

## President's Summary of the Year 2020

Hello "Woods" community,

This has started off to be one crazy year as was much of last year. Many of us have had life changing situations or actual life changes. Anyone that has lost someone dear to you I give you my sincerest sympathy. Just remember, we more often are not given more than we can handle, sometimes we need friends and family to help us through tough times. Yes, often without answers to the question "why".

As you all are aware, we have had to make a few changes to meetings of the board, canceled planned events and outings. With the Covid situation and the unease of assembly we have elected to play it safe and correspond by email or talk via random run-ins with members. Not the best way to run a board but it is what it is. We, the Woods are not the only ones to cancel daily planned events as you know. Many of us in the community have elderly and/or sick family members we need to be cognizant of. Unfortunately, we have also had losses of friends and family too. As of now we are planning the annual meeting the first Thursday in June. If we can get it organized and safely done, we can move it up, maybe online somehow (Zoom). The problem is getting as many residents as we can (100% would be awesome) to decide, vote, talk over issues, planning and needs so collectively we can move forward. I believe we have three board slots open for election when we have our annual meeting.

We have three new families coming to our Woods, one on lot #29 (Will Richardson and Tisha Viera), lot #34 (Jordan and Emily Borowicz) and the other on lot #35, That's great news, it shows much desire to live here and the desire to make the move to a hidden jewel of an area. Scott has really been working to grow our community. With that said we will be losing Steve and Terri Bateson to their next adventure in life.

We have taken down 4 trees preplanned at a cost of \$4800 that were a danger to residents and/or houses. Some were dead and ready to come down years ago, but we couldn't get to them. Yes, we have more planned and a few needing to be added to the list. If you have trees that you feel are dead or need to come down on your property let a board member know so we can have someone look at them. Unfortunately, not every tree can or should come down and not all of them are the Woods budgeted trees to pay for. We do need to know, look at them and approve before being taken down.

Ditch repair to the drain tile done late 2020 cost us around \$4400, which would have been much more costly if not for some help from Chris Bates. Many thanks for his assistance. So far, water drainage has been working much better than in the past. We do need to examine cleanup of the north side of the property ditch later this year. The need of an increased ID tile to replace the existing one under the access road to the back pasture between Clarks and Edens is needed as well.

Thanks, and be safe. Mike

*Arlington Woods Property Owners Association  
P O Box 63  
Rudolph, OH 43462*

December 31, 2020

Dear AWPOA Residents,

Attached you will find several reports:

Your personal Year End Statement  
2020 AWPOA Budget  
2020 Financial Statement  
2020 Financial Statement by Account  
2021 AWPOA Budget on the backside of this letter

Your Year End Statement reflects your account activity for the year 2020. **IT IS NOT A BILL, DO NOT PAY!**

For those of you who made a donation to the Beautification Fund when you could not help at a Spring and /or the Fall Cleanup, you will see your donation amount listed as Donation.

On the backside of the statement you will find a report showing the AWPOA 2020 Budget. This shows the budget compared to the actual amount taken in and the actual amount spent. For example, of the \$28,609.17 Total Income, Farm Rent made up 1.57% or \$450.00. There is also a variance column that shows in dollars how far we missed the budgeted amount. Income amounts in red means we were short of the budget, and expense amounts in red means we spent over the budgeted amount. For the expense section, there is a column that shows the cost of that expense per lot.

The 2020 Financial Report explains where we are financially, how we did, and those major things that had the biggest impact on how we did.

The 2020 Financial Statement by Account simply breaks the Association Funds into two categories; Capital Expenditure Account, and Operating Expenditure Account. This breakdown is on paper only, that is, there are not two separate bank accounts. Beginning with the additional \$25.00 per quarter collected in 2011 and continuing to date, these dollars have been accruing in the Capital Expenditure Account and the remainder of the Dues, Farm Rent, Beautification Fund, Late Fees, and any other income is accounted for in the Operating Expenditure Account. For the year ending 2020, the ending balance of \$9,482.69 breaks down to \$5,475.00 in the Capital Account and \$4,007.69 in the Operating Account. The Capital Expenditure Account has been used from time to time to pay or partly pay for major improvements and purchases, such as redoing the road and purchasing the tractor. When this occurs the Board officially transfers funds from the Capital to the Operating fund, thus reducing the Capital Fund amount. During 2020, AWPOA had two unanticipated large expenses of approximately \$6,500 (repair of north ditch drainage tile and removal of 4 large dead trees) that no funds were transferred between the two accounts. At this point in time the Operating Account has just \$4,007.69 in it. Since there is only one bank account, we are fairly stable in our ability to cover our expenses, BUT, we are not well prepared to cover any unforeseen needs and certainly not able to do any desired improvements. Consideration of additional income should be explored.

The 2021 AWPOA Budget is self-explanatory.

Finally, thank you all for making your payments in a timely manner.

Have a Healthy, Happy, and Safe New Year.

