

**Minutes of Planning Meeting for Annual Meeting  
AWPOA Trustees  
Monday, January 7th, 2013**

A meeting of the Board of Trustees of the Arlington Woods Property Owners Association was held January 7th at the home of Jim Schwab. Superintendent Ed Cleland, and Trustees Chad Hanna, Jenni Robinson, Jim Schwab, Charlie Stelle, and Dirk Ward were in attendance. The meeting began at 7:05 PM.

The primary purpose of the meeting was to discuss the annual meeting and finalize the budget for presentation at the annual meeting on January 10<sup>th</sup>, 2013. Accordingly, there was no secretary report, superintendent report, or treasurer report provided. Minutes for the December 6<sup>th</sup> meeting will need to be approved by the incoming Board of Trustees for 2013.

**I. Annual Meeting Planning** – A working agenda for the Annual Meeting was discussed. Issues included sign in sheets, voting procedures and rules, and guest presentation regarding road maintenance.

**II. Budget Planning** – The Proposed Budget for 2013 was finalized and approved for presentation at the Annual Meeting. The board thanks Jim Schwab for his work in developing the budget for 2013. The 2013 Budget will be voted on at the Annual Meeting.

**III. New Business**

- A. The board discussed the issue of voting and necessary quorums for voting purposes. Jim Schwab noted that property 18 was currently under foreclosure. Jenni Robinson made a motion that Property 18 be excluded as a counted voting property until the status of the home changes with new residents. Dirk Ward seconded the motion and the motion passed the board unanimously.
- B. The board noted that there will be three vacancies on the board to be filled at the annual meeting. Residents are encouraged to consider participating in the community by becoming a member of the board.

The annual meeting is scheduled for January 10<sup>th</sup>. Location to be determined.

The next board meeting will be determined by the members of the 2013 board.

Dirk Ward moved to adjourn the meeting, which was seconded by Chad Hanna. The meeting adjourned unanimously at 8:52 PM.

Submitted by Charlie Stelle, Secretary of AWPOA

# Arlington Woods Property Owner Association Annual Meeting

Please join us for the AWPOA Annual Meeting on  
**Thursday, January 10<sup>th</sup> at 7:00**  
(2013)  
at the home of Linda Long (#38)



**Property owners are asked to bring a light appetizer or snack. The meeting will begin at 7:00.**

All property owners are welcome to attend. If you are unable to attend, please return the included proxy vote to a member of the board. Your attendance or proxy vote is needed in order to have a quorum to conduct official business. Thank you.



**PROXY VOTE**

**Arlington Woods Property Owner's Association (AWPOA)**

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 10, 2013, or any adjournment thereof. If I have indicated  
no name above, Charlie Stelle, Secretary of the 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 10, 2013 or any adjournment thereof.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE:**

If you cannot attend the Annual Meeting, please return the above Proxy to  
any AWPOA trustee or Ed Cleland or in the drop box for association fees at  
#16.

A quorum of homeowners is required to be represented either in person or  
by proxy in order to conduct official AWPOA business. If you are unable to  
attend the annual meeting, please complete and return this form to allow  
for the budget to be passed and new trustees to be elected. Thank you.

## AWPOA Annual Meeting Minutes

January 10<sup>th</sup>, 2013

**Call to Order:** The meeting of the Arlington Woods Property Owners Association was held at the home of Linda Long on January 10<sup>th</sup> 2012. The meeting was called to order by President Dirk Ward at 7:19 P.M. 20 homeowners were represented directly and seven homeowners were represented by proxy vote.

**Road Presentation:** The meeting began with a presentation from Tony Morlock regarding the condition of the road and option for addressing the structural and aesthetic condition of the road. The board had sought bids from multiple vendors for road repair. Tony Morlock was invited to present his thoughts on options for repair for community discussion later in the meeting. The three options presented included three varying degrees of repair and cost to the major circular portion of the road (i.e. not including the entrance and two property access roads). Option 1 consists of laying a 2" layer of new asphalt on top of the existing road. Option 2 consists of milling out the top portion (2") of existing asphalt and laying a new top coat that adds a total of 4" of asphalt. The third option, which is the most extensive and most expensive option, would consist of milling out the existing road to base rock, adding rock to possibly level out low areas, and adding a complete new base layer and top layer of asphalt. Questions for Mr. Morlock and issues of discussion included why there was a need for addressing the road at all, issues of flooding, edges of pavement breaking away, installation of berms, use of millings, and speed bumps. Mr. Morlock was thanked for his informative presentation and the options for the discussion were held for later discussion.

**Secretary's Report:** The minutes of the January 12<sup>th</sup> 2012 Annual Meeting were read by Secretary Charlie Stelle. Steve Bateson moved to approve the minutes as read, the motion was seconded by Jo Ann Kroll, and the minutes were approved by voice vote.

**Treasurer's Report:** Jim Schwab provided the Treasurer's Report for 2012. 2011 began the year with a check book balance of \$16,662.13 and finished the year with a balance of \$20,382.04. We brought in 25,610.99 in income with \$21,891.08 in expenses. This provided a net income of \$3,719.91. Ed Cleland moved to approve the minutes as read, the motion was seconded by Steve Bateson, and the report was approved by voice vote.

