

AWPOA Trustee Meeting

January 8th 2019

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

Absent: Paige Kutschbach

Location: Home of Jim and Lorena Schwab

Call to Order: 7:27 by Jennifer Robinson

Agenda Prep- The board prepared the agenda for the 2019 Annual meeting

- Secretary report

- Treasurer Report

- Superintendent Report

- Old Business-

 - Taxes

 - Little Library

 - Bench

- New Business

 - Welcome New Neighbors

 - Pavilion

 - Garbage Services

 - Budget

 - Legal Document review and Signatures/ Next Steps

- 2019 Budget

- Open Forum

- Election of board

 - 3- 2 year terms are up (Jim, Chad, Jo Ann)

 - 1-1 year term open due to the departure of Paige

Adjourn: 9:19

AWPOA Annual Meeting

January 10, 2019

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

Location: Home of Dirk and Dana Ward

Call to Order: 7:16 by Jennifer Robinson

Secretary Report- Minutes from the 2018 Annual meeting were read by Secretary Chad Hanna. JoAnn Kroll motioned to approve the minutes, seconded by Jim Schwab. Motion passes unanimously.

Treasurer Report- The annual treasurer's report was presented by Treasurer Jim Schwab. The beginning balance starting the year was \$14929.30. We had a total income of \$28,631.89, and our total expenses were \$24,842.95. The ending balance as of 12/31/2018 was \$18718.44. A brief discussion regarding the road fund, and the potential to include a lien on properties occurred. No action was taken but if one of the homes that still owes money for the road loan were to go up for sale, the board will take steps to ensure all parties are aware of the additional costs to the dues. A motion to accept the report was made by Linda Smead, seconded by Elaine Spence. Motion passes unanimously.

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

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

Repairs made to the aerator, splitter, and mower deck

Salted entrance

Light bulbs, sensors, fuses replaced and poles serviced

10+ ton of stone delivered and spread around road

Cleared trails in meadow

Leveled wood chips

Maintained seasonal equipment

Jim noted that the attendance at cleanups this year was poor again.

The community thanks Ed Cleland for his many years of service to the neighborhood!

Chad Hanna moves to accept the superintendent report. Roy Clark seconds the motion. Motion passes unanimously.

Old Business:

Rules and Regulations: Belinda Bates has offered her notary services for the next step of the filing process of the new rules and regulations, residents attending the meeting signed the form, and after the meeting concluded the board signed their portion of the document. All residents not in attendance are requested to sign a signature form to be filed with the county courthouse, this form must be notarized. This form will be sent to those neighbors not in attendance. Thanks to the board members, (past and present) as well as Belinda for their time and services to allow us to accomplish this task.

Little Library: Jennifer Robinson briefly discussed the little library, nothing was completed in 2018 but the board intends to move forward with this idea at a later date.

Memorial Bench: The board is continuing to look at options for a memorial bench to honor past neighbors who are no longer with us. Dirk Ward has offered a wrought iron bench that needs some work that he currently owns.

Tax Reduction: Jim Schwab brought the neighborhood up to speed on the common ground property taxes. He was able to get the county to agree that the property is not farmland, and the valuation should be decreased. The county agreed to a ~\$1700 reduction in annual rates.

New Business:

New Neighbors: The Association welcomes new neighbors in to the community. Joe & Jessica Eden #8, Pricilla Coleman #2 and Katherine Yates Dan Piccolo #36 welcomed baby Luka this past fall.

Garbage: Neighbors have voiced concerns about various issues with our current trash collector. Jim Schwab provided all residents with the “rules” for our contract. This included a list of acceptable items, the amount of waste they will pick up. Etc. He also advised the representative that we have established collection sites for homes with shared drives, and that we pay for 64 containers per week and on average we utilize ~40-45. Our rate with the current carrier is very competitive but other service providers are being looked into.

2019 Budget: Jim Schwab presents the board approved budget to the community. Proposed total Income is \$27,716, with total expenses amounting to \$25,360. Budget changes include funds added to the equipment repair, gift to recycler, fuel for chipper, and tree removal. Less money going towards administrative, clean up expenses, misc., real estate taxes, road maintenance, and snow removal. Steve Bateson motions to accept the proposed budget, Roy Clark seconds the motion. The budget is approved by the community.

