

**Arlington Woods Property Owners Association
Board of Trustees Meeting
January 6, 2003**

President Roy Clark called the meeting to order at 7:50 p.m. In attendance were Trustees Roy Clark, Sharon Connelly, Bob Martin, Rachael Hanna, and Don Shetterly. Trustee Ann King was absent. Superintendent Ed Cleland was also present.

Treasurer's Report

Treasurer Rachael Hanna reported that the balance that day in the AWPOA checking account was \$9091.60 and the money market account had a balance of \$10,185.50. However, Rachel noted that she had as much as \$6000 in not yet deposited checks received for the 4th quarter of 2002. She promised to have these checks deposited so that the balances would reflect all 2002 expenditures and receipts prior to the Annual Meeting on Thursday, January 9.

Old Business

Roy reported that he had received a note from the Hintons on lot 34 for permission to build a white plastic fenced in area in back of their house. This was discussed at length. However, it is clearly not permissible under paragraphs 1 and 4 of Part I of the AWPOA Declaration of Restrictions. The later states that "all structures" in The Woods "must be of natural materials." The Board has consistently upheld this clearly stated rule over the years. As a result, Sharon Connelly moved that the request be denied. Rachael Hanna seconded and the motion was approved unanimously. The Secretary was asked to send a letter to the Hinton's informing them of the Board's decision.

President Roy Clark thanked the Shetterlys for hosting this year's AWPOA Christmas party on December 11.

Roy reported that he attended another Liberty Township Zoning Board meeting on October 30. The meeting was held for the purpose of further discussions of the details of a proposed Zoning Resolution. The resolution does not propose to change zoning on any property, but does contain rules for determining the response of the Board to requests for changes of zoning from property owners in the Township. Roy did mention that Zoning Board members did say that AWPOA might want to consider requesting re-zoning the "meadow" area behind The Woods from its present agricultural to residential. The rules for property adjacent to residential areas are more restrictive than those adjacent to agriculturally zoned properties. Later discussion among the Board members was that AWPOA should proceed with this re-zoning request in 2003.

The issue of re-paving the entrance Boulevard will be brought up at the Annual Meeting since at present there are not sufficient funds in the "Road Fund" to cover the cost. Thus, if we were to repave in 2003, an assessment would be required. The Board felt that such a decision should be made by members of AWPOA and not just the Trustees.

No news on improvements in cable television service has been received, though ADT of Findlay is reportedly bringing fiber optic cable up to US 280 and may extend that into The Woods.

New Business

A resident has brought it to the attention of a Board member that an Arlington Woods property owner has been hunting with a gun in the meadow or woods behind the residential area. While bow hunting by residents is allowed in season, the Declaration of Restrictions Part 2 Paragraph 2 states that "Discharge of guns of any type will not be permitted." All residents of the Woods are asked to abide by this rule.

Roy Clark stated that resident Tom Snyder has proposed that we plant one or more trees in the Woods in recognition of the contributions Brad Hanna made to The Woods over the years he was resident here. Brad, who died in November, will be long remembered fondly by all in the Woods who knew him. It was determined that a grouping of flowering trees would be planted at the end of the entrance Boulevard in Brad's memory. Ann King will be asked to choose the trees and coordinate their planting.

Some discussion of snow removal was held. Milt Boxley, who lives just across US 25, has done this for years and is generally very conscientious about it. However, the most recent snowfall of an inch or two had not been removed. While better service might be obtained, Ed Cleland pointed out that it would certainly be more expensive. It was decided that the subject could be brought up at the Annual Meeting if homeowners want a higher level of service and are willing to incur higher costs.

The proposed budget for 2003 was discussed and developed in detail. There were no significant areas of disagreement among Board members as to proposed expenditures. However, there was considerable discussion of how to present the "numbers" so that the budget and the general financial condition of The Woods could be easily understood. Since not all balances were up to date at the time of this meeting, the Board will view and propose changes to the budget at the Annual Meeting along with all AWPOA members.

The next Board of Trustees meeting will be held immediately following the annual meeting on January 8.