**Superintendent's Report:** Superintendent Ed Cleland provided a review of recent activities. Lighting posts around the entrance have been repaired and replaced. Mosquito spraying continued this year, though the spraying for deer flies was a new issue in the Spring. 20 trees, including several very large trees, were professionally removed this fall from the community property. The two fall cleanups went well. The cleanup of the north ditch was successful, as was the normal Fall Cleanup. Tree removal will continue into the next year and Spring Cleanup will need to focus on clearing of wood brought down professionally in fall and fallen trees that undoubtedly will occur over winter. Overflow flappers on the ditch and pond have helped with water backup. There are plans to work on the well at the entrance to help control water levels in the pond and being able to water the front flower beds. Lastly, tractor maintenance continues to be an issue of concern. The tractor continues to have ongoing problems, but is in workable condition at this time.



**Old Business:** Many of the issues and concerns of previous years have been responded to and have experienced positive change. Recycling within the community is going well and pick-ups are much more regular. Tree removal for the community continues. Property owners need to be aware of opportunities for tree removal to make their homes safer and continue to clean-up downed wood from both cut and fallen trees. This is an issue of both safety and aesthetics of the community. The welcome committee has done a nice job welcoming new residents in the community and people agree that the social committee and welcome committee continue to do the good work of creating a sense of association and connectedness within the community.

**New Business:**

**Budget:** Treasurer Jim Schwab presented the 2013 Arlington Woods budget. The projected income for 2012 is \$25,590 with an operating budget of \$25,590. JoAnn Kroll moved to accept the 2013 budget as presented. Steve Bateson seconded the motion. The budget was approved by voice vote.

**Adjoining Property:** President Dirk Ward mentioned the purchase of the southern adjoining property to Arlington Woods. Jim Schwab approached and attempted to discuss the agreement and restrictions with the new landowner. The agreement and restrictions have been discussed with Liberty Township Trustee, Rod Lucas and he was going to inform Township Inspector. The Country Records office has verified that the restrictions are on file.

**Trash Pick-up:** The increasing cost of trash pickup has been an issue that the board has started to address. The Community is under contract with a provider, though doubts exist to the authority of the contract. Other options for trash cleanup are going to be investigated by the new board in 2013.

**Road Repair:** The need for road repair and options were discussed. There was an indication from the community that the board continues with the process of investigating options for both the repair and financing of the road repair. These options and their associated cost will need to be brought back to the community members for discussion. A separate vote will need to be announced, discussed, and voted on for any financing option involving the use of AWPOA land as collateral.

**Natural Gas:** While the issue of natural gas in the community was investigated several years ago, the market for installation of natural gas lines has changed. The availability of natural gas would be a benefit to both ongoing utility expenses and added property value. The new board will investigate this option in coordination with any road repair projects.

AMENDED TO BE  
J. KING / SCHWAB

**Election of New Board Members:** Charlie Stelle, Dirk Ward, Tony Wulff fulfilled their term on the board. Nominations for the new board included Terri Bateson, Jim Schwab, and Dirk Ward. Steve Bateson made a motion to close nominations. Charlie Stelle seconded the motion and a voice vote confirmed the three new members of the board to a two year term.

Jo Ann Kroll moved to adjourn the meeting and the meeting ended at 9:17.

1/17/2013

The meeting was called to order by Dirk at 7:35

The board of Trustees held its annual election of officers.

Treasurer- Dirk Ward nominated Jim Schwab to continue as the Treasure for 2013, Chad Hanna  
Seconded this nomination and was voted unanimously.

President- Tony Wulff nominated Dirk Ward to continue as the President for 2013, Chad Hanna  
Seconded this nomination and was voted unanimously.

Vice President- Chad Hanna nominated Tony Wulff to continue as the Vice President for 2013, Dirk Ward  
Seconded this nomination and was voted unanimously.

Secretary- Terri Bateson nominated Jenni Robinson to hold the position of Secretary, Chad Hanna  
Seconded this nomination and was voted unanimously.

Natural Gas- A discussion about our natural gas options took place. The board will be gathering as much information to provide to the residents to help make this decision. The board plans to have all information available by January 31st, and finalize their presentation to the association for a meeting on March 14th at Dirk and Dana's house.

Donna Johnson- Dirk received a phone call from Donna Johnson to inform the association that she plans to but her property up for sale again this year, and asks that the neighborhood does not take fliers from the posted box. An electronic copy will be made and distributed amongst the association to answer any questions.

Trash Removal- Jim will make contact with Republic services to negotiate our current contract. We have received offers from NAT and we will pursue this change if our attempts to renegotiate fail. Our current contract with Republic is valid through August 2014.

Property to the South- The board will be seeking advice from our attorney to discuss if the restriction on the property are valid and worth pursuing, **in an attempt to see what sort of rights we have.** (amendment)

At 9:35 Jim Schwab Motioned to adjourn, seconded by Chad Hanna.



## Arlington Woods Property Owners Board Meeting

January 30<sup>th</sup> 2013

Call to Order: The meeting of the Arlington Woods Property Owners Association was held at the home Jim Schwab and was called to order at 715pm by President Dirk Ward. Seconded by Terri Bateson. Chad Hanna is absent from this meeting as planned. All other members are in attendance.