Jim Schwab, AWPOA Treasurer

Category	2020 AWPOA Budget Amount 2020	BUDGET YEAR END Actual Amount	as of % of Actual Spent	12/31/2020	Cost Per Lot * 37
<b>Income</b>					
Beautification Fund	\$300.00	\$268.65	0.94%	(\$31.35)	
Dues	\$22,316.00	\$22,051.57	77.08%	(\$264.43)	
Farm Rent	\$450.00	\$450.00	1.57%	\$0.00	
Interest	\$20.00	\$2.67	0.01%	(\$17.33)	
Late Fees	\$100.00	\$218.30	0.76%	\$118.30	
Misc. Fees		\$107.80	0.38%	\$107.80	
Special Assessments	\$3,775.00	\$3,725.00	13.02%	(\$50.00)	
Road Loan	\$1,894.00	\$1,785.18	6.24%	(\$108.82)	
<b>TOTAL INCOME</b>	<b>\$28,855.00</b>	<b>\$28,609.17</b>	<b>100.00%</b>	<b>(\$245.83)</b>	
<b>Expenses</b>					
Administrative	\$500.00	\$414.15	1.46%	\$85.85	\$11.19
Association Party Expenses	\$400.00	\$0.00	0.00%	\$400.00	\$0.00
Clean-up Expenses	\$800.00	\$268.00	0.95%	\$532.00	\$7.24
Donations (Out) ****	\$250.00	\$250.00	0.88%	\$0.00	\$6.76 XXXX
Electric Utility	\$900.00	\$819.77	2.89%	\$80.23	\$22.16
Equipment Purchase	\$3,053.00	\$3,053.04	10.77%	(\$0.04)	\$82.51
Equipment Repair Maintenance	\$500.00	\$481.28	1.70%	\$18.72	\$13.01
Fuel	\$200.00	\$166.25	0.59%	\$33.75	\$4.49
Grounds Maintenance	\$900.00	\$4,630.08	16.33%	(\$3,730.08)	\$125.14
Insurance	\$800.00	\$798.00	2.81%	\$2.00	\$21.57
IRS Taxes	\$120.00	\$110.00	0.39%	\$10.00	\$2.97
Lawn Mowing	\$800.00	\$800.00	2.82%	\$0.00	\$21.62
Legal Services & Fees	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Lighting Supplies	\$150.00	\$184.81	0.65%	(\$34.81)	\$4.99
Miscellaneous	\$100.00	\$30.00	0.11%	\$70.00	\$0.81
Mosquito/Insect Control	\$2,400.00	\$2,373.67	8.37%	\$26.33	\$64.15
Pond Maintenance	\$500.00	\$34.99	0.12%	\$465.01	\$0.95
Real Estate Taxes	\$3,200.00	\$3,131.78	11.04%	\$68.22	\$84.64 XXXX
Road Maintenance & Repair	\$200.00	\$0.00	0.00%	\$200.00	\$0.00
Snow Removal	\$1,500.00	\$555.11	1.96%	\$944.89	\$15.00
Superintendent	\$2,000.00	\$1,444.40	5.09%	\$555.60	\$39.04
Trash Removal	\$4,100.00	\$4,010.11	14.14%	\$89.89	\$114.57 ***
Tree Removal & Trimming	\$2,000.00	\$4,803.75	16.94%	(\$2,803.75)	\$129.83
Special Assessment Accrued Ex	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$25,373.00</b>	<b>\$28,359.19</b>	<b>100.00%</b>	<b>(\$2,986.19)</b>	<b>\$772.66</b>
<b>TOTAL INCOME</b>	<b>\$28,855.00</b>	<b>\$28,609.17</b>		<b>(\$245.83)</b>	
<b>TOTAL NET INCOME</b>	<b>\$3,482.00</b>	<b>\$249.98</b>			

\* 37 Lots Used for Calculation

\*\*\* 35 Lots Used for Calculation (37 Lots less 2 Vacant lots)

\*\*\*\* Donation to Central Joint Fire District

XXXX You may be able to deduct items under "Cost Per Lot" column that are marked with "XXXX" from your Income Taxes. If you have not owned your property for the full year you may not be entitled to the full amount. You should consult your Tax Preparer concerning this.

**2020 FINANCIAL STATEMENT YEAR END****12/31/2020**

Beginning Balance	1/1/2020	9,232.71
2020 Total Income		28,609.17
2020 Total Expenses		(28,359.19)
Ending Balance	12/31/2020	9,482.69
Yearly Gain/Loss		249.98
Accounts Receivable		180.05

**EXPLANATION OF GAIN/LOSS****INCOME**

The actual amount of income was just \$245.85 less than budgeted amount, which is good.

Dues, all accounts up to date with the exception of 2 accounts past due \$180.05.

Late fees collected \$218.30.

**EXPENSES**

Equipment Purchase of \$3,053.04 is the total monthly payments on the tractor. There are about 3 1/2 years to go on the tractor. Monthly payments are \$254.42.

There were no Party Expenses in 2020.

Equipment Repair was for annual maintenance on tractor/mower, etc.

Ground Maintenance over budget due to major repair of drainage tile to Bills ditch, \$4,376.12.

Clean-up Expenses under budget due to no food/drinks for minimal cleanup effort due to COVID, and a very reasonable price for large chipper rental.

Snow Removal under budget, LESS SNOW.

Superintendent under budget, not always a full crew.

Tree Removal over budget, 4 trees cut down, \$4,803.75.