The meeting was adjourned at 10:30 pm

Respectfully submitted,

Don Shetterly
AWPOA Secretary

ARLINGTON WOODS PROPERTY OWNERS ASSOCIATION

INCOME & EXPENSE	ACTUAL 2000	ACTUAL 2001	ACTUAL 2002	AVG. 3 YR	APPROVED 2002	PROPOSED 2003	APPROVED 2003
ACCOUNT BALANCES						15000	
CHECKING ACCOUNT	\$9,622.90	\$524.63	(\$1,470.43)		\$3,786.84		
MONEY MARKET ACCOUNT	\$0.00	\$10,000.00	\$10,185.50		\$10,119.78		
NAT & BEAUT FUND	\$0.00	\$2,587.75	\$1,897.21		\$2,090.84	1897.21	
OUTSTANDING BALANCES	\$0.00	\$0.00			\$1,964.00		
TRACTOR FUND	\$0.00	\$0.00	\$1,000.00			1500.00	
ROAD FUND	\$0.00	\$4,500.00	\$7,664.82		\$5,164.82		
TOTAL ACCOUNT BALANCES	\$9,622.90	\$17,612.38	\$19,277.10		\$23,126.28	25,000	
SOURCES (INCOME)							
OWNER ASSESSMENTS	\$17,748.40	\$17,409.55	\$12,404.58	\$17,578.98	\$18,574.00	18574	
INTEREST INCOME	\$85.70	\$173.57	\$25.95	\$129.64	\$150.00	36	
OTHER INCOME	\$0.00	\$700.00		\$350.00	\$0.00	0	
LATE FEES	\$67.60	\$8.35		\$37.98	\$0.00	0	
NAT & BEAU FUND			\$46.00			200	
SIGNAGE ASSESSMENT	\$0.00	\$1,500.00	\$1,125.00	\$750.00	\$1,275.00	0	
SIGN DEPOSITS	\$30.00	\$90.00		\$60.00		30.00	
TOTAL SOURCES	\$17,931.70	\$19,881.47	\$13,601.53	\$18,906.59	\$19,999.00		
TOTAL AVAILABLE	\$27,554.60	\$37,493.85		\$32,524.23	\$43,125.28		
USES (EXPENSE)							
ELECTRIC UTILITY	\$527.55	\$543.78	\$503.53	\$535.67	\$575.00	600.00	
LIGHTING SUPPLIES	\$162.14	\$256.26	\$112.32	\$209.20	\$200.00	200.00	
TRASH REMOVAL	\$2,432.76	\$2,369.60	\$2,537.16	\$2,401.18	\$2,500.00	2800.00	
LAWN MOWING	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	1200.00	
LAWN TREATMENTS	\$85.49	\$98.35	\$73.25	\$91.92	\$200.00	200.00	
SNOW REMOVAL	\$1,610.00	\$1,875.00	\$128.09	\$1,742.50	\$1,500.00	3500.00	
POND MAINT/REPAIRS	\$42.39	\$99.66	\$85.26	\$71.03	\$300.00	250	
SPRINKLER MAINT/REPAIRS	\$113.17	\$145.52		\$129.35	\$500.00	250	
EQUIPMENT MAINT/REPAIRS	\$169.66	\$242.67	\$4,457.33	\$206.17	\$600.00	600.00	
FUEL	\$42.01	\$70.95	\$34.04	\$56.48	\$100.00	100	
FLOWERS/PLANTINGS	\$208.43	\$12.70	\$42.19	\$110.57	\$250.00	250	
CLEAN-UP EXPENSE/LABOR	\$350.56	\$74.88	\$24.14	\$212.72	\$500.00	500	
INSURANCE	\$293.00	\$293.00	\$293.00	\$293.00	\$300.00	350	
IRS TAXES	\$3.00	\$0.00		\$1.50	\$50.00	50	
REAL ESTATE TAXES	\$1,232.72	\$1,322.76	\$1,377.21	\$1,277.74	\$1,350.00	1400	
ADMINISTRATIVE	\$99.52	\$956.13	\$117.47	\$527.83	\$1,000.00	500 (1000) 40	
ASSOCIATION PARTY EXP.	\$252.70	\$363.46	\$214.48	\$308.08	\$400.00	400 500	
MOSQUITO SPRAY	\$556.50	\$277.19	\$839.59	\$416.85	\$1,500.00	1000	
NAT & BEAU EXPENDITURES	\$0.00	\$496.91	\$239.63	\$248.46	\$1,200.00	1000	
MISCELLANEOUS	\$127.20	\$8.37	\$155.74	\$67.79	\$100.00	100	
SUPERINTENDENT	\$2,400.00	\$2,800.00	\$2,800.00	\$2,600.00	\$2,800.00	2800 3000 20	
TOTAL RECURRING EXPENSE	\$11,908.80	\$13,507.19	\$15,234.43	\$12,708.00	\$17,125.00		
EQUIPMENT PURCHASES							
SPREADER	\$21.17	\$0.00		\$10.59	\$0.00	-	
TRACTOR	\$0.00	\$0.00		\$0.00	\$1,000.00	1000 1000 20	
SIGNAGE	\$0.00	\$2,789.20		\$1,394.60	\$1,000.00	-	
AERATION EQUIPMENT/PUMP	\$0.00	\$0.00		\$0.00	\$500.00	500 20	
SPECIAL CAPITAL ITEMS							
TREE REMOVAL & TRIMMING	\$0.00	\$0.00	\$318.00	\$0.00	\$2,000.00	2000	
ROAD EXPENDITURES	\$600.00	\$35.18		\$317.59	\$2,500.00	3000	
STONE PARKING LOT	\$0.00	\$0.00		\$0.00	\$300.00	300	
SPRAYER UPGRADE	\$0.00	\$0.00		\$0.00	\$4,000.00	0 00	
TOTAL USES	\$12,529.97	\$16,331.57	\$15,552.43	\$14,430.77	\$28,425.00		
CHECKBOOK BALANCE	\$15,024.63	\$21,162.28			\$14,700.28		

12/31/02

* Sprayer upgrade

Arlington Woods Property Owners Association
Annual Meeting
Thursday, January 9, 2003

President Roy Clark called the meeting to order at 7:35 p.m. Including proxies, a quorum of AWPOA members were present. Board members Don Shetterly, Rachael Hanna, Roy Clark, and Sharon Connelly were present. Board members Ann King and Bob Martin were absent.

Secretary Don Shetterly read the minutes of the 2002 Annual meeting. Roy Clark moved that they be accepted as read. The motion was seconded and approved in a unanimous voice vote.

Treasurer Rachel Hanna presented the Treasurer's report for 2002. Total available funds at the end of 2002 were \$23,289.76. This compares favorably to the previous year's end balance of \$21,162.28.

Old Business

Board President Roy Clark thanked 2002 board members Ann King, Bob Martin, Don Shetterly, Rachael Hanna, and Sharon Connelly for their efforts. Roy suggested a round of applause for Ed Cleland's efforts as our superintendent. He pointed out that the work Ed does saves AWPOA a lot of money.

Roy thanked Ann King for her efforts in leading our work to improve and maintain the flower beds and planting areas. Appreciation was expressed for Will Cleland's excellent job in keeping common areas mowed for AWPOA.

Roy thanked the AWPOA members who supported our Spring and Fall Clean-Up days. Despite the bad weather on Spring Clean-up day, a good deal was accomplished. Fall Clean-Up saw significant progress in getting the drainage ditches cleared.

Jo Ann Kroll and Kathy Hoff were thanked for hosting the Summer Picnic, which was well attended and much enjoyed by all. The golf outing preceding the picnic was enjoyed by 20 participants.

Don and Lynette Shetterly were thanked for hosting this year's Christmas Party which was also well attended.

Roy welcomed three new families who moved into The Woods in 2002: Bill and Ruth DeWitte in #19, Brad and Kim Bigelow in #36, and Robert Smith in #27.

Sharon Connelly spoke for the AWPOA Naturalization Group, saying that progress on the boulevard in front is on-going, but that significant improvements had been made in the last year. She added that attendance for the work was weak during Fall Clean-Up. More people will be needed at Spring Clean-Up to do the required work. She mentioned that anyone who cannot help on that day but would like to contribute their time should contact her or Ann King for suggestions of work they might accomplish on other days. Ed Cleland commented as well that anyone who would like to assist in AWPOA's effort to beautify The Woods, but find it difficult to help on clean-up days, can contact him for suggestions on efforts they could contribute.

A number of home projects were approved by the board during 2002. Only two requests were denied: 1) A request by a prospective home builder that he be allowed to use vinyl siding on a house he was considering building on Lot #29 and 2) A request for placing a vinyl fence on Lot #34. The person considering building on Lot #29 did not pursue that plan and later Linda Smead purchased the lot which is adjacent to her house. All decisions were stated as being made in accordance with the Declaration of Restrictions and the Code of Regulations which govern AWPOA.

Lot signs were put up for the side roads off Indian Creek Drive. This completed the new signage for The Woods for which everyone has expressed approval.

The PUCO was contacted for assistance improving cable service and placement in the Woods, but they stated that they don't regulate cable service. Don and Lynette Shetterly and Julie Coolidge attended a

meeting of the North Baltimore City Council on August 6 where approval was given for additional companies to provide cable service in addition to Americable, AWPOA's cable service supplier. Following that meeting, Don, Lynette, and Julie met with representatives of two prospective cable service suppliers who indicated an interest in furnishing improved cable service to Arlington Woods. Ed Cleland reported that he had recently spoke with representatives of ADT out of Findlay who indicated that they were bringing optical cable up to US 281 and perhaps, therefore, into The Woods. Clyde Willis suggested that we do an audit of present cable and dish usage in The Woods. Roy Clark concurred that this would be done.