Secretary's Report: The minutes of the January 17th 2013 Annual Meeting were read by Secretary Jenni Robinson. Added a final sentence as an amendment as copy was cut off. Tony Wulff approved minutes as amended. Jim Schwab seconded the motion. Thanks to Chad Hanna for taking minutes at last meeting.

Treasurer's Report: Jim Schwab provided the Treasurer's Report for January 2013. Discussed snow plowing concerns. They are to come out if 2 inches or over. They have been out twice this year (past 12 months). We may consider looking at other providers for snow plowing to ensure we are getting the best deal. \$18621.00 is the register balance.

Superintendent's Report: Superintendent Ed Cleland provided a review of recent activities. Stumps have been taken care of and 3 loads of brush were removed across from Kings in the common area. The ditch overflow was cleaned out. The light may be out by Clyde's #1. Ed is aware.

### Old Business:

Property South of the woods: Jim Shared an overview Map of designated flood zones, and the property to the south of us has a large area that is flood zone A and likely federal Flood insurance would be needed if a building is ever built. Currently no part of the woods is in a flood zone. Also learned that State doesn't allow access off 25, must be off 281 for that property if there were ever a drive put in. Jim also talked to township zoning inspector about this property. The zoning inspector would not be able to enforce our restrictions, but she is aware of the document. This would be a civil matter and Dirk has passed this on to our lawyers for review.

Trash Removal: Jim Schwab spoke with Republic (our current trash company) and they were able to lower our bill to beat other competitive bids. We will stay with this company and look to now come in under budget on this item. Jim will call and confirm the new prices with them. We will sign a one year contract for this new much lower price. The contract does not auto renew. We also learned that they could come out and do a dumpster if we ever wanted to do a spring cleaning and have something available for a few days for people to clean out items from home or garage that might be too large for normal trash day. Jim presented this cost information if we ever need to offer this service. Board was very pleased with the savings and the ability to stay with our current provider. Residents will not see any changes in their trash pickup.

#### New Business:

Gas Lines: The Board was asked at the annual meeting to look into bring natural gas into the neighborhood utility options. Much research has been done. A new Gas line would need to run from Mermill Road. A meeting is planned for March 14<sup>th</sup> at 730 pm at the home of Dirk and Dana Ward for all Arlington Woods residents. A fact sheet will be sent out with more information that has been learned thus far. Every property is expected to send one person, if you cannot attend please complete the proxy form you will be receiving with a yes or no vote. You can mail, email, or hand deliver your proxy form back to any board member before the meeting, and residents can also drop the proxy in the box mounted on the garage at #16. Watch emails and mail for further info.

Security: Terri shared there have been some break ins at area business and homes in the area surrounding the woods, on 281, Mermill Rd, Rudolph Rd. There was discussion about security. Please keep your eyes open and watch out for your neighbors. Please report suspicious activity. There was discussion on checking into costs of video surveillance at the entrance to the woods.

Cable: Please call and report any problems with your cable to Time Warner Cable, as some as have problems and we want to make sure they are aware if the problem is widespread. One board member had a problem and was told there had been no other problems in the area.

Real Estate Taxes: If residents noticed a reduction in their recent real estate tax statement, it is due to the fact that the water line assessment has been satisfied. The water line was installed in 1993 and at that time residents could choose to pay their assessment on a one time basis or have it put on their real estate tax spread over a period of 20 years. So if your property was being assessed on your real estate taxes, you should see a significant reduction in excess of \$200 per year.

Dirk Ward moved to adjourn the meeting and the meeting ended at 9:15. Jim Schwab seconded the motion. Next meeting is set currently for March 14<sup>th</sup> at 730pm.



Your Presence is requested



**March 14<sup>th</sup> 730pm Thursday**

At the Home of Dirk and Dana Ward #5

Purpose of the meeting is to discuss and  
vote on Natural Gas installation.

We need to have representation from each property in the woods. If you are unable to attend you can email, mail, or hand deliver your proxy form to any Board member or put your proxy form in the box on the garage of #16.

Please read the Information Sheet prior to the meeting.

## PROXY VOTE

### **Arlington Woods Property Owner's Association (AWPOA)**

I cannot attend the meeting concerning providing the availability of Natural Gas to the residents of Arlington Woods. Therefore, I hereby appoint \_\_\_\_\_ to cast my vote as I have indicated below on this Proxy. If I have indicated no name above, Jennifer Robinson, Secretary of the AWPOA, is appointed to cast my vote as I have indicated below on this Proxy. The meeting of the Association on the above subject about Natural Gas is to be for the held on March 14, 2013 or any adjournment thereof.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

#### NOTE:

Please read all the information accompanying this Proxy to make an informed decision about this important matter. If you need more information, please do not hesitate to contact any Board Member.

Based on the information provided:

\_\_\_\_\_ Yes, I am interested in having the Board proceed with the Proposal: Install gas line with costs not to exceed 165000. Would finance cost over 5 years using back 70+ acres as collateral.

\_\_\_\_\_ No, I am against the project.