**2020 FINANCIAL STATEMENT BY ACCOUNT YEAR END****12/31/2020****CAPITAL EXPENDITURE ACCOUNT**

Beginning Balance	1/1/2020	\$1,750.00
Transfer from Operating Expenditure Account (XOC)		\$0.00
Transfer to Operating Expenditure Account (XCO)		\$0.00
Current Year Accrual (\$25 per Quarter per Property)		\$3,725.00
Ending Balance	12/31/2020	\$5,475.00

**OPERATING EXPENDITURE ACCOUNT**

Beginning Balance	1/1/2020	\$7,482.71
Transfer to Capital Expenditure Account (XOC)		\$0.00
Transfer from Capital Expenditure Account (XCO)		\$0.00
Current Year Income (Dues*, Donation, Late Fee, Farm Rent, Interest, Misc.)		\$24,884.17
Current Year Operating Expenses		(\$28,359.19)
Ending Balance	12/31/2020	\$4,007.69

<b>TOTAL ALL ACCOUNTS</b>		<b>\$9,482.69</b>
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\* LESS \$25 FOR ACCRUAL TO CAPITAL EXPENDITURE ACCOUNT

Category	2021 AWPOA BUDGET		1/5/2021	2021	Change
	Budget Amount 2020	Actual Amount	Variance To Date	Proposed	From 2020 Budget
Income					
Beautification Fund	\$300.00	\$268.65	(\$31.35)	\$300.00	\$0.00
Dues	\$22,316.00	\$22,051.57	(\$264.43)	\$22,170.00	(\$146.00)
Farm Rent	\$450.00	\$450.00	\$0.00	\$450.00	\$0.00
Interest	\$20.00	\$2.67	(\$17.33)	\$10.00	(\$10.00)
Late Fees	\$100.00	\$218.30	\$118.30	\$100.00	\$0.00
Misc. Fees		\$107.80	\$107.80		\$0.00
Special Assessments	\$3,775.00	\$3,725.00	(\$50.00)	\$3,700.00	(\$75.00)
Road Loan	\$1,894.00	\$1,785.18	(\$108.82)	\$1,283.00	(\$611.00)
<b>TOTAL INCOME</b>	<b>\$28,855.00</b>	<b>\$28,609.17</b>	<b>(\$245.83)</b>	<b>\$28,013.00</b>	<b>(\$842.00)</b>
Expenses					
Administrative	\$500.00	\$414.15	\$85.85	\$500.00	\$0.00
Association Party Expenses	\$400.00	\$0.00	\$400.00	\$400.00	\$0.00
Clean-up Expenses	\$800.00	\$268.00	\$532.00	\$800.00	\$0.00
Donations (Out) ****	\$250.00	\$250.00	\$0.00	\$250.00	\$0.00
Electric Utility	\$900.00	\$819.77	\$80.23	\$900.00	\$0.00
Equipment Purchase	\$3,053.00	\$3,053.04	(\$0.04)	\$3,053.00	\$0.00
Equipment Repair Maintenance	\$500.00	\$481.28	\$18.72	\$500.00	\$0.00
Fuel	\$200.00	\$166.25	\$33.75	\$200.00	\$0.00
Grounds Maintenance	\$900.00	\$4,630.08	(\$3,730.08)	\$900.00	\$0.00
Insurance	\$800.00	\$798.00	\$2.00	\$800.00	\$0.00
IRS Taxes	\$120.00	\$110.00	\$10.00	\$120.00	\$0.00
Lawn Mowing	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00
Legal Services & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lighting Supplies	\$150.00	\$184.81	(\$34.81)	\$150.00	\$0.00
Miscellaneous	\$100.00	\$30.00	\$70.00	\$100.00	\$0.00
Mosquito/Insect Control	\$2,400.00	\$2,373.67	\$26.33	\$2,400.00	\$0.00
Pond Maintenance	\$500.00	\$34.99	\$465.01	\$400.00	(\$100.00)
Real Estate Taxes	\$3,200.00	\$3,131.78	\$68.22	\$3,200.00	\$0.00
Road Maintenance & Repair	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00
Snow Removal	\$1,500.00	\$555.11	\$944.89	\$1,500.00	\$0.00
Superintendent	\$2,000.00	\$1,444.40	\$555.60	\$1,600.00	(\$400.00)
Trash Removal	\$4,100.00	\$4,010.11	\$89.89	\$4,300.00	\$200.00
Tree Removal & Trimming	\$2,000.00	\$4,803.75	(\$2,803.75)	\$4,000.00	\$2,000.00
Special Assessment Accrued Ex	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$25,373.00</b>	<b>\$28,359.19</b>	<b>(\$2,986.19)</b>	<b>\$27,073.00</b>	<b>\$1,700.00</b>
<b>TOTAL INCOME</b>	<b>\$28,855.00</b>	<b>\$28,609.17</b>	<b>(\$245.83)</b>	<b>\$28,013.00</b>	<b>(\$842.00)</b>
<b>TOTAL NET INCOME</b>	<b>\$3,482.00</b>	<b>\$249.98</b>		<b>\$940.00</b>	<b>(\$2,542.00)</b>

# AWPOA Annual Meeting Notes

March 25, 2021

6:30 pm

**Location:** Rudolph Civic Center

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**Call to Order:** Mike Devries called the meeting to order at 6:30 pm

**Secretary Report:** Minutes from the 2020 Annual Meeting was read. Jim Schwab motioned to approve and Chad Hannah seconded the motion. Motion passes unanimously

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

Beginning Balance 1/1/2020: \$9, 232.71

Ending Balance 12/31/2020: \$9,482.69

Actual Income: \$28, 609.17

Total Expenses: \$28, 359.19

Major expenses were ground maintenance for repairing the ditch that goes across 25 (\$4,376.12) and tree trimming with 4 trees cut down (\$4803.75).