Pavilion: Plans for a pavilion were presented by Mike Devries to erect a pavilion in the meadow. The intentions of this discussion were to get a feel from the residents if they were interested in moving forward with this investment. The quote ranged from \$22,000-\$38,000 depending on the level of amenities included.

Chris Bates made a motion for the board to continue the exploration of costs, options, etc. for the pavilion. Elaine Spence seconded the motion. The motion passed.

Nominations for 2019 trustees:

Jenni Robinson nominates Belinda Bates

Roy Clark nominates Jim Schwab

Jenni Robinson nominates Dana Ward

Steve Bateson nominates Chad Hanna

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

*Due to the upcoming move by Paige Kutschbach, Chad Hanna volunteers to fill the 1 year board role.

Open Forum-

Thank you- Steve Bateson thanks Ed Cleland for his many years of dedicated service to the community. Exploration of Natural Gas- a brief discussion of Natural Gas took place. No action was taken but the board will consider this as an agenda item for 2019.

At 8:47 Jenni Robinson motions to adjourn the meeting, Motion Seconded by Chad Hanna.
Thank you to Dirk and Dana for opening their home up to us for the meeting.

Executive Session:

After the meeting adjourned nominations for officers resulted in the board approval as follow:

Jenni Robinson- President

Mike Devries- Vice President

Jim Schwab- Treasurer

Chad Hanna- Secretary

AWPOA Trustee Meeting
February 6, 2019

In attendance: Jennifer Robinson, Dana Ward, Belinda Bates, Chad Hanna, Jim Schwab,
Absent: Mike Devries
Location: Home of Jim and Lorena Schwab

Call to Order: 8:02

Secretary Report: Minutes from the December 4th AWPOA Trustee meeting, and minutes from the January 8th Annual Meeting Prep were read by Secretary Chad Hanna. Jim motioned to approve the minutes, seconded by Jenni.

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

- As of February 6th the balance was \$20,803.53
- One (1) account past due by 1 quarter (dues and road load) \$256.24
- 1st half Real Estate taxes paid, \$1578.28
- Income Taxes paid, \$110.00
- Snowplow payment of \$555.10, 4 plows.
- Roy Clark purchased a clamp for the tractor, THANKS ROY!
- A motion was made by Chad, seconded by Dana to approve the report.

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

Salt at Entrance

Old Business:

Little Library- Jim, Gene and Jo Ann will begin the design process for the library. They intend to have 2 shelves, 1 for children books and another for adults. If this is a success, an additional library may be installed, in the future.

Memorial Bench- The board will continue to look at options for a bench, including recycled resins, wrought iron, and concrete structures. Belinda will also be looking at ordering a concrete slab for the bench to be set on, and secured to.

Recognizing Ed- The idea to provide Ed with a gift of some sort was discussed after the annual meeting concluded. After a brief discussion amongst the board, Chad motioned to purchase (2) gift cards valued at \$50 each so that Ed and Jerri could go out to dinner on us. Jenni seconded the motion. The board approved unanimously.

Welcome Wagon- Jenni will be heading over to Lot #2 to welcome new neighbor, Priscilla Coleman. Anyone interested in joining her are welcome.

Rules and Regulation Legal Review: As of February 6, the board has collected 30 signatures. If you have not already sent your signed and notarized declaration of restrictions form, please do so soon. We would like to get this project completed.

New Business:

Future Community Events and Trustee Meeting dates

Dates for AWPOA events:

Spring Cleanup: 4/6 @ 9:00 with rain date 4/13

Fall Clean up: 10/26 @ 9:00 with rain date 11/2

Trick or Treat: 10/27 6:30-8:00

Annual Meeting: 1/9 TBD

Q1- Trustee Meeting: Wednesday 2/6 @8:00

Q2- Trustee Meeting: Wednesday 4/3 @ 7:30

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

Q4- Trustee Meeting: Tuesday 10/8 @ 7:30

Budget Meeting: Tuesday 12/10 @ 7:30

Annual Meeting Prep: Tuesday 1/7 @ 7:30

Open Forum- Jim Mentioned he would like other neighbors opinions on the chipper motor before we purchase the \$2340 new motor.