If you cannot attend this Meeting, please return the above Proxy to any AWPOA trustee or Ed Cleland or in the drop box for association fees at #16, or mail to: AWPOA, P.O. Box 63, Rudolph, OH 43462, to arrive prior to March 13, 2013.

A quorum of homeowners is required to be represented either in person or by proxy in order to conduct official AWPOA business. If you are unable to attend this meeting, please complete and return this form to allow for the meeting to be held. Thank you.



# Natural Gas Information Sheet

*Proposal: Install gas line with costs not to exceed \$165,000. Would finance cost over 5 years using back 70+ acres as collateral.*

- The nearest line is at Mermill road. It is 3302 feet from there to our subdivision. This is a cost of 82178.00, and then it is approximately 2700 feet around the circle at a cost of \$67,176.
- We have to use Columbia Gas for the line install as the Mermill road tap in is owned by Columbia Gas.
- The Approximate cost of \$252.00 quarterly for 5 years, if the homeowner chooses to finance their portion. This would be in addition to the current dues of \$175.00
- Approximate cost of 4500 if homeowner chooses to pay up front and not finance their portion. (All costs are based on 37 lots which includes two vacant lots)
- All property owners would pay a portion of the main line installation as stated above but could choose to pay up front or stretch out over the 5 years.
- They do not charge extra to dig thru tree roots there is a standard per foot charge of \$24.88
- Cost does NOT include from the road or tap to your home. That would be up to each homeowner. The current charge is \$24.88 a foot. If there is a run of 50 feet to get to your home that is approximately \$1250.00.
- Estimates of conversion costs for propane appliances average 100 to 200 per appliance. You would need to check with your manufacturer to see if it can be done and how much exactly it would cost.
- A non-resident of our subdivision could tap into our line later if they pay the woods \$2500.00 tap in fee. (This would apply for any new homes built along 25 near us) They would also have to pay to run line from our line to their property.
- A new gas furnace if you have an electric furnace could run around 2581.00. Most propane furnaces can be converted for \$100 to \$200. There would be an additional cost associated with either transferring the existing A/C condenser from the old furnace if it fit, or putting in a new condenser for those homes with central air only.
- Cost savings for a 2000 square foot home: if using 700 to 1200 units of propane for a cost of \$2040.00 a year, you would expect it to cost approximately \$1026.00 to heat with natural gas.
  - 2000sq ft. home on average will burn 1,200,000 btu's per day.
  - Propane has 91500 btu/ gallon. Average cost of propane currently 1.71/gallon. Assuming a 4 month heating period yearly costs would be around 2040
  - Natural Gas 1030 btu/ cubic foot. Price of natural gas .54 per ccf which is 100 cubic feet.
  - We were told that most see about a 50% savings when converting from Propane to Natural gas at current prices.
- A 2000 square foot electric home who spends 3696 for all their electric might expect to spend 1052 to heat their home and would have to look at how much of their electric bill is for heating costs to evaluate savings. They would most likely also see significant savings.
- For those heating with propane currently there is an increasing concern if they experience a problem with their buried tank. Many suppliers will no longer replace and bury a tank if your current tank begins to leak. Costs for a new tank and burying the tank can be significant. Installation could run around \$2500 and doesn't include the tank cost.
- Grounds and Roads will be returned to original condition including grass seed.
- The project would take between four-six months.

### **Conversion from Electric to Gas**

Will require gas lines run to all locations you want to convert; furnace, range, water heater, etc.

### **Converting from Electric to Gas Furnace**

1. Will require a new furnace.
2. May require a new Air Conditioner Condenser.
3. Location of your existing furnace may present a whole new set of problems:

Gas furnaces require an air intake from the out side

Gas furnaces require an exhaust to the outside

Considerations:

Can you put the venting through the roof, if so how will you do it, will you need to take space from an upstairs room, etc.

Will you run the venting horizontal, if so how will you do it, are you near an outside wall, or will you need to go through another room or closet.

Will you just move the furnace location, if so you will need to move your air in and out plenums. If central air you will need to move the A/C lines.

### **Converting from Electric to Gas Hot Water Heater**

1. Will require new Hot Water Heater.
2. Will require exhaust to outside, which means you must again consider location.
3. If you move the water heater, you will need to move the water lines.

### **All other Electric Appliances to Gas**

1. Will require new appliance.



# Natural Gas Cost Estimates per Lot

## Converting from Propane

### One Time Payment

Main Line	\$4,500.00
Service Line 50 foot	\$1,244.00
Convert Furnace	\$200.00
Remove Propane Tank	\$300.00

Total \$6,244.00

Additional costs would be associated with following appliances.

Gas Range, Dryer, Fireplace, Hot water heater, garage heater

### Payments over 5 Years

Main Line	\$5,040.00
Service Line 50 foot	\$1,244.00
Convert Furnace	\$200.00
Remove Propane Tank	\$300.00

Total \$6,784.00

Additional costs would be associated with following appliances.

Gas Range, Dryer, Fireplace, Hot water heater, garage heater

## Converting from Electric

### One Time Payment

Main Line	\$4,500.00
Service Line 50 foot	\$1,244.00
Lines in House 20 foot	\$497.60
New Furnace	\$2,600.00
New A/C condenser	\$1,000.00

Total \$9,841.60

Cost does not include special concerns (see Conversion from Electric to Gas)

Cost does not include converting any other appliances you might want to convert, such as range, water heater, etc.