Equipment Purchase of \$3,053.04 is the total monthly payments on the tractor. There are about 3 ½ years to go on the tractor. Monthly payments are \$254.42.

The actual amount of income was just \$245.85 less than budgeted amount.

Dues: all accounts are up to date with the exception of 2 properties past due \$180.05.

\$218 was collected in late fees.

Trash pick up stays the same as 2020.

Dirk Ward made a motion to approve and Joann Kroll seconded the motion.

**Maintenance Report:** The annual maintenance report was not presented. There was not much completed due to Covid restrictions.

**Old Business:** Repaired the ditch across 25 with the help of Chris Bates. A sincere thank you to Chris. The cost was significantly less thanks to him. Ended up repairing 180 feet of pipe. The pipe going from the repaired pipe to 25 will eventually need to be prepared at an estimate cost of \$25,000.

## **New Business:**

- **AWPOA Events: Dates for the Summer Party, Holiday Party, & Annual Meeting:** Esteps will have the Summer Party, Robinson's will have the Holiday Party, and the Annual Meeting will be at the Rudolph Civic Center. They will get the dates to the board.
- **2021 Budget:** Jim Schwab presented the 2021 budget. This is located on the website with details. Scott Estep motioned to approve the budget and Mike Devries seconded the motion.

- **North Ditch Repair Quote & Options:** Mike presented a quote from Burkhart for \$11,500.00. Discussed 3 different options: 1. Pay \$310/lot and pay for it all, Pay \$200/lot and use our savings for the rest, or borrow all of the money from the bank. Joann Kroll moved to assess each lot \$310 and Chris Bates seconded the motion. 26 yea, 4 no, 1 abstained. The association will move forward with repairing the north ditch. Jim Schwab will mail a statement to everyone within the next 2 weeks.
- **Community Committees Proposal:** Joe will send to the community.
- **Quarterly Dues Increase:** Mike presented a proposal to raise dues and the reasons behind it. Discussion was had about raising the dues \$25 or \$50 and the majority was in favor of raising them \$25 per quarter. The board approved the \$25/quarter increase.
- **Community Survey:** Joe will send to the community.
- **Nominations for 2021 Trustees:**  
 Chad Hannah: Dana nominated  
 Dirk Ward: Mike nominated  
 Dan Piccolo: Joe nominated  
 Belinda Bates: Mike nominated  
 Jim Schwab: Mike nominated

The community voted and the new trustees will be Dirk Ward, Chad Hannah, and Jim Schwab

#### **Open Forum:**

The new residents introduced themselves.

Chris Bates asked about the value of the woods and asked for a balance sheet.

Joann Kroll wanted to remind everyone that the speed limit is 15 mph.

Jennifer Robinson asked about the July Annual meeting. It has been cancelled since we were able to have it in March. She also asked why there wasn't a remote option. The next board will take this into consideration.

Joann also asked that people clean up after their dogs.

Joann asked if the sprinklers work up front. Jennifer and Jim said that the system is no longer functional.

Mike talked about possibly cleaning up the ponds in the future.

Dirk Ward asked who would be treating the ponds.

#### **Meeting Adjourned:**

Ian motioned to adjourn and Scott Estep 2<sup>nd</sup> at 8:45 pm.





## **AWPOA Trustee Meeting**

March 25<sup>th</sup> 2021

**In attendance:** Ian Perkins, Dirk Ward, Joe Edens, Chad Hanna, Jim Schwab, Mike Devries

**Location:** Liberty Township Civic Center

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### **Call to Order: Immediately following the Annual AWPOA Meeting**

The board held a brief organizational meeting to nominate and approve the officers for 2021.

Secretary: Chad Hanna- Nominated by Ian Perkins, and Mike Devries.

Treasurer: Jim Schwab- Nominated by Dirk Ward and Mike Devries.

President: Mike Devries- Nominated by Chad Hanna and Dirk Ward.

Vice President: Joe Edens- Nominated by Chad Hanna and Ian Perkins.

The board unanimously approved these nominations.

Spring Clean Up: The date has been set for April 10<sup>th</sup> with a rain date of April 17<sup>th</sup>. Please mark your calendars. More details to come

Trustee Spring Clean up and Budget Audit: To be held at 7:00 March 29<sup>th</sup> at the home of Chad and Julie Hanna.

Meeting adjourned at 8:41

## AWPOA Trustee Meeting Agenda

March 29<sup>th</sup> 2021

**In attendance:** Ian Perkins, Dirk Ward, Joe Edens, Chad Hanna, Jim Schwab, Mike Devries

**Location:** Lot 32 Home of Chad and Julie Hanna

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### Call to Order: 7:02 PM

#### **Treasurers Report:** Presented by Jim Schwab

Balance as of March 29<sup>th</sup>, 2021- **\$10,265.72**

Key expenses:

1<sup>st</sup> half Real Estate Taxes Paid: \$1,561.72

Snow Plowing: \$1184.93

John Deere Financial 2 payments: \$508.84

Republic Services: \$4010.11

Tractor Service: \$622.53

IRS Taxes: \$106

3 Months Maintenance dues: \$216.66

Motion to approve Treasurers report by Chad seconded by Mike. The motion passed.