The mosquito sprayer was rebuilt this year at a considerable cost. Fortunately the spring and summer were dry enough that not a lot of spraying was required.

Roy reported that he contacted the local Game Warden after there were indications that hunters might be shooting deer in the meadow from stands outside of AW property. This is not allowed and the Warden promised to keep an eye out for this.

Roy stated that the Board has approved placement of one or more trees at the east end of the entrance boulevard in memory of Brad Hanna who passed away in November. Brad was a long time and very active resident of AW and will be greatly missed.

Roy reviewed the subject of zoning. Several AWPOA members attended Liberty Township Zoning Board meetings late in 2002. This was discussed in previous Board meeting minutes. The result of the most recent meeting was an informal recommendation that AWPOA consider rezoning the 80 acre meadow and woodland area east of our homes which is owned by AWPOA. We would change the zoning from agricultural to residential. This would mean that any building on properties adjacent would have to meet more stringent requirements. The Board will pursue this in 2003.

Andy Elliot (#18) stated that he has had recent discussions with Robert Neville and his real estate agent about possible purchase of the 40 acres that Neville owns on the northwest corner of US 25 and Ohio 281. This property abuts the Elliott's back yard. In the process of considering this purchase, Andy was made aware of an agreement between AWPOA and Neville that, in exchange for Neville having access to the sewage treatment facilities located at the southwest corner of AW proper, Neville committed to essentially following all the rules of the AWPOA Declaration of Restrictions and Code of Regulations for his property for a period of 25 years from the agreement date of March 8, 1994, e.g. until March 8 2019. This agreement runs with the land. Thus, this agreement protects AW from having commercial or industrial development to the south through that date. Andy indicated that Neville was asking a high price for the property, such that he may not be able to purchase it for a reasonable price, but that, at this time, he still pursuing the possibility of purchasing the land. Copies of the document referred to were made available at the meeting and can be obtained from any Board member.

Roy reviewed the fact that AWPOA received a quote of \$20,000 earlier in the year for repaving the entrance boulevard. This is discussed later under new business.

New Business

Ed Cleland mentioned that he feels it is important to move ahead with some improvements to drainage and to repaving the entrance boulevard area. Roy responded that we would discuss this further when we discuss the budget.

Kathy Houser (#33) brought up the subject of trees being cut in common areas without the approval of the Board. Roy Emphasized that cutting of trees anywhere in The Woods was subject to Board approval, unless the trees are close to the homeowner's house. In no case is it acceptable to cut trees in common ground except in the unlikely event that for some reason the Board determined that it needed to be done. Clearing briars and brush in common areas is acceptable as long as it is cleared with the Board.

Ken Steffan (#25) suggested that a caution light/ flashing light or some other indicator for the entrance to AW from US 25 was needed for safety reasons. Roy Clark suggested that the new Board address this issue.

Roy proposed, as discussed earlier, that the Board pursue obtaining a change in zoning for the 80 acres behind The Woods from agricultural to residential. It is thought this will not affect taxes for the property. Scott Estep moved that the new Board investigate the ramifications of the zoning change. Sharon Connelly seconded this motion and the motion was passed on a unanimous voice vote.

Jo Ann Kroll (#20) stated that she thought that the AW sign our front is looking a little worn. Sharon Connelly agreed with this. Roy agreed that the new Board would consider this.

Denny Coolidge (#5) mentioned that he thought it would be nice if AW had a walk-behind "Brush Hog". Cost would be about \$350. This will be considered by the new Board.

Linda Long (#38) asked if anyone knew of any way to get a faster Internet connection in The Woods. She had talked to "dish" people who said she would need a tower for a dish where she lives. John Powell (#3) responded that if ADT brings fiber optic cable into AW, that service would include broadband Internet service.

It was mentioned that there was a recent incident in which a homeowner claimed they were not aware of AW rules and regulations. Therefore, Rachel Hanna made copies for every homeowner of the Declaration of Restrictions and the Code of Regulations which govern AWPOA. These were passed out to all present. Sharon Connelly accepted responsibility for making sure that all other homeowners receive their copy.

Scott Estep (#14) stated that he was not pleased with the snow removal this year. Roy Clark explained that while the board has discussed getting bids for snow removal, the first snow arrived early this year and snow removal essentially defaulted to Milt Boxley. He agreed that Milt's efforts have not been as consistent in the past year or two as they were in the past. Don Shetterly proposed that someone call Milt when we want snow removal. Ed Cleland responded that he would not be able to accept that responsibility. It was determined that the new board would take up this issue.

Rachel Hanna, AWPOA Treasurer, and Roy Clark, AWPOA President, presented the proposed budget for AWPOA for 2003. Roy emphasized that it has been his goal for AWPOA to have a substantial cash reserve. This year it stands at over \$23,000. This compares to some years back when the reserve was as low as \$9000. Roy would prefer to maintain a substantial cash reserve, even if it means that repaving the front boulevard needs to be put off or funded by a general assessment. Denny Coolidge moved and Ann Huner seconded a motion that the budget as approved by accepted. The motion passed with a unanimous voice vote.

Roy Clark opened the meeting to nominations for Trustee. Rachel Hanna Don Shetterly, and Ann King's terms as Trustee expired this year. The new nominees were Ann King, Julie Coolidge, Scott Estep, Rachel Hanna, Don Shetterly and Ken Huner. Jane Clark moved that nominations be ended, Joann Kroll seconded and the motion was passed on a unanimous voice vote.

In the voting, Rachael Hanna was elected, but there was a tie for second between Don Shetterly, Ann King and Scott Estep. Scott Estep subsequently withdrew his name and Don Shetterly and Ann King were therefore elected along with Rachel Hanna for the two year term from 2003 – 2005.

It was moved that the meeting be adjourned. This was seconded and approved by a unanimous voice vote.

Respectfully submitted,

Don Shetterly
AWPOA Secretary

AWPOA
01/01/02 Through 12/31/02

BEGINNING CHECKBOOK BALANCE 11,042.50

INCOME

Assn Dues	16,540.08
Interest	28.62
Nat & Beau Fund	171.00
Sign Deposit	(30.00)
Signage Assessment	<u>1,225.00</u>

TOTAL INCOME 17,934.70 +17,934.70

EXPENSES

Administrative	60.01
Assn Party	411.72
Bank Charges	59.36
Clean-up	74.14
Equip Repairs	4,457.33
Flowers	42.19
Fuel	34.04
Insurance	293.00
Lawn Maint	73.25
Lawn Mowing	1,200.00
Lighting Maint	121.42
Miscellaneous	155.74
Mosquito Control	839.59
Nat & Beau Fund	239.63
Pond Maint	85.26
RE Taxes	1,377.21
Snow Removal	191.23
Superintendent	2,800.00
Trash Removal	2,537.16
Tree Removal	318.00
Utilities	<u>503.53</u>

TOTAL EXPENSES 15,873.81 -15,873.81

ENDING CHECKBOOK BALANCE 13,103.39

BEGINNING MONEY MARKET BALANCE 10,119.78

INCOME

Interest	<u>66.59</u>
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TOTAL INCOME 66.59