### Payments over 5 Years

Main Line	\$5,040.00
Service Line 50 foot	\$1,244.00
Lines in House 20 foot	\$497.60
New Furnace	\$2,600.00
New A/C condenser	\$1,000.00

Total \$10,381.60

Cost does not include special concerns (see Conversion from Electric to Gas)

Cost does not include converting any other appliances you might want to convert, such as range, water heater, etc.

\*\*\*Note: There is no cost allotted in the above for locating existing utilities. Although the current utility company will locate their lines, pipes, etc., we are unsure as to where their responsibility ends and yours begins, ie. at the street, meter, or your house.

## Vacant Lot

### One Time Payment

Main Line	\$4,500.00
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### Payments over 5 Years

Main Line	\$5,040.00
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3/14/2013

## **Special Meeting of Arlington Woods Property Owners Association to Discuss Natural Gas Installation Thursday March 14th**

*Prior to this meeting property owners were notified of the upcoming meeting in writing with a 30 day notice as required in our bylaws. Information sheets were emailed to all property owners and also mailed via certified mail with the information the board had been able to obtain and all information that had been given to them regarding this project so property owners would have time to review the information and research their individual situation.*

Meeting was called to order at 747 pm by President Dirk Ward.

Roy Clark #9 asks why do we have to vote on this today?

John Blinn #7 asked about precise numbers. Those would be obtained from Columbia Gas after we obtain financing. The current numbers were based on the information they gave us and measurement estimates at the higher end. He also asks is there a grant from the government or PUCO. The board had been directed to look into the cost of natural gas installation and did not locate any grants thru their investigation. Tony Wulff was told the closest natural gas line was Columbia Gas and that we would be forced to use them for the installation if we intended to tap into their line. He was told using another contractor or service that was cheaper was not an option as then we could not tap into Columbia gas's line by J and M. Columbia gas gave their prices for installation. Others also said they would like to look into this. Many indicated that the cost of the project was a concern and would like to see if it could be done cheaper.

John Powell #3 said 15 years ago he checked with Columbia gas and suburban and he asks if they have highballed us as they don't want our business. Others echoed the concern as to why the gas company wasn't paying for the line from J and M to the neighborhood at least?

Roy Clark #9 talked about underground leakage of propane tanks and to look for dead grass or dead flies. Starting January 1<sup>st</sup> there are now new regulations for any new tanks being buried and more testing is required than before. He thinks that some people don't like propane and may not buy here in the woods for this reason. He stresses that you could say gas is available when you sell your home and this could be a selling point to help you sell.

Charles Fetzek said if you have a leak and you can't bury it you will have to put it above ground and eventually we will need so many above ground tanks that it will get voted in. (currently above ground tanks are not allowed in our regulations)

There were questions about the cost and we reviewed the estimates for those that would pay up front verses those that would pay over time with their dues. Multiple areas of the information sheet were reviewed including the average cost for a home owner to run the line from the tap to their home.

Donna Johnson asks if this passes are we moving forward or are there other steps? Yes if this passes we would work with area banks to secure financing and then get exact numbers and each homeowner would be assessed.



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Scott Estep motions that we secure financing for natural gas installation and we put up the back 70 acres as collateral. Chad Hanna seconds this motion. Steve Bateson motions that we vote by roll call and Jim Schwab seconds that motion. President Dirk Ward reads the roll call and each property votes. There were 16 properties that voted by proxy. The vote was as follows.

- |   |                  |
|---|------------------|
| 1. No                                     | 20. Yes by proxy |
| 2. Yes                                    | 21. No by proxy  |
| 3. No                                     | 22. No by proxy  |
| 4. Yes                                    | 23. Yes          |
| 5. No                                     | 24. No           |
| 6. (6 does not exist) there is no #6      | 25. No by proxy  |
| 7. Yes                                    | 26. No by proxy  |
| 8. Yes                                    | 27. No by proxy  |
| 9. Yes                                    | 28. No by proxy  |
| 10. no by proxy                           | 29. Yes by proxy |
| 11. Yes                                   | 30. No by proxy  |
| 12. Yes                                   | 31. No           |
| 13. No                                    | 32. Yes          |
| 14. Yes                                   | 33. No by proxy  |
| 15. Yes                                   | 34. Yes          |
| 16. No                                    | 35. No           |
| 17. No by proxy                           | 36. No by proxy  |
| 18. Does not have voting rights currently | 37. No by proxy  |
| 19. No by proxy                           | 38. Yes by proxy |

The motion did not pass. We have a total of 37 lots, one lot does not have voting rights currently. So there are 36 voting properties. The bylaws state in order to mortgage property we must have 60 percent of voting properties present either by proxy or in person. 36 properties (all properties, every single one) were represented either in person or by proxy so the 60 % Quorum requirement to have a vote was met. The bylaws further state that to mortgage property you need 75% percent of the quorum to vote to approve. 75% percent of 36 is 27. The final vote was 15 yes, 21 no. Therefore the vote failed. 27 votes were required for it to pass. Therefore the board does not have support to mortgage the back 70 plus acres and cannot move forward with the project at this time.