**Secretary Report:** Minutes from the March 25<sup>th</sup> Trustees Organizational Meetings were read by Chad Hanna. Motion to approve by Jim seconded by Dirk. The motion passed.

#### **Old Business:**

**Ditch Assessment:** The board finalized a plan to accept lump sum payments, or to allow 3 quarterly \$100 installments with the first payment due April 30<sup>th</sup>. Invoices will be sent out shortly. Please consider paying in full if possible. Any remaining balance after 12/31 will be subject to a 10% late fee.

#### **New Business:**

**Increase in Dues:** A motion to increase quarterly dues by \$25, effective Q2 of 2021 was made by Ian, seconded by Joe. The motion passed Unanimously. These funds will be placed in the Capital Improvement fund for future endeavors. The Motion Passed.

#### **Spring Cleanup Task list and Prep:**

Ian and Joe are looking into renting a chipper.

Bagged mulch will be purchased by for use around the common ground flower beds.

Primary focus: **Mulching flower beds, ditches and trails, chipping brush pile.**

**Delivery Drivers and Reporting Issues:** The board discussed the speed at which delivery drivers travel through the neighborhood. If you want to report, have a tracking number for reference and please call:

UPS-1800-PickUPS

FedEx Customer Service- 1-800-463-3339

**Garden Requests:** the board has received 2 requests for common ground gardens (#15 Fetzuk and #31 Robinson). A brief discussion took place regarding appearance of gardens, and ideas for future community gardens. **Neighbors, please be mindful that your garden is on common ground and should not be blight on the meadow area.**

**Meadow Mowing:** A motion to dispose of the old, brush hog was made by Dirk, seconded by Joe. The board feels the current state of the old mower deck is beyond repairs, and is unsafe for use, and for liability purposes are to sell the implement as scrap. Any money received towards the scrap would go towards the community's beautification fund. The Motion Passed. If you wish to mow the meadow, please reach out to the board for tractor keys. Please refrain from mowing artistic patterns, crop circles, etc. in the meadow. It is shared common ground.

**Bookkeeping and Balance Sheet:** The board will be looking into options for a software program to assist with the treasurer duties, such as QuickBooks or possibly a Google based version of "QuickBooks". Joe and Dirk will be looking into these options and will be presenting their findings to the board at the next meeting. The board intends to have parallel processes in place as we look towards a transition to the new software, if deemed appropriate.

**Neighborhood Relations:** Neighbors are to be reminded of the Amendment to the Arlington Woods Declarations of Restrictions, Part 1, item 19. ***Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees, or vendors.***

**Survey:** Neighbors are asked to fill out their online survey by April 30<sup>th</sup>. If you did not receive an email please check your junk email and follow up with Joe if you still have not received it.

**Proxy Revisions:** Improvements to the Arlington Woods Proxy form and process were discussed. A new version to include voting options based on each membership meeting agenda will be available. More details to come as we get closer to the annual meeting.

**Lot #8 Shed:** Joe sought approval to place a shed on his lot. It will be 8'x8' and placed on the north side of his property. Chad motioned to approve, seconded by Ian. The motion passed.

#### Dates for Future events:

Event	Date	Time	Location
Q1 Trustee Meeting	March 29th 2021	7:00	#32 Hannas
Q2 Trustee Meeting	June 30th 2021	7:00	#12 DeVries
Q3 Trustee Meeting	September 29th 2021	7:00	#8 Edens
Q4 Trustee Meeting	December 15th 2021	7:00	#16 Schwabs
Budget Meeting	January 6th 2022	7:00	#5 Wards
Annual Property Owners Meeting	January 13th 2022	7:00	Liberty Township Hall
Spring Clean Up	April 10th 2021	9:00	
Fall Clean Up	October TBD	9:00	
Summer Party	June 26th	6:00	Esteps
Trick or Treat	October 24th 2021		
Holiday Party	TBD	TBD	Robinsons

**Adjourn:** Mike motioned to adjourn at 9:39. Seconded by Ian.

## AWPOA Trustee Meeting

June 30<sup>th</sup> 2021

**In attendance:** Dirk Ward, Chad Hanna, Jim Schwab, Mike Devries

**Absent:** Ian Perkins

**Location:** Home of Mike Devries #12

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### Call to Order: 7:03

Treasurers Report: Presented by Jim Schwab.

Balance as of 6/28 **\$21,306.22.**

Key expenses:

2<sup>nd</sup> half Real Estate Taxes Paid: \$1,561.70  
Rudolph Civic Center: \$125.00  
John Deere Financial payments: \$763.25  
Mulch: \$259.30  
Pond Maintenance: \$1450.00  
Tractor Service: \$622.53  
Chipper Rental: \$250.00  
Go Daddy Annual Fee: \$192.02

Accounts Receivable:

2 Accounts Past Due= \$314.94  
Outstanding Ditch Assessment: \$1400.00

Road Payments: 1 payment remains for those who financed.