ENDING MONEY MARKET BALANCE 10,186.37 10,186.37

TOTAL AVAILABLE FUNDS 23,289.76

ALLOCATED FUNDS

NAT & BEAU FUND

Beginning Balance	2,090.84
Expenditures	-239.63
Contributions (Clean up)	<u>+171.00</u>
Ending Balance	2,022.21

ROAD FUND

Beginning Balance	<u>5,164.82</u>
Ending Balance	5,164.82

OUTSTANDING BALANCES 3,084.92

ARLINGTON WOODS PROPERTY OWNERS ASSOCIATION

INCOME & EXPENSE	ACTUAL 2000	ACTUAL 2001	ACTUAL 2002	AVG. 3 YR	APPROVED 2002	PROPOSED 2003	APPROVED 2003
ACCOUNT BALANCES							
CASH ON HAND	\$9,622.90	\$524.63	\$3,786.84		\$3,786.84	\$2,416.36	
MONEY MARKET ACCOUNT	\$0.00	\$10,000.00	\$10,119.78		\$10,119.78	\$10,186.37	
NAT & BEAUT FUND	\$0.00	\$0.00	\$2,090.84		\$2,090.84	\$2,022.21	
TRACTOR FUND	\$0.00	\$0.00	\$0.00			\$1,000.00	
ROAD FUND	\$0.00	\$4,500.00	\$5,164.82		\$5,164.82	\$7,664.82	
TOTAL ACCOUNT BALANCES	\$9,622.90	\$15,024.63	\$21,162.28		\$21,162.28	\$23,289.76	
INCOME							
OWNER ASSESSMENTS	\$17,748.40	\$17,409.55	\$16,540.08	\$17,578.98	\$18,574.00	\$18,574.00	
INTEREST INCOME	\$85.70	\$173.57	\$95.21	\$129.64	\$150.00	\$100.00	
OTHER INCOME	\$0.00	\$700.00	\$0.00	\$350.00	\$0.00	\$0.00	
LATE FEES	\$67.60	\$8.35	\$0.00	\$37.98	\$0.00	\$0.00	
OUTSTANDING BALANCES	\$0.00	\$0.00	\$0.00		\$1,964.00	\$3,084.92	
NAT & BEAU FUND		\$2,587.75	\$171.00		\$0.00	\$500.00	
SIGNAGE ASSESSMENT	\$0.00	\$1,500.00	\$1,225.00	\$750.00	\$1,275.00	\$0.00	
SIGN DEPOSITS	\$30.00	\$90.00	(\$30.00)	\$60.00	\$0.00	\$30.00	
TOTAL INCOME	\$17,931.70	\$22,469.22	\$18,001.29	\$20,200.46	\$21,963.00	\$22,288.92	
EXPENSES							
ELECTRIC UTILITY	\$527.55	\$543.78	\$503.53	\$535.67	\$575.00	\$600.00	
LIGHTING SUPPLIES	\$162.14	\$256.26	\$121.42	\$209.20	\$200.00	\$200.00	
TRASH REMOVAL	\$2,432.76	\$2,369.60	\$2,537.16	\$2,401.18	\$2,500.00	\$2,600.00	
LAWN MOWING	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	
LAWN MAINTENANCE	\$85.49	\$98.35	\$73.25	\$91.92	\$200.00	\$200.00	
SNOW REMOVAL	\$1,610.00	\$1,875.00	\$191.23	\$1,742.50	\$1,500.00	\$3,500.00	
TREE REMOVAL & TRIMMING	\$0.00	\$0.00	\$318.00	\$0.00	\$2,000.00	\$2,000.00	
POND MAINT/REPAIRS	\$42.39	\$99.66	\$85.26	\$71.03	\$300.00	\$250.00	
SPRINKLER MAINT/REPAIRS	\$113.17	\$145.52	\$0.00	\$129.35	\$500.00	\$250.00	
EQUIPMENT MAINT/REPAIRS	\$169.66	\$242.67	\$448.45	\$206.17	\$600.00	\$1,600.00	
FUEL	\$42.01	\$70.95	\$34.04	\$56.48	\$100.00	\$100.00	
FLOWERS/PLANTINGS	\$208.43	\$12.70	\$42.19	\$110.57	\$250.00	\$250.00	
CLEAN-UP EXPENSE/LABOR	\$350.56	\$74.88	\$74.14	\$212.72	\$500.00	\$500.00	
INSURANCE	\$293.00	\$293.00	\$293.00	\$293.00	\$300.00	\$350.00	
IRS TAXES	\$3.00	\$0.00	\$0.00	\$1.50	\$50.00	\$50.00	
REAL ESTATE TAXES	\$1,232.72	\$1,322.76	\$1,377.21	\$1,277.74	\$1,350.00	\$1,400.00	
ADMINISTRATIVE	\$99.52	\$956.13	\$119.37	\$527.83	\$1,000.00	\$1,000.00	
ASSOCIATION PARTY EXP.	\$252.70	\$363.46	\$411.72	\$308.08	\$400.00	\$500.00	
MOSQUITO SPRAY	\$556.50	\$277.19	\$839.59	\$416.85	\$1,500.00	\$1,000.00	
NAT & BEAU EXPENDITURES	\$0.00	\$496.91	\$239.63	\$248.46	\$1,200.00	\$1,000.00	
MISCELLANEOUS	\$127.20	\$8.37	\$155.74	\$67.79	\$100.00	\$100.00	
SUPERINTENDENT	\$2,400.00	\$2,800.00	\$2,800.00	\$2,600.00	\$2,800.00	\$3,000.00	
TOTAL EXPENSES	\$11,908.80	\$13,507.19	\$11,864.93	\$12,708.00	\$19,125.00	\$21,650.00	
EQUIPMENT PURCHASES							
SPREADER	\$21.17	\$0.00	\$0.00	\$10.59	\$0.00	\$0.00	
SIGNAGE	\$0.00	\$2,789.20	\$0.00	\$1,394.60	\$1,000.00	\$0.00	
AERATION EQUIPMENT/PUMP	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	
SPECIAL CAPITAL ITEMS							
ROAD EXPENDITURES	\$600.00	\$35.18	\$0.00	\$317.59	\$2,500.00	\$2,500.00	
TRACTOR	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$500.00	
STONE PARKING LOT	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	
SPRAYER UPGRADE	\$0.00	\$0.00	\$4,008.88	\$0.00	\$4,000.00	\$0.00	
TOTAL EXPENSES	\$12,529.97	\$16,331.57	\$15,873.81	\$14,430.77	\$28,425.00	\$24,950.00	
CHECKBOOK BALANCE	\$15,024.63	\$21,162.28	\$23,289.76		\$14,700.28	\$20,628.68	

12/31/02

**Arlington Woods Property Owners Association
Board of Trustees Meeting
Thursday, January 9, 2003**

The initial meeting the AWPOA Board of Trustees was held immediately following the annual meeting.