Jim Schwab made a motion to adjourn the meeting and Scott Estep seconded that motion. Meeting was adjourned at 817pm.

**At 845 pm the Board met for a short meeting. All Board members and Ed Cleland are present.**

It was shared that some residents plan to work this Sunday to cut up some of the wood that is lying in the woods as we have a lot of fallen trees. This is not the official clean up day but anyone is welcome to help.



The Neighborhood clean-up was set for April 13<sup>th</sup> at 9am with April 20<sup>th</sup> as a rain date. Pizza will be provided for lunch as in years past.

The board will need to meet prior to the clean-up to review Ed's list of what all needs to be done.

The next board meeting was set for April 11<sup>th</sup> at 7pm at the home of Jim Schwab. Any property owners that wish to attend board meetings are always welcome.

The board discussed that they will act upon any new information that is brought forward regarding the natural gas installation. Residents are encourage to bring any cost saving measures, grants, or new information to the board so this can be revisited.

We had been waiting on the decision on the natural gas before proceeding with the road project. It was decided at this time we have a section of road that badly needs repaired as the sides are crumbling at the back of the circle, we are not able to find anyone to repair this section. We budgeted 2500 for road repairs. The board has made several cost saving measures including the garbage bill decrease which will save 3,000 a year, there are some extra monies in the bank currently. Jim Schwab shared that he thought the dues were raised 2 years ago in order to do something with the roads. The board did not want to assess property owners at this time but will move forward with replacing the bad section of road with the monies we have available. When more money is available we will do another section. Jenni Robinson will call Morlock and Ed Cleland will call Rutter and Dudley and we will ask them how much it would be to replace this section of road according to the specs that were listed in estimate 2 of the Morlock estimates we received last year (this was the middle estimate, not the most expensive, but not the surface layer only estimate) Ed will mark a section in orange paint so we are clear on which section we are looking at and both companies will be asked how much to do that one section. We do not plan to spend more than 12, 000 but want to get the best possible price and replace as large a section as possible with this money. It was decided we will not have the speed bumps when this section is replaced.

The front sign was discussed as there is some white discoloration. Terri Bateson shared what this is called and causes. Ed will call K and K to see if they can fix this for us.

The board reviewed the bylaws for "for sale" and realtor signs in the neighborhood as it was noted there have been violations. No board members have been approaches asking for an exception to these bylaws. Each situation has been addressed.

Tony Wulff motioned to adjourn and Dirk Ward seconded the motion.

2013

## Arlington Woods Property Owners Association Board Meeting

Thursday July 18<sup>th</sup> at the home of Jim Schwab.

The meeting was called to order at 751pm. Jim Schwab moved to suspend reading of the minutes due to Secretary Jenni Robinson absence. All other board members and Ed Cleland present. Tony Wulff seconded the motion.

Treasurer's report was reviewed. Tony Wulff moved to approve \$300 donation to JCD and Jim Schwab seconded this. The fire department has come out and helped us with burn pile as needed. Terri Bateson moved to approve the Treasurers report and this was seconded by Dirk.

Lot #18 sold to P & J Thayer Family Ltd.

There have been no major expenditures outside the normal anticipated expenses in last report.

Superintendent report was given. Our mosquito sprayer is broken and Ed has been unable to fix it this time. Dirk will take it in and see if it can be fixed. The board is looking at replacing the sprayer if cannot be fixed.

### New Business

We are adding an extra cleanup due to the storm damage. Saturday August 3<sup>rd</sup> from 9am to 1pm. Property owners are asked to get as much of their brush as possible to the back burn pile before then. It was discussed to have a special assessment of all property owners but it was decided to have the clean-up instead. Residents are highly encouraged to help on August 3<sup>rd</sup> or made a donation to the beautification fund. Also there is a trailer that is owned by the woods that residents can use to help get their brush to the burn pile. Contact Chad Hanna or any board member if you need to use the trailer.

The road replacement project has been tabled due to possible expense of a new mosquito sprayer and concerns with high oil prices/high asphalt prices currently. Jim made the motion and Chad seconded it.

A Reminder that property owners should not clear common areas without board approval. I.e. cutting down trees or brush to expand ones yard would not be permitted but removing a downed tree would be. Also burning of anything other than brush or clippings is not permitted. (ie burning garbage or mattresses) This is an EPA regulation. See Attached. No burning on common ground is permitted other than the burn pile in the back meadow.

Excerpts from the rules and regulations below.



It will be the responsibility of each lot Owner to prevent the development of any unclean, unsightly or unkempt conditions or grounds on such lot which shall tend to substantially decrease the beauty of the neighborhood as a whole or the specific area.

No noxious or offensive activity shall be carried on upon any lot, nor shall anything be done thereon tending to cause embarrassment, discomfort, annoyance or nuisance to the neighborhood. There shall not be maintained any plants or animals, or device or thing of any sort whose normal activity or existence is in any way noxious, dangerous, unsightly, unpleasant or of a nature as may diminish or destroy the enjoyment of other property in the neighborhood by the Owners thereof.