Motion to approve Treasurers report by Chad seconded by Mike

Secretary Report: Minutes from the March 29<sup>th</sup> Trustee Meeting and online Communications were read by Chad Hanna. Motion to approve made by Jim, seconded by Dirk.

Maintenance Report: Tasks list below sent via email by Gene Robinson:

- Mowed up front by 25 weekly or every other week depending on growth- Mowed boulevard weekly depending on growth- wants to thank John Powell and Dirk for helping with the mowing when I was ill.
- Watered flowers.
- Dropped tractor off various times at various neighbors and picked up and returned.
- Pick up brush empty the brush. Delivered trailer as requested to several people. Charlie, Ian, there were others as well.
- Cleared debris off road after storms. (smaller items and trees)
- Picked up branches and piles neighbors had left around the woods.
- Mowed the meadow every other week as able due to sometimes too wet. 5.13 was all moved. Plans to mow when returns from vacation.
- Uses blower after mowing to get debris off road.
- 5.12 Cleaned large tree out of south pond.
- 5.14 another tree removed from pond.
- 5.14 delivered and gave instructions to Katherine on how to use the tractor, Chad requested after her.
- 5.15 6:30am Joe texted he wanted tractor.

- 5.16 Mike used tractor, Jim delivered.
- 5.22 tree in Boulevard, helped someone's housekeeper with a jump for her car. John found old tire in pond and we put behind shed.
- 6.13 Little library filled with Ants. Removed all books, sprayed, cleaned, put books back.
- Put out new flowers by bench.
- 6.21 after storm much cleanup, helped Charlie with his tree, someone else had already cleared by the pond bench, thanks for that.
- 6.23 have removed several flyers from the little library these can blow all over and make a mess, texted the person to please not put those there or leave them in the neighborhood in that manner. They texted back they understood and will not.

#### **Old Business:**

**Ditch Assessment:** Waiting for final bill for payment to be processed. Thanks to all involved with getting the project completed.

**Bookkeeping:** Dirk looked into two software options for bookkeeping:

Zip Books: \$35/month

QuickBooks: \$25/month

The board discussed these options, and determined that we are in compliance with the IRS as long as the community provides employees paid over \$600 with 1099s, and W9s are being collected from any Arlington Woods vendor prior to payment being sent.

**Proxies:** The board discussed and reviewed the proxy process and improvements that have been made to the form to ensure each member of the community has the ability to vote as they choose, even while not in attendance for community meetings and votes. The form will be sent out prior to the meeting, and will have the board recommended motions for any topics to be presented and voted on. Residents will have the ability to vote in favor, against, or abstain. They may also elect to choose any resident to vote on their behalf for trustee vacancies, or any other matter that comes before the HOA that were not included on the previously sent agenda.

#### **New Business:**

**New Construction:** Lot #29 set to begin July 28<sup>th</sup>, 2021. Construction equipment may be placed in the meadow. Please be mindful of the work and workers.

**Committees:** Please note that the committees are not an extension of the board. Scope of any projects on the common ground must be approved by the AWPOA Board. Communications from committee leads shall not appear to be sent to the community on behalf of the HOA without board approval.

**Trails:** No changes to trail system may be made without board approval. Existing trails may be maintained. Trails should not be cut wider than 8' and canopy should not be removed over trails. Trails shall be maintained and groomed to accommodate UTVs, ATVs, golf carts, and similar sized vehicles.

**Campsite:** The board discussed the idea of a campsite to be established on common ground in the meadow. Concerns regarding liability for activities at the campsite, fires, hygiene, bodily waste, clean up,

site placement and size. No gear will be provided by the HOA, and any donated items maybe accepted but placement of donated items must be approved by the board.

**Invasive Species:** Scope of any committee projects must be submitted to the board for approval before actions are to be performed. Signage, literature, and web based documents must be approved by the board before placement on common ground or communicated to the community.

**Old Tractor:** Dirk will be creating a Facebook Market place ad to sell the blue tractor. We will be selling for \$1500 or best offer. If you have any interest in purchasing, or receive any inquires, please note the tractor brakes do not work properly. Funds from this sale will be used to pay down the John Deere loan.

**Old Trailer:** there is an old trailer that will also be sold on Facebook Market place. Dirk will be taking photos and will be offering it for a price yet to be determined.

**Mosquito Spraying:** The fogger truck has been going around the woods 3 times to help keep the Mosquitos at bay. They will continue to do so for a few more weeks until it dries out.

**Community Shed Siding:** Jim will be getting a quote for material to replace the bottom 2 feet of siding on the community building.

**Adjourn:** Meeting concluded at 9:20PM

**2020 Financial Review:** After the Meeting concluded Dirk, Chad, and Mike reviewed the checkbook and statements for 2020. No areas of concern were found.