Present were Trustees Rachel Hanna, Roy Clark, Sharon Connelly, and Don Shetterly. Ann King and Bob Martin were absent.

The officers for 2003 were determined to be as follows:

President - Roy Clark
Vice-President - Sharon Connelly
Secretary - Don Shetterly
Treasurer - Rachel Hanna

The next meeting of the Board of Trustees will be on Wednesday, March 12 at 7:00 pm at Roy Clark's house.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Don Shetterly
AWPOA Secretary

**AWPOA ADDRESS BOOK
FEBRUARY 1, 2003**

1. Clyde Willis	686-8941
2. Ed & Jeri Cleland	686-2040
3. John & Judith Powell	686-7650
4. <u>Donivan</u> & Lynette <u>Shetterly</u> (Secretary)	686-2606
5. Dennis & Julie Coolidge	686-8022
7. John & Lois Blinn	686-4075
8. Ken & Ann Huner	686-7600
9. <u>Roy</u> & Jane <u>Clark</u> (President)	686-8631
10. Jeff Burkett	686-5333
11. Dan & <u>Sharon Connelly</u> (Vice President)	686-0520
12. Bob & Jan Neville (313 Larchwood, Bowling Green, OH 43402)	352-8154
13. Tom & Jacqui Snyder	686-2872
14. Scott & Kimberly Estep	686-0493
14. Virginia Craft	686-0497
15. Charles & Terry Fetzek	686-7940
16. <u>Robert</u> & Terry <u>Martin</u>	686-4325
17. Eric & Joanne Sommers	686-0602
18. Andy & Deanna Elliott	(UNLISTED) 686-0312
19. William & Ruth DeWitte	686-8402
20. Jo Ann Kroll & Kathy Hoff	686-2100
21. Gary & Denise Bair	686-0434
22. John & <u>Ann King</u>	686-8601
23. Jim & Vicky Graf	686-3813
24. Roger & Tracy Schupp	686-4765
25. Ken & Mariana Steffan	686-3365
26. Douglas King	686-8467
27. Robert Smith	686-1906
28. Neil Luton	686-0433
29. Linda Smead	686-1475
30. Linda Smead	686-1475
31. Cindy Henry (1216 Military West, Benicia, CA 94510)	
32. <u>Rachel Hanna</u> (Treasurer)	686-0016
33. Jeffrey Houser & Katharine Houser-Giesige	686-5335
34. Jake & Deborah Hinton	686-0273
35. Donna Johnson (508 Glenview Drive, Fostoria, OH 44830)	
36. Bradley & Kimberly Bigelow	686-5115
37. Al & Elaine Spence	686-5161
38. Ron Greavu & Linda Long	686-3663

FIRE REPORTING: 911 OR 686-4923
Please call Rachel Hanna (32) with changes to this listing
2002 Board Members names are underlined

**Arlington Woods Property Owners Association
Board of Trustees Meeting
March 12, 2003**

President Roy Clark called the meeting to order at 7:15 p.m. In attendance were Trustees Roy Clark, Rachel Hanna, Ann King, and Don Shetterly. Trustees Bob Martin and Sharon Connelly were absent. Superintendent Ed Cleland was also present as was a guest, Roger Schupp.

A motion was made by Rachel Hanna that the minutes of the last Trustees meeting on Thursday, January 9 be accepted without being read. Roy Clark seconded. The motion passed on a unanimous voice vote.

Treasurer's Report

Rachel Hanna presented the treasurer's report. Funds on hand include \$14,773 in the checking account and \$10,188 in the savings account. These total \$24,961.

Dues outstanding from the first quarter which were due February 10 were \$1842.88. Twelve property owners owed dues for the first quarter only, while three were past due from the fourth quarter of 2002.

The Trustees reviewed the new form for the dues statements which make it much easier for the Treasurer to prepare them for mailing. This statement does not contain a detailed breakdown of what the dues are used for. While this was not viewed as a major problem, it was requested that the first quarter dues mailed on January 15 contain a statement of the homeowner's portion of Arlington Woods property taxes, which apparently are deductible on our federal income tax returns.

A motion was made to accept the Treasurer's statement. The motion was seconded and passed unanimously

Old Business

Roy reminded all present that we plan put up a group of trees at the end of the entrance Boulevard in remembrance of Brad Hanna. It was determined that the grouping would be of 3-4 trees which we will plan to plant on Spring Cleanup Day. A budget of \$800 was established for purchase of the trees and Ann King will supervise purchasing with Ed Cleland assisting.

Roy proposed that Spring Cleanup Day (later decided to be on Saturday, April 12) activities focus on the entrance area. In particular he suggested that we clean up around the ponds, both for appearance sake and to reduce the number of leaves that fall into the ponds.

The subject of rezoning of the back meadow was discussed. All present were in favor of rezoning from agricultural to residential to limit any potential commercial development on adjacent properties. However, the question has been raised as to the affect if any this will have on taxes for the property. Roy volunteered to go to the auditor's office to check on this matter. He will also check with our insurance agent.

Repaving of the entrance boulevard was discussed. Most present agreed that it is highly desirable to do so, since some deterioration is already evident and the appearance of the entrance would be enhanced if the street were repaved. However, even with a 2003 budgeted addition of \$2500 to the "Road Fund", we would only have about \$10,000 allocated. This compares with an expected cost of about \$20,000. The alternatives of a special assessment or a bank loan to cover the additional \$10,000 was mentioned but not discussed in detail. Roy did make it clear that it is his desire that AWPOA maintain a good cash balance to cover the cost of future unforeseeable expenses. At present AWPOA has an unallocated cash reserve of about \$12,000 for such expenses. It was mentioned that perhaps some of that reserve could go toward repaving.

It was mentioned by Roger Schupp that the cost of repaving might be reduced significantly if there were several individual homeowners who wanted to resurface their driveways at the same time. It was felt that their might be several who would be interested in this. **Roy asked that any homeowner who would be interested in paving their drive at the same time the boulevard is repaved contact him or Ed Cleland by May 1.**

A decision on the options for paying for the repaving, if indeed it is decided to do it this year, was delayed until the next Trustees meeting on June 11.

Roy did propose that a "Phase I" of the entrance boulevard paving project proceed whether or not the repaving is done this year. That Phase I would be to raise and repair the curbing on the south side of the boulevard "key" which has sunk far enough that water does not drain properly. He will proceed to get bids to do this work.

Concern about the need for a flashing light on US 25 at the entrance was mentioned at the annual meeting. This was discussed but tabled.

The condition of the Arlington Woods sign at the entrance was mentioned as a concern at the annual meeting. Ed Cleland will assess this and report at the next meeting.