Owners with lots adjacent to the roadway shall be allowed to clear vegetation from the Common Area between dwelling and roadway to the extent deemed suitable by the Owner, with the exception that trees measuring six (6) inches or more in diameter at ground level may not be removed without the written approval of the Association. Common Areas to the sides are to be left in their natural state, as provided elsewhere in these Restrictions.

Thank you to Jim Schwab for clearing "dead man's curve" in front of #36 by Bigelows. It was getting hard to see around the corner. Also reminding everyone to drive slowly and carefully in the neighborhood.

Some concerns were brought to the board regarding the appearance of mail boxes. Please take a look at your mailboxes and make sure they are in good repair. This affects the appearance of our neighborhood.

Jim Schwab is going to review our insurance policy to see if we can find a better fit and or cheaper price.

We are considering adding tilapia fish next year to help with cleaning of the ponds.

Next meeting is planned for Thursday Sept 26<sup>th</sup> at 7pm at the home of Jim Schwab.

Our Neighborhood summer picnic/gathering will be August 4<sup>th</sup> Sunday starting at 4pm at the home of Clyde Willis. Bring a dish and lawn chairs, table service for your family. Please rsvp the number of adults and children by email to [jlkgrobingon@yahoo.com](mailto:jlkgrobingon@yahoo.com), returning the rsvp at the bottom of your invite to any board member, or in the bill payment box on Jim Schwab's house.

Jim Schwab moved to adjourn the meeting, seconded by Tony Wulff. Meeting was adjourned at 9:17pm

You're Invited!



## Annual Summer Neighborhood Party

**Sunday August 4th 4pm**

At the Home of Clyde Willis #1

Meat and beverages will be provided by AWPOA. Please bring a dish to share, table service, lawn chairs and any lawn games you might have.

Clyde hopes to have the paddle boats out.

+++++

**Please rsvp by end of July**

Yes we plan to attend \_\_\_\_\_ #of children \_\_\_\_\_ # of Adults

No we will not be attending \_\_\_\_\_

You can return this rsvp slip to Jenni Robinson in #31, the bill box on Jim Schwabs house #16 , any board member, or email [jlkgrobinson@yahoo.com](mailto:jlkgrobinson@yahoo.com). Thank you



8-15-2013

Arlington Wood Property Owner Association Board of Directors

Special Meeting to discuss broken Mosquito Sprayer

Held Thursday August 15<sup>th</sup> at the home of Jim Schwab

Called to order at 743 by Dirk. All board members present with the exception of Secretary Jenni Robinson. Terri Bateson takes minutes.

Freshcut Lawns who sprays Portage is \$1650 a year. We have 17 weeks in a full season this would be 95.50 a spray. They are licensed and insured. The normal season runs Memorial Day to Labor Day. (contact person is Ted 419-265-9765)

We were spending \$50 a week just for the chemical when Ed sprays. (the Sprayer is currently broken)

Dirk Motions and Chad seconds to try this service till the end of the season.

We will keep an eye on sprayer prices for next year. Our current sprayer is now unable to be repaired.

Thanks to all those who helped with Clean up. We will still have lots to do for our fall clean up day.

Meeting was adjourned at 8:19pm.

Thursday Sept 26<sup>th</sup> 2013

**Arlington Woods Board of Directors Meeting**

Called to order at 7:18pm by Dirk

Chad, Jenni, and Tony absent

Dirk motions to suspend reading of the last minutes due to Jenni's absence

Superintendent Report

- The Street light on #29 is temporarily fixed but the line was broken due to a tree fall during the storm. Is getting supplies to fix permanently.
- Patched the black top in a few areas
- Aerators on the ponds are fixed, Thanks Dirk for rebuilding the pumps. The timers are missing so Ed will get new ones.
- Fixed log splitter.
- All replacement bulbs for street light will be new, brighter, daylight bulbs as the old ones go bad.
- Would like to burn the brush pile again before the cleanup but it has been too dry. May possibly have a bon fire for the Arlington Woods trick or treat night. Would like help from others when it is burned.

Treasurers report

- Balance of \$25,439.85 as of today
- Cancelled Travelers Insurance at \$786 a year and switched company to Nationwide at \$550 a year with exact same coverage.
- May need to move some \$ from road repair to tree removal

Jim moves to approve the treasurer's report and Dirk seconds that motion.

New Business

- Thanks to all who helped at the special cleanup day! **Fall Cleanup will be Saturday November 2<sup>nd</sup>. With a rain date of November 9<sup>th</sup>. There is still a lot to do. Hot dogs and a fire in the meadow at 5:30. Bring a dish to share.**
- Decided to try a full season with current mosquito spraying situation for next year. Still seems cost prohibitive to purchase a new sprayer and nobody really wants to be the one to apply due to health concerns.
- Hunting-Jim will send out Hunting Notice to all. See attached. Need to get exact dates from Tony or Chad for how long the bow season is. **BOW HUNTIN ONLY AND ONLY in large deep woods at the west end of the property!!! Absolutely NO HUNTING IN, ON or NEAR TRAILS.** Must obtain special permit from Tony before.