## **TREASURER REPORT   JUNE 30, 2021**

- 1. Balance as of June 28, 2021    \$21,306.22**
- 2. Accounts Receivable: 2 Accounts Past Due = \$313.94, Ditch Assessment = \$1,400.00 Outstanding**
- 3. 2<sup>nd</sup> half Real Estate Taxes paid    \$1,561.70.**
- 4. Rudolph Civic Center \$125.00 for Annual Meeting**
- 5. John Deere Financial 3 payments = \$763.26.**
- 6. Mulch \$259.30**
- 7. 1<sup>st</sup> & 2<sup>nd</sup> half pond maintenance, \$725.00 each**
- 8. Chipper Rental \$250.00.**
- 9. Refund 3<sup>rd</sup> & 4<sup>th</sup> quarter dues to JoAnn Kroll \$350.00.**
- 10.   GoDaddy annual fee \$192.02.**



## **AWPOA Trustee Meeting**

September 29<sup>th</sup> 2021

**In attendance:** Dirk Ward, Chad Hanna, Jim Schwab, Mike Devries, Ian Perkins

**Social Committee:** Belinda Bates, Emily Borowicz

**Maintenance Crew:** Gene Robinson

**Location:** Home of Gene and Jenny Robinson #31

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### **Call to Order: 7:01**

**Fall Fest:** The social committee joined the meeting to discuss the upcoming Fall Fest.

**Activities:** Bounce House- to be manned by an employee of the of the bounce house rental company. They will be responsible for setting up, monitoring the activity of participants, and tear down.

**Hayride:** The hayride will be driven by Rod Lucas. He will be bringing his own tractor and wagon to be used for this event. The Hayride will include trips around the meadow, and weather permitting on the common ground trails.

**Bonfire:** John Powell will oversee the bonfire. The bonfire will be in accordance with EPA rules, a fire ring will be used. The fire will be in a 3x3 ring maintained to prevent the fire from flames exceeding 2' in height.

**Live Music:** Seth Estep and band will be performing music for residents to listen to while enjoying the activities.

**Chili Cook Off:** Residents should reach out to the social committee to participate.

**Trick or Treat:** The hours of trick or treat have been extended until 7:30 to allow more neighborhood children to attend. Please turn your front porch light on if you are willing to participate in the activity.

**Liability Waiver:** The social committee will be having a waiver of liability written for participants, parents/guardians to sign to participate in event activities. This waiver includes wording that the committee, Arlington Woods Property Owner Association, and homeowners are not liable for any injuries, deaths associated with the activities included in this event.

Before this waiver is distributed to the community, the board has requested to have a copy ahead of the community by 10/20 so that they can review, and if necessary, send to community's attorney for legal review. The committee agreed to allow the board to review before sending out to the residents.

The committee and board request that **No Hunting** on common ground to take place during the hours of the Fall Fest.

**Fall Fest Funding:** Activities, and money spent are all being donated by residents and no funds are being paid for out of the Arlington Woods annual budget.

**Please note that set up may occur the day before the event, and we ask that all residents be mindful of the set up and tear down process.**

**Treasurers Report:** Presented by Jim Schwab.

Balance as of 9/27/2021 **\$12,132.65**

Key expenses:

John Deere Financial 3 payments: \$763.26

Ditch Cleaning: \$12,403.00

Mosquito Spraying: 1614.88 (3 Months, June, July, August)

Post Office: \$165.00 (3 rolls of stamps to avoid price increase)

Nationwide Insurance: \$798.00

Accounts Receivable: \$2060.82

2 Accounts Past Due= \$860.82

Outstanding Ditch Assessment: \$1200.00

Motion to approve Treasurers report by Chad seconded by Ian

**Secretary Report:** Minutes from the June 30<sup>th</sup> Trustee Meeting were read by Chad. Motion to approve made by Jim, seconded by Mike.

**Maintenance Report:** Tasks list below provided by Gene Robinson:

- Mowed up front by 25 weekly or every other week depending on growth-
- Mowed boulevard weekly depending on growth
- Push mowed and trimmed edges of ponds.
- Watered flowers.
- Repaired wiring and replaced bulbs, near Roy's, 34, and Fezzik's.
- Jim and others mowed trails
- Cut thistles
- Dropped tractor off at Elizabeth's.
- Provided trailer to Scott who was cleaning out the ditch.
- Cleared debris off roadway after storms.
- Picked up branches and piles neighbors had left around the woods.
- Mowed the meadow.
- Used blower to get debris off road after mowing.

**Need To:**

- Trim trees up front by ponds for safety to walk under and mow.
- Plant grass seed up front where the tree was removed.
- Fertilize grass up front that is sparse and needs to grow thicker.
- More lights now need to be fixed, one on boulevard, and one by Joann's drive.

**Old Business:**

**Tractor and Trailer Sale:** Dirk previously listed for \$1500. Trailer listed for \$800. No activity on Facebook Market Place. Relisting for \$1200 for the tractor, \$600 for the trailer.

## **New Business:**

**Committee Approval Process:** The Arlington Woods Board of Trustees reserves the right to disallow any committee activities that violate the Code of Regulations, Declaration of Restrictions, Bylaws, Motions in previous board meetings, Covenants, etc. Motion made by Dirk, Seconded by Mike. Motion passed. A document will be created and posted on the website with previous minutes and motions regarding the procedures, and approval process for committee future endeavors.

**Ponds:** Trees and brush along the east side of the ponds will be cut back to help with airflow, and assist with keeping the aquatic growth, biofilm, and foliage decomposition to a minimum. Motion made by Mike, seconded by Dirk. Motion passed.