It was stated that several homeowners were not pleased with the snow removal this year. Roger Schupp, in particular, was at the meeting to point out that road back to their driveway was never cleared of snow this year, apparently because the people doing it for Milt Boxley were not aware that they were supposed to clear it. In addition, when asked to do so, they apparently refused. After further discussion, it was determined that despite the fact that Milt Boxley has done a good job of snow removal for many years, the quality of the service now being received requires that we find an alternative. Ed and Roy will therefore come up with a specification for how often and under what conditions snow removal is to be carried out and will submit this to local people or firms for bids.

Consistent with a request made at the annual meeting, it was determined that Rachel will include a short questionnaire in the next dues statement that will ask whether the homeowner uses cable or satellite dish for TV and whether they would be interested in high speed optical cable for the Internet.

New Business

It was determined that Spring Cleanup day will be Saturday, April 12. Homeowners are asked to meet at the entrance boulevard at 9 am. The rain date will be Saturday, April 26. 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.

Treasurer Rachel Hanna made a commitment to getting dues statements out on a timely basis this year, and to paying bills and depositing checks on the same timely basis. Dues statements are to be postmarked the 15th of the month previous to their due dates of February 10, May 10, August 10, and November 10. Roy also committed himself and Sharon Connelly to assisting Rachel with the Treasurer's duties so that more than one person is knowledgeable about AWPOA's finances.

In accordance with Article 10, Section 8 of the Code of Regulations of AWPOA, an audit committee is to be formed to review the financial status of AWPOA. According to the Regulations this is supposed to be done annually, but has not been done in anyone's memory. Rachael will open "the books" and give the audit committee access to the checking account via the Internet if possible. Roy asked that Don Shetterly serve on the audit committee with him.

The next trustees meeting will be held on Wednesday, June 11 at 7 pm at Roy Clark's house.

Respectfully submitted,

Don Shetterly
AWPOA Secretary



Arlington Woods Property Owners Association

Spring Cleanup 2003

Saturday, April 12, 2003, 9:00 AM

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.*

**Arlington Woods Property Owners Association
Board of Trustees Meeting
June 11, 2003**

President Roy Clark called the meeting to order at 7:10 p.m. In attendance were Trustees Roy Clark, Rachel Hanna, Ann King, Don Shetterly, Bob Martin, and Sharon Connelly. Superintendent Ed Cleland was also present.

A motion was made that the minutes of the last Trustees meeting on March 12 be accepted without being read. The motion was seconded and passed on a unanimous voice vote.

Treasurer's Report

Rachel Hanna presented the treasurer's report. Funds on hand include \$16,517.58 in the checking account and \$10,190.58 in the savings account, and \$1657.50 in un-deposited checks. These total \$28,365.66.

Of this total, \$1841.67 is designated as the "Beautification Fund". This includes \$85 in donations from residents who did not participate in Spring Cleanup.

Dues outstanding were \$2267.92 with none late by more than 2 quarters.

Old Business

Three Dogwood trees were planted at the west end of the entrance boulevard in memory of Brad Hanna. One of the trees is not doing well and if it doesn't make it, Ann King will arrange to have it replaced. Cost of the trees was \$334.

Roy expressed appreciation at the large turnout for Spring Cleanup Day. A lot of work was done. Rachel donated Pizzas for those who hung on until noon.

Roy has investigated the impact of zoning the meadow west of Arlington Woods to "residential". The concern was what the impact of doing so would have on taxes and on insurance. "Dwayne" in the auditor's office indicated that it would have no affect on taxes since they are based on actual use. Also, our insurer indicated that there would be no affect on our property insurance. As a result, Sharon moved and Bob seconded that we proceed to have the zoning changed from its present "agricultural" to "residential". This was approved by a unanimous voice vote. Roy will contact a Liberty Township Trustee to find out how to proceed. Don pointed out that we already have a copy of the required procedures. These were obtained at a Zoning Board meeting late last summer. Rachel will talk to a lawyer she knows to determine if we will need to be represented or assisted by counsel. Roy suggested that if the cost is less than \$1000 we might opt to engage a lawyer.

Ed indicated that he had received notes from four homeowners indicating that they would be interested in asphalt paving on their own properties at the same time that the Woods paves the entrance boulevard. (This subject is dealt with further on in these minutes under New Business.)

Improvements to the Arlington Woods sign on US 25 was discussed in response to a suggestion from a homeowner. It was decided that we will replace the top (roof) of the sign and repaint it. Anyone young or old who is interested in hiring out or who knows someone who would be interested in doing this should contact Ed.

Palmer Excavating is going to contact Ed to give us an estimate of what they would charge us for snow removal next winter. It has regrettably been determined that it is necessary to find an alternative to Milt Boxley for this service.

The questionnaire sent out with the last quarterly dues statement as regards TV service resulted in the following: Cable TV users: 12, Satellite Dish users: 6, None of the above: 3, Interested in High Speed Optical (for Internet): 14, Not Interested in High Speed: 5.

Rachel has submitted the AWPOA financial records to be audited in accordance with the AWPOA Code of Regulations. Roy and Don have agreed to carry out the audit.

New Business

Sharon asked that attention be given to improving the landscaping on the back of the US 25 entrance sign. Ann mentioned that it was difficult to maintain the flower beds, etc. in the Woods between Spring and Fall cleanup. Don suggested that we set regular work days twice a month to do so. As a result it was agreed that the 2nd and 4th Saturdays of each month (April – October) be designated Beautification Work Days. This will start on June 14 and continue on June 28, July 5 and 26, August 9 and 23, etc. Those willing are to meet at 9 am on these Saturdays, weather permitting, and will work until no later than 11 am as required. If you are interested in the appearance of The Woods, please plan to turn up for an hour or two on some of these mornings.

Ed reported that he has had to spray for mosquitoes only three times, but that he expects the frequency to increase. He mentioned that it takes about $\frac{3}{4}$ gallon each time he sprays and that each gallon of spray costs \$53, so the cost of this to The Woods is significant. Nevertheless, Ed invited anyone who is having an event at their house to call him if they need to have their property sprayed in advance of their event.

It was mentioned that the paint markings on the ground in several places along Indian Creek Drive are a result of Americable's intention to bury the TV cable that is now above ground. IDT is doing this for them and they have started, but recent progress has been slow to non-existent.

Ed would like to use herbicides to kill weeds growing up in the south pond. Unfortunately this would mean that we couldn't water the boulevard flower beds. As a result, it was decided to wait to do this until fall when watering should no longer be necessary. Ed also reported that he will need to replace an "intake valve" before the sprinklers can be used.

Don had received a comment that property taxes seemed to have increased more than usual in the past year. However, he reported that his own taxes for 2002 were only 2.6% more than they were for 2001.

Concern was again voiced about dogs running loose in The Woods. Roy responded that the only suggestion we can make for such cases is that the county dog warden be contacted.

Roy reported that the work on US 25 of replacing the Portage River bridges is supposed to be complete in about 4 months. The remaining work on the south going bridges is to "tie" the bridges together and to erect the concrete arches on the west side to match those on the east side. These arches are being erected for esthetic and historical purposes and are not functionally necessary.

