and fertilizer run-off is extremely high relative to the shallow depth of the ponds, particularly the shallower south pond.

The need is for some vegetative or other means of consuming the organic material, thus reducing the minerals that encourage the present algae and duck week growth.

While re-digging or dredging would be a solution for these conditions, doing so is likely to be prohibitively expensive. Use of chemicals to deep growth down will become less successful with time.

The suggested solution was two fold: 1) Treatment with beneficial bacterial microbes which will accelerate the consumption of the excess nutrients present in the ponds and 2) Planting plants which will eventually stabilize the nutrient level in the ponds at a lower level which will not promote growth of less desirable algae and surface plants such as the duckweed present on the south pond.

The south pond needs the most attention since it is the shallower of the two ponds. Mr. Scooner mad the point that the south pond technically qualifies as a "wetland" due to its shallowness. He believes that the focus of efforts should be on the south pond. Since the North pond is partially fed by the south fond, treatment of the north pond will improve the health of both.

The recommended microbe application for the ponds would cost \$385 for the south pond and \$781 for the north pond. This could be purchased by the end of 2004 at this price and applied in the spring.

The recommended plantings would occur primarily in the south pond and could include a wide range of water plants ranging from grasses to water lilies and water irises. These plants cost from \$1.50 to \$4.50 per clump. The number of plants required for a recommended coverage of 25% (mostly perimeter),

might therefore cost from \$500 - \$1000. There would be an additional charge if we wished to contract for removal of the plant vegetation in the fall. This would be necessary since limiting organic material on the bottom of the pond is part of the goal.

Discussion after Mr. Scooner's presentation demonstrated that there was agreement among the Trustees present that this was a good plan and within the budgetary capability of AWPOA

### Northwest Water and Sewer District

Dan Wickard, District Supervisor and Bill Barber, Project Manager and Engineer for NWSD had asked to talk to the AWPOA Trustees to introduce us to the plan for elimination of the present AW sewage treatment plant and the installation of new sewer line which would carry wastewater to the new treatment plant south of Rudolph.

Dan and Bill stated that the present sewage treatment plant was originally (1975) conceived of as a temporary solution to AW treatment needs. As such, it is at the end of its useful lifer and requires replacement. Unfortunately, the latest environmental requirements increase the cost of facilities such as this and their estimate is that replacement of the present facility would cost on the order of \$250,000 exclusive of installation costs (compared to a total cost of \$40,000 for the present facility in 1975).

As a result, MWSD is in the process of receiving final approval to eliminate the present facility and to bury sewage line that will carry AW sewage to a new treatment facility south of Rudolph. The project cost is expected to be in excess of \$400,000. The portion of this cost that will be born by AW residents amounts to about \$200,000. This will be paid for by an additional charge of approximately \$25 per month to our water and sewer bills for the next 20 years.

The work , which will commence in about May, will entail updating the Northwest corner pumping station, replacing and relocating the southwest corner pumping station, and running new sewer line from that station south to highway 281, west to Rudolph Road, and from there to the new treatment facility on Rudolph Road. The southwest pumping station will be moved some distance west of its present location but will remain on AW property.

Following the switch to the new sewer line, the present treatment facility will be demolished and the treatment areas filled in. While the fence around the facility might be left, it was determined that in rehabilitating the site, it would not be practical to retain the existing building.

Following questions, the answers to which are covered above, the representatives of NWSD were thanked for their presentation. Their offer to make a similar presentation to the entire AWPOA membership at the annual meeting was accepted.

Respectfully submitted,

# ARLINGTON WOODS HOMEOWNERS ASSOCIATION

## HOLIDAY GATHERING

To celebrate the holiday season, we will be having our annual Holiday Gathering on

Wednesday, December 8, 2004

at the

Home of Don and Lynette / hetterly 4 Indian Creek Drive

from

7:00 p.m. to 11:00 p.m.

Please bring your favorite Hors d'oeuvres or desert dish. Beverages will be provided by AWPOA.

We Wish You and Your Family a Very Happy Holiday Jeason