**Signs:** At this time the board requests no signs be placed on common ground or be visible from the roadway to aid the efforts of community unification. Real Estate signs shall be placed along the road with board approval. Motion made by Jim, Seconded by Ian. Motion passed.

**Snow Removal:** Cost to plow the roadway increased this year by \$5 per trip (\$145/trip). Plowing will continue to be performed by Jim Palmer.

**Trails:** The board wants to thank residents involved with the clean up efforts. Please remember to only maintain established trails. Please do not create new trails without board approval.

**Trash Pickup:** Republic Service has been in contact by multiple board members. They have committed to provide better communications. The board will be seeking bids for alternative refuse services if the miss pickups continue.

**Tree Removal:** The maintenance crew will be marking trees along the roadway to be removed. The board will be getting 3 quotes and comparing before proceeding.

**Mailboxes:** As a reminder, all mailboxes should already have hooks available for future communications that are not being sent electronically.

**Lockbox:** A lockbox with changeable code has been added to the community garage to keep a key for the tractor. The code will be changed after each resident's use. This will allow residents to text the maintenance crew members without requiring delivery. Please reach out to Jim for the code.

**Fall Clean up:** The annual fall clean up will take place November 6<sup>th</sup> with a rain date of November 13<sup>th</sup>. Mike will be arranging for a chipper to be rented. Task list and notice will be sent out to community.

**Adjourn:** Meeting concluded at 10:05

## AWPOA Trustee Meeting

December 15th, 2021

**In attendance:** Dirk Ward, Ian Perkins, Jim Schwab, Mike Devries, Gene Robinson

**Absent:** Chad Hanna

**Location:** Home of Jim Schwab

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### Call to Order: 7:35

Corrected Treasurer Report  
is at the end of these minutes  
for the above date

Treasurers Report: Presented by Jim Schwab

Balance as of 6/28 ~~\$16,521.93~~

Key expenses:

Mosquito Spraying \$553.80

John Deere Financial 3 payments: \$763.26

ALLTREE: \$1500 (removal of 10 trees)

Tractor Service: \$622.53

Chipper Rental: \$296.88

Cygnets Pizza: \$137.00

Accounts Receivable:

2 Accounts Past Due= \$793.63

Tractor assessment \$13.65

Outstanding Ditch Assessment: \$900.00

Motion to approve Treasurers report by Dirk seconded by Ian

Secretary Report: Minutes from the September 29th Trustee Meeting were read by Dirk Ward. Motion to approve made by Jim, seconded by Ian.

### Maintenance Report:

- Light fixed by #34
- Delivered Tractor a couple times
- Leaves blown from Boulevard- Thank you Scott Estep for assistance.
- Two lights still need fixed: One on the boulevard and another at #20

### Old Business:

- Clean up went smoothly with about 12 people in attendance
- Tree Removal completed- 10 trees removed
- Trailer is still for sale- lowered price to \$500 and renewed the listing. Agreed to drop price to \$300 if no offers are received within a month, or so.
- Sold the old blue tractor for \$1200

### New Business:

A donation will be made to Mark Wolford in the amount of \$250 as a thank you for his Free Recycling service.

We will continue to utilize ALLTREE for cutting dead/suspect trees in common areas as they perform good work at a fair price.

We will be sending out requests for plans to repair any damage of the meadow from the fall festival and pool install at #11 to those responsible for the any ruts/damage.

There has been a request to plant trees and native plants in some cleared common area between lots #11 and #12. We will be obtaining a survey of this area to determine where the boundaries are and where trees and native plants may be replanted.

Notification will be made to those properties that have delinquent dues. We will attempt to develop a remediation schedule. This is in effort to eliminate the need for any liens to be placed upon those properties.

The board would like to remind all residents of Part 1, Item in the declaration of restrictions:

1. No building, fence or other structure shall be erected, placed or altered on any lot in such Residential Area until the proposed building plans, specifications, exterior color and finish, landscaping plan; a plot plan to include the location of existing structure and proposed new structure, drives and parking area, as well as an elevation drawing to scale of any existing structure and proposed new structure, and construction schedule shall have been approved in writing by the Arlington Woods Property Owners Association or any Committee thereof, hereinafter called "Association". Refusal of approval of plans, location or specifications may be based upon any ground, including purely aesthetic conditions, which in the sole and uncontrolled discretion, the Association shall deem sufficient. One (1) copy of all plans and related data shall be furnished to the Association for its records.

Also, it is recommended by the board that should you encounter suspicious and/or unfamiliar individuals along the boulevard, road, in the meadow or deep woods the best course of action is to call the Sheriff's department to handle the trespass.

**Adjourn:** Meeting concluded at 10:02PM

## **TREASURER REPORT    DECEMBER 15, 2021**

- 1. Balance as of Dec. 12, 2021    \$16,521.93**
- 2. Accounts Receivable    \$1,707.28:**
  - Accounts Past Due = \$793.63, Tractor = \$13.65,**
  - Ditch Assessment = \$900.00 Outstanding**
- 3. Mosquito Spraying \$553.80 (September)**
- 4. Cygnet Pizza \$137.00**
- 5. John Deere Financial 3 payments = \$763.26.**
- 6. ALLTREE \$1,500.00 (Cutting and disposing 10 trees)**
- 7. Peters' Used Equipment \$296.88 (Chipper)**