It was requested that AWPOA residents please refrain from placing non-combustible materials in the burn pile in the meadow. If you have rocks or stone, please contact Ed for a disposal location. Roy also reported that he had mowed a "Nature Trail" in the meadow again this year.

Roy reported that we have received two bids for repaving the entrance boulevard. One bid was from Morlock for \$9400 and the other from Rutter and Dudley for \$7200. These both include grinding the edges of the old asphalt so that the new asphalt is flush with the curb concrete. These bids were both significantly lower than we had anticipated. With a 2003 budgeted addition of \$2500 to the "Road Fund", we will have about \$10,000 allocated for this work. This means that the repaving can proceed without a special assessment.

Roy still thinks we should raise and improve the curbing on the south side of the key of the boulevard before the paving is done. He had contacted two contractors about this but received no bid. He indicated that he would ask Rutter and Dudley to quote it as part of contract to do the paving.

Rachel moved that we proceed with the resurfacing of the boulevard, including the improvements to the curbing, with the cost not to exceed \$10,000. Bob Martin seconded. The Board approved this by a unanimous voice vote. Timing for the work to be done was not known at the time of this meeting.

Trustee Bob Martin has sold his home and announced that he would resign from the Board effective June 25. The Trustees determined that the runner up in the previous Board election, Scott Estep, would be asked to fill out Bob's term. Scott was contacted and agreed to serve as Trustee.

Sunday, August 10 was chosen as the date for the annual Summer Picnic. Rachel Hanna volunteered to host the Picnic. Roy will arrange for golf with tee time proposed for 8:30 – 9:20 am. The Picnic itself will be from 4 pm to 6 pm. Ed will obtain the beer and pop and Roy will get the golf prizes. Rachel will include an announcement / reminder in the next dues statement. Roy asked that he be contacted by August 1 to reserve a golf tee time. Residents are reminded that AWPOA will furnish refreshments as well as main course sandwiches which will include grilled burgers and chicken breast. Residents are asked to bring an appetizer, salad, vegetable, desert, or other accompanying dish and their own table service.

Roy thanked Bob Martin for his service on the Board and for being a good neighbor. The Martin's will be moving to Baton Rouge, Louisiana.

The next meeting of the Board of Trustees will occur immediately following the Summer Picnic on August 10.

The meeting was adjourned at 9:05 pm.

Respectfully submitted,

Don Shetterly
AWPOA Secretary

AWPOA SUMMER PICNIC
AND
18 HOLE GOLF SCRAMBLE

The Summer Picnic and Golf Scramble will be held on Sunday, August 10, 2003.

Rachel Hanna, (#32), will be our host for the picnic. AWPOA will furnish the meat, drinks and condiments. You will need to bring a hot or cold dish and your own place settings. Social hour will begin at 3:00 pm and the picnic will begin at 4:00 pm. There will also be a short meeting to update homeowners on current activities.

All interested golfers should contact Roy Clark at 686-8631. Tee times begin at 8:00 am, and you **must arrive** at the Bowling Green Country Club **by 7:30 am**. (The BGCC has arranged for us to tee off before their Club Championship and it is very important that we begin as scheduled) There will be a \$5.00 entry fee per person. The cost for 18 holes of golf with cart, will be \$32.00.

Arlington Woods Property Owners Association
Board of Trustees Meeting
October 8, 2003

President Roy Clark called the meeting to order at 7:00 pm at Don Shetterly's house. In attendance were Trustees Roy Clark, Rachel Hanna, Ann King, Don Shetterly, Scott Estep, and Sharon Connelly. Superintendent Ed Cleland was also present.

A motion was made that the minutes of the last Trustees meeting on June 11, 2003 be accepted without being read. The motion was seconded and passed on a unanimous voice vote.

Treasurer's Report

Rachel Hanna presented the treasurer's report. Funds on hand include \$17,003.62 in the checking account and \$10,193.99 in the Money Market savings account. These total \$27,197.61. This balance does not reflect payment for the front boulevard paving, which is discussed later.

Dues outstanding were \$1173.42 with none late by more than one quarter.

Old Business

Ed Cleland reported that the tile between the entrance ponds was found to be broken and required repair. This was addressed by excavation and replacement of the tile. The connection between the ponds was extended out into the south pond to avoid its becoming plugged again. The cost of this was \$1470.

Ann King reported that one of the three dogwoods planted at the west end of the entrance boulevard has died. It will be replaced in the spring.

Rachel Hanna reported that she had not spoken to a lawyer as regards rezoning of the AWPOA owned meadow west of Arlington Woods, but would do so before the next meeting.

Repaving of the entrance boulevard was completed by Rutter and Dudley. This was accomplished at a cost to AWPOA of \$10,900 in accordance with their quote. Rutter and Dudley had attempted to charge an additional \$3500 due to the two grindings that they completed. However, Roy argued that since they incurred the additional cost due to their own error in not understanding our requirement despite Roy's offer to be there when the work was accomplished, that this charge was not appropriate. They accepted this argument. The board had approved the \$10,900 expenditure at a prior Trustees meeting, so Rachel was requested to submit payment for \$10,900.

Roy reported that attempts to find someone to raise and replace some of the curb on the south side of the key of the boulevard was not successful. Nevertheless, the repaving was done as if this work had been done in order to achieve proper drainage. Ed reported that after a recent rainfall that there was no standing water and therefore that the level of the paving was as desired. Repair of the curbing may be attempted in the future.

Ed and Roy are actively seeking a new firm or person to handle snow removal this winter. They requested that if anyone knew any person or firm that might be willing to do this that they contact them.

It was reported that a firm in Findlay (ADT?) has purchased Americable, our cable TV supplier. It was also thought that the Bowling Green cable supplier might be offering service to AW, but this was not certain.

Roy reported that he and Don had reviewed the financial books for AWPOA as required by Code of Regulations and that no irregularities were found.

Rachel Hanna was thanked for hosting this year's Annual Summer Picnic on August 10. In addition to a successful picnic, 14 golfers showed up for the golf outing that preceded the picnic.

The mosquito sprayer remains in good condition after frequent use this summer. Roy reported that approximately \$1200 in spray was used which is much more than the usual \$500 due to heavier than normal use this year. Roy thanked Ed for doing a great job of spraying in a summer in which it was very difficult to keep the mosquito population under control.

Ways to reduce the number of mosquitoes was discussed. Ed reported that standing water in the center of The Woods was a problem, but that improving drainage there was difficult. The county also has a problem with drainage around the sewage treatment plant. Ed will contact Northwest Regional Water and Sewer about improving drainage there. We are all encouraged to dump leaves and grass in the low areas by the Sewage treatment plant to help to fill in these areas.

Ann King expressed appreciation for the efforts of those who have kept a path mowed in the meadow west of the residences. It was mentioned that Jeff Hauser did this at least twice this summer.

Roy talked about the addition of chemicals to the south pond to eliminate duckweed. This was partially successful this year and will be done again next year. It was mentioned that there are certain fish that could be introduced to the pond that will help to control vegetation there. We will consider this for next summer.