Facebook- Check us out on Facebook. Please post any neighborhood pictures you want to share, if you have any questions please reach out to Chad. If you are interested in being an editor of the page so you can post easily, please let Chad know. We hope this page can be used to help promote the neighborhood to any potential buyers.

Brochure- Jenni will be looking to update the Arlington Woods Community Brochure. The intention is to have these available for realtors to help sell homes in our community. This was done in previous years, and what we have is outdated, and could use a fresh design.

Meeting adjourned at 9:07

At the conclusion of the meeting Jenni, Belinda, and Dana conducted an annual review of the checkbook.

AWPOA Trustee Meeting

April 2nd 2019

In attendance: Jennifer Robinson, Dana Ward, Chad Hanna, Jim Schwab, Mike Devries, Belinda Bates

Location: Home of Jim and Lorena Schwab

Call to Order: 7:40

Secretary Report: Minutes from the February 6th AWPOA Trustee meeting, were read by Chad Hanna. Jim motioned to approve the minutes, seconded by Jenni.

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

- Balance as of April 3, 2019, \$18,195.06
- One (1) account past due by 2 quarters (dues & road loan) \$519.38
- Payments over \$100.00
 - Splitter Huffman (work on rules) \$760.00
 - Black Diamond annual contract \$634.24
 - Jim Palmer snowplow \$277.55
 - Republic Services \$3912.31
 - Jim Palmer snowplow \$138.78
 - Midwood mulch \$206.40
- The 2019 farm rent has been received \$450.00

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

- Cleared branches along road
- South pond aerator repaired
- Cut tall grass at front sign
- Cleared iced up in catch basins along blvd.
- Ordered mulch
- Cleaned out clogged culvert between 8&9 with help from Gene, Chad, Chris, and Joann's pump

Old Business:

Little library- Chad made a motion for the board to purchase a little library online for \$250+ shipping, seconded by Dana. Motion passes unanimously.

Bench and concrete pad- Dana made a motion to approve the purchase of a 6' recycled plastic/commercial grade park bench for \$488+ shipping. Belinda seconded the motion. Motion passes unanimously. Chad, Jim and Mike will prep the pad site and float the concrete.

Pavilion- If you are interested in participating in the pavilion project, its design, and want to provide your input please reach out to Mike. We will be forming a "sub-committee" for this project in order to finalize a proposal for the community to vote on.

New Business:

Clean up plans and list: Jim provided the cleanup list for the spring cleanup. The board agreed on the task and it will be posted on a tree at the Blvd. for participants to review and take action.

Real Estate Signs: In regards to real estate sign our existing Declaration of Restrictions, Part I Article 10 states:

"No Commercial signs, including "for rent", "for sale", and other similar signs, shall be erected or maintained on any lot except with the written permission of the Association or except as may be required by legal proceedings. Provided however, such permission will not be unreasonably withheld. Size, shape, color and design of such signs shall be subject to written approval by the Association."

If you are working with a realtor or are a realtor please submit a written request to the board for sign approval. Please include a photo of sign and its dimensions.

- Chad made a motion for the sign approval to be for a period no more than **90 days**. If the property is on the market for more than 90 days the realtor/home owner must re-submit the request. Motion seconded by Jim. Motion passes unanimously. If you have an AWPOA real-estate sign and want to use the realtor sign please submit your request to the board of trustees. If you have an AWPOA sign for 90 days or more it could be removed unless the board approves the request for an extension.

Robinson Garage Request: Jenni provide blue prints for a new detached garage to be erected on their property. The overall dimensions are: 28x25. The height will be 18' 9", with a shed roof to resemble their homes design. It will be placed along the south end of their drive with a new approach. Chad motions to approve the proposal. Jim seconds the motion. Request to build a detached garage on lot 31 approved.

Flowerbed "Committee" If you have a green thumb or are interested in providing your input about the flower bed in the middle of the Blvd. or around the neighborhood, please reach out to Jenni. We are looking for interested neighbors who can help with weeding, cleaning and caring for the beds around the neighborhood.

Firewood "Cutters" if you burn firewood at your home, like cutting wood, or just want to help clean up the down trees in and around the neighborhood please reach out to Chad. If you have trees around your property or on common ground near your home please let the firewood cutters know so they can try to get it cut and put to use before it rots.