Roy reported that the bridges along US 25 are finally done and the lighting will be removed soon.

New board member Scott Estep was welcomed. Scott is replacing Bob Martin who moved from The Woods this summer.

Ed proposed replacing the overflow tile for the north pond. This tile controls the flow of water into the north ditch which flows under US 25 and into "Bils" ditch which runs parallel to and east of US 25 and dumps into the Portage River near Mermill Road. Scott Estep moved that this be done and Rachel Hanna seconded. The motion was approved by a unanimous voice vote.

New Business

Ann has been approached about obtaining additional Daffodils for planting in The Woods as in some past years. As a result Ann has ordered 350 bulbs which will be planted in common areas. She also ordered 100 red tulips to be planted in a bed near the entrance boulevard. Ann proposed that this planting be done on November 9 at 1 pm. Volunteers to assist with the planting are requested.

Saturday, November 8 was chosen as Fall Cleanup Day. You are requested to report to the boulevard at 9 am that day to participate. As previously mentioned, those willing to assist with bulb planting are requested to report to the front boulevard at 1 pm on Sunday, November 9. The rain dates for these activities will be the following weekend, November 15 and 16

Starting next week, trash pickup will be on Thursdays instead of Fridays. Rachel Hanna promised to call around to make sure everyone was aware of this change.

Sharon Connelly reported that she and Julie Coolidge were concerned with Swamp White Oaks in the Woods. Many of these trees have a fungus infection causing the edge of the leaves to twist and turn brown. After discussion with a BG horticulturist, it was determined that about the only thing that can be done to reduce this problem is to make sure that dead leaves do not remain around the trees and that they are fed and thinned.

Properties for sale: Schupp's #24 and lot #35.

For those who are not using the recycling service, you can contact Mark Wolford in Portage at 419-686-0322 for Friday pickup. Mark charges only \$24/year.

It was reported that that since the last meeting the Trustees had approved plans for construction of a new home on lot #12. However, it is understood that this plan has now been dropped. The Trustees also approved removal of a tree along Schwab's (#16) driveway. The latter approval was accomplished via e-mail.

Wednesday, December 10 at 7 pm was chosen for the annual AWPOA Christmas Party. Scott and Kimberly Estep (#14) have volunteered to host this year's get together. Attendees are asked to bring a favorite order.

The Annual Meeting of AWPOA will be on Thursday, January 8 at 7 pm as specified in the Code of Regulations. Trustees requested that anyone willing to host this meeting contact Ed or a Trustee.

The next Trustees meeting will be on Wednesday, December 3 at 7 pm at Roy Clark's house.

The meeting was adjourned at about 9 pm.

Respectfully submitted,

Don Shetterly
AWPOA Secretary

**Arlington Woods Property Owners Association
Board of Trustees Meeting
December 3, 2003**

President Roy Clark called the meeting to order at 7:00 pm. In attendance were Trustees Roy Clark, Rachel Hanna, Don Shetterly, Scott Estep, and Sharon Connelly. Ann King was absent. Superintendent Ed Cleland was also present.

This meeting was not a regular quarterly meeting. As a result, a Treasurer's report was not presented and the minutes of the previous meeting were not read. The primary purpose of the meeting was to review the AWPOA budget to be presented to the membership at the annual meeting on January 8, 2004. A few other matters were, however, dealt with.

Sharon Connelly noted that a small propane tank had been installed to the side of their home to be used for a fireplace. She indicated that the tank is to be enclosed by a fence. The board gave their approval of this.

The trustees were reminded that the Annual Christmas party is to be held on Wednesday, December 10 at Scott and Kim Estep's House, #14, at 7:00 pm. Everyone was reminded to bring an appetizer or desert. Beer and pop will be furnished.

All were also reminded that the annual meeting is to be held on Thursday, January 8 and will be at Roy Clark's house if no one else volunteers. (Note: Julie and Denny Coolidge later agreed to hold the meeting at their house.)

Ed Cleland reminded all that Palmer will be doing the snow plowing this year. Palmer will also contract to do private drives. If you are interested in this service you can contact Jim Palmer at 419-353-4692. Milt Boxley is also available for private drives and can be contacted at 419-686-5855.

It was proposed that the next AWPOA "address book" include e-mail addresses. Secretary Don Shetterly agreed to this and to try to obtain as many e-mail addresses as possible before publishing the next list early next year.

Rachel Hanna distributed the proposed budget form for 2004. Budget items were reviewed line by line by all in attendance and appropriate dollar amounts were entered. This budget will be presented to the full membership at the Annual meeting.

The meeting was adjourned at 8:30 pm.

Don Shetterly

AWPOA Secretary



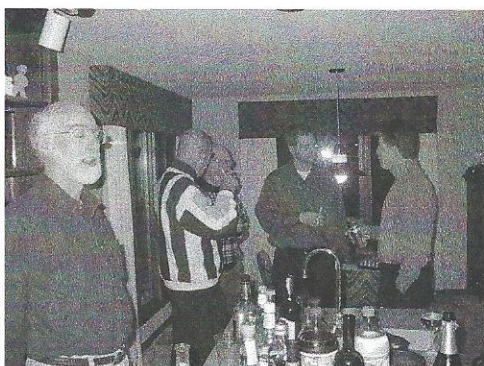
ARLINGTON WOODS PROPERTY OWNERS ASSOCIATION

2003 CHRISTMAS PARTY

WEDNESDAY, DECEMBER 10, 7 P.M.

ESTEP'S HOUSE # 14

Please bring an appetizer or dessert item to share.
AWPOA will provide soft drinks and beer. Bring
your own wine or liquor if that is your preference.



MEETING ANNOUNCEMENT

ANNUAL MEETING OF THE ARLINGTON WOODS HOMEOWNERS ASSOCIATION

Thursday, January 8, 2004, 7 PM

Home of Dennis and Julie Coolidge, 5 Indian Creek Dr.

If can not attend the Annual Meeting, please return the Proxy below to Ed Cleland or an AWPOA trustee.

PROXY

ARLINGTON WOOD PROPERTY OWNERS ASSOCIATION

I cannot attend the upcoming annual meeting of the AWPOA. Therefore, I hereby appoint _____ to cast my vote for any Trustee vacancy or for any other matter that comes before the AWPOA owners at the Annual Meeting of the Association to be held on January 8, 2004, or any adjournment thereof. If I have indicated no name above, Don Shetterly, Secretary of the Arlington Woods Property Owners Association (AWPOA), is appointed to cast my vote for any Trustee vacancy or for any other matter that comes before the AWPOA owners at the Annual Meeting of the Association to be held on January 8, 2004 or any adjournment thereof.

SIGNED _____

DATED _____

ADDRESS _____

Note: Failure to submit this proxy if you cannot attend the annual meeting could mean that a quorum of homeowners would not be represented at the meeting and that no matter could be voted on and that new trustees could not be elected.