AWPOA on Facebook- Jenni, Belinda, and Dana have been added as Admins for the AWPOA Facebook page. Check us out for the latest activity in the woods!

Meeting adjourned at 9:36

<i>Meeting Agenda</i>	Date: 7.9.19 Third quarter Agenda: A.W.P.O.A. Board Meeting 0730pm Home of Jim and Lorena Schwab #16				
	Attendees:				
Jenni Robinson	President	X	Dana Ward	Trustee	X
Chad Hanna	Secretary	<input type="checkbox"/>	Jim Schwab	Treasurer	X
Mike Devries	Vice President	X	Belinda Bates	Trustee	X
<i>Meeting Agenda</i>					
Topic			Notes		
<i>Call to order –Jenni</i> Secretary Report- Chad will read Treasurer Report-Jim will present <ul style="list-style-type: none">Superintendent Report-Jim			Sec Report: Dana Read them. Jenni motioned to approve and Jim 2 nd it. Treasurer Report: see Jim’s report. Mike asked what they had to replace on the bus shelter. Jim explained and also said that we should consider painting it and possibly residing it eventually. Dana motions to approve. Mike 2 nd it. Jim created a spreadsheet to show expected expenditures and gave an expected end of the year balance.Tree Removal and Motor for Chipper are the big ticket items on the list. Jim will call around and check into how much it will cost to rent a chipper. Superintendent Report: see Jim’s report		
<i>Old Business:</i> <ul style="list-style-type: none">Little Library -doneBench-donePavillionClean up plans and listLawyer /regulations were filedWelcome to new neighbors, review homes for sale and sold			Thank you to Joann for painting and putting the library together and also Gene and Jenni for putting it up. The bench looks great! Pavillion: nothing else has been done with the project. Clean Up: Trees on common ground behind Steele’s house need to be on the list. Lawyer/Regulations: complete Welcome Kit: Jenni reviewed what she gives to new residents. Homes for Sale: All have permission for signs. Jennie will		

	email realtors about 90 day mark that is approaching.
<p><i>New Business:</i></p> <ul style="list-style-type: none"> • Garden requests • Tractor signed forms • Summer party • Open Forum • Adjourn-Jenni 	<p>Garden Requests: Fetzek's requested a garden for next year. The board is waiting on specifics.</p> <p>Tractor Signed Forms: 5 signed forms</p> <p>Summer Party: Dirk and Dana will host party on Aug. 17th at 4:00</p> <p>Open Forum: Maintenance items to do list: complete platform for tractor, fix lights around circle, clear brush around circle, bus shed reside or paint, chipper (already discussed), west ditch, work on trails.</p> <p>Halloween: hay ride idea. Mike is in charge of this.</p> <p>Zoning info: July 16 at 7 pm at Civic Center</p> <p>Siding on storage building will likely need resided in the next year or two.</p> <p>Jim mentioned finding out what it would take to have someone clean out the ponds.</p> <p>Jenni adjourned the meeting at 10:11 pm</p>

AWPOA Trustee Meeting

October 8, 2019

In attendance: Jennifer Robinson, Dana Ward, Belinda Bates, Chad Hanna, Jim Schwab, Mike Devries

Location: Home of Jim and Lorena Schwab

Call to Order 7:37

Secretary Report: Minutes from the July 9th AWPOA Trustee meeting, and minutes from trustee's email communications and votes were read by Secretary Chad Hanna. Jim motioned to approve the minutes, seconded by Mike.

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

- As of October 8th, the balance was \$9461.65
- Two (2) account past due by 1 quarter \$465.74
- Payments over \$100.00:
 - 3 Mowing's \$250.00 each
 - 3 Mosquito Sprays: \$452.29, \$565.37, \$452.29
 - 2 John Deere payments: \$254.42
 - Nationwide Insurance for Association and Tractor \$798.00
- Income estimated to Year End: \$6320.00
- Expenses estimated to Year End: \$3130.00
- Estimated Year End Balance \$12,652.00
- A motion was made by Chad, seconded by Jenni to approve the report.

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

Daily maintenance around community

Cutting brush back along road

Cut tree that fell across lane

Replaced light bulbs

Jim put together the clean up list for this fall.

*The maintenance crew is considering replacing the culvert between Clarks and Edens.

Chad will get a quote for 18" HDPE singlewall pipe for the project, and Mike will get a backhoe from work to complete project.

New Business:

Land for Sale: Members of the board are looking in to securing financing for the adjacent land to Arlington Woods. A proposal is being created to submit to the community to include the costs, reasons why we should invest, and other topics of discussion. The board reviewed a loan proposal from 5/3 and will reach out to the bank with additional questions and see about various terms.

The board previously developed terms for non-resident purchase/easement agreements. These terms will be presented to the community to vote if the community decides to vote against the purchase of the land for sale. A follow up executive session meeting has been scheduled for 10/17 at 6:00pm. And a tentative meeting with the association is scheduled for November 5th.

Clean Up- The trustees voted unanimously to move the Fall Clean Up to November 2 with a rain date of November 9th, due to the amount of leaves still on the trees. Please mark your calendars. A task list will be sent out to the community closer to the date.

Brush Pile/ Chipper- the Brush pile is getting quite large. The chipper is no longer considered operational. Jim looked into various options, including purchasing a new chipper, renting a chipper, paying to haul brush out of the woods, or borrowing a chipper from Mark Wolford/Liberty Township. Jenni motioned to borrow the Liberty Township chipper and provide a donation of \$250 to the Village of Portage. Motion seconded by Mike. Motion Passes.

The future of the brush pile will be a topic of discussion at the annual meeting.

Snow Plow Contact- The Contracted rate remains the same \$130 per trip. This was approved and will be signed and sent in for 2019/2020.

AWPOA Storage Building- It was discussed that the wood siding is starting to rot on the building. Mike and Jim will be looking into options to get cement board siding and this may be a future project for the maintenance crew and other neighbors to repair/replace siding and paint.

Tractor Maintenance- John Deere will be scheduling a pickup of the tractor later this winter to perform routine maintenance on the machine so that it is ready for the 2020 season.

New Garage Request- Jim and Lorena Schwab proposed a new building on their lot to replace their existing shed. The new building will be 16'x28'x11.5' "moveable style". It will be all brown with brown shingles, a gable style roof with approximately 1' overhang on all sides. The siding will be solid pine tongue and groove boards running horizontal. Floors will be 2x8 tongue and groove on 4x4 runners set on a prepared stone pad. There will be a 9x7 garage door and a service door, both brown on the gable end. There will be 6 trees removed. 1 tree is 10" in diameter, and the remaining trees are 4-6". This building will be set within their property lines. They have no current plans to install a driveway. Jim provided a satellite image of the proposed placement of the garage, as well as a rendering of a similar style building, as there are no blueprint available for the proposed building. Chad motioned to approve the building as presented. Jenni seconded. Motion was approved.

Thanks to Dirk and Dana for hosting the Summer Party!

Future Community Events and Trustee Meeting dates

Dates for AWPOA events:

Trick or Treat: 10/27 6:30-8:00

Fall Clean Up: 11/2 @ 9:00am with rain date 11/9

Budget Meeting: Tuesday 12/10 @ 7:30

Annual Meeting Prep: Tuesday 1/7 @ 7:30

Annual Meeting: 1/9 TBD

If you are interested in hosting this year's holiday party, please let a member of the board know.

Meeting adjourned- 9:07

7/10-10/8 Trustee Activities and Vote Results
(Votes and Communications conducted electronically)

September 10- Communication received from Scott Estep regarding access/easement onto the adjacent Canterbury Property.

September 25- Proposal for easement sent to Scott Estep, Representing a potential buyer for the Canterbury Property. Terms include:

- \$700 Annual road fees paid quarterly subject to be changed at the trustee's discretion.
 - To include garbage pickup, access to little library
- \$10,000 easement cost to be paid up front
 - Road to property would be required to be paved up to property line
 - All costs for road installation to be paid by the potential land owner
- Abide by the AWPOA Rules and Restrictions while on AW Property
- No access to woods/trails/hunting
- Property is not to be included in the Mosquito spraying
- Approval for easement is for one (1) single family home. Land is not to be subdivided

September 26- Perkins Tree Removal approved- Two Walnut trees on their property to be removed at their expense and all debris be disposed of.

September 27- Hunting Reminder sent to all neighbors.