- Security Camera-due to recent incident at the bike shed up front and as a precaution; Terri motions to purchase a surveillance camera to be located near the entrance/exit of Arlington Woods. Jim seconds the motion. Estimated cost is \$350.00
- **Trick or Treating in Arlington Woods Sunday October 27<sup>th</sup> from 6 to 730 for residents and their families. (not a public event)**

Jim moves to adjourn at 9:05pm and Terri seconds this motion.

November 14th 2013 7pm

Arlington Woods Property Owners Association Board Meeting

*At the home of Jim Schwab*

Called to order by Dirk at 7pm and Seconded by Terri. Tony Wulff not present. Present are Dirk Ward, Jenni Robinson, Chad Hanna, Jim Schwab, and Ed Cleland (superintendent)

Secretary report, review of minutes

Jenni read the minutes from the last meeting. A motion was made by Jim to approve the minutes and Terri seconded this motion.

Treasurer's report-

Jim presented the treasurers report: \$27,958.81 is the current balance. We had 3 larger expenses come in, mosquito sprayer, Clean up lunch and Tractor fuel. We received 2<sup>nd</sup> half farm rent. Approval was given to pay \$100.00 mowing bonus. Motion was made by Chad to accept the treasurer's report and Dirk seconded this.

Superintendent report-

Ed presented the following: AEP will be cutting some trees out front to prevent interference in the electric lines from trees. They have marked the trees they will remove with red/pink dots. Those they plan to trim are yellow. A large number of the trees in question are ash trees. They will leave the larger pieces of wood for us and anyone is welcome to the wood. Please help yourselves.

We are still missing the timers out of the shed up front that was supposed to turn the aerator on and off on the prescribed schedule. Currently without the timer the aerator is on all the time which can result in higher electric bills and does not have any added benefit. If they are not returned we will have to purchase new timers.

3 bolts were found to be missing from the log splitter and this was repaired again. There have been trees identified that need to come down. These were discussed, and Jim passed around property line forms both from the auditor's website and from the original survey he was able to obtain. This is what we will use to determine what is common ground and what is inside an individual's property line. It was determined that the board would meet this Saturday at 10am to take the survey maps out and measure so we can determine if the trees are on common ground and would be cut at the expense of the association. We will meet in front of John Kings home. It was suggested to pass out these property line sheets at the annual meeting for each property owner to take home so they have the same reference sheet.

Again we need a reminder not to burn piles of debris in the woods. Debris should be taken to the meadow burn pile where it can be burned safely under supervision. Burning brush on your property is a



violation of the rules. Multiple complaints have been received. Attached to minutes will again be the EPA sheet.

Discussed proper aeration of the ponds and if a photo sensor might be of help as some evidence that the night time aeration might have more benefit. We run the aerators to put oxygen into the water to prevent fish kill/death.

Thank you Ed for blowing off the road.

**A REMINDER THAT THERE IS NO SKATING ON THE PONDS THE ICE IS TOO THIN TO BE SAFE!! The aerators are running and this keeps the ice from getting thick enough to skate on.**

#### Old business

- Clean up-\$150.00 was given to the beautification fund by those who were not able to attend and this is very much appreciated. Thank you also to all who came out to help. It did help that the brush pile was burned ahead of time and that day. There is still a lot that didn't get done. You can still continue to put brush onto the burn pile. There is cut wood by Linda Longs house and Spence's that anyone can help themselves to in the common areas, help cleaning this out is appreciated.

Complaints-The board has received complaints regarding the appearance of some of the properties in the woods. The board discussed how best to address these issues. The board will be sending a letter to the property owner(s). There was discussion about a special assessment for standardized mailboxes. Attached are the rules and regulations for the woods.

- Hunting-suggestion for next years that revisions be made to hunting permit to need to carry the permit on your person AND have clearly displayed on your vehicle clearly visible. Feb 2<sup>nd</sup> is the end of the hunting season. Chad has not seen anyone in violation yet this year.
- Security Camera-the first one selected Dirk found had a light that would turn on and this was not desirable. Other cameras and features were reviewed at length and Dirk will purchase one to try. It was thought that we would place it near the entrance so that a car or person could be seen coming in and going out. We preferred it run on electric rather than battery and the appearance should be discreet. We need to be able to access the videos/photos if anyone in the woods should have a problem and we would like it to be low maintenance. The security camera would be purchased due to the need for increased security with some break-ins happening in Cygnet and BG. The missing mulch this past summer and the missing timers on the aerators are situation we want to avoid in the future and it would have been helpful to be able to see what happened to these.
- Trick or Treat-again a success this year. We had approximately 20 homes participate with porch lights on and approximately 20 children dressed up. It was discussed that next year those not



participating will be TP'd and we will have a special assessment to pay for the toilet paper and we will issue citations if it is not cleaned up in a timely manner (just kidding!!! But thanks for reading the minutes ☺ !!) Thank you to all who participated in this fun event.

#### New Business

- Preparation for annual meeting-We will be having a board meeting on January 7<sup>th</sup> to prepare for the annual meeting and go over the budget. The annual meeting is slated for January 9<sup>th</sup> at 7pm. Dirk would like to have a location selected so Jenni can send out invites and proxy via the mail by November 27<sup>th</sup> so neighbors will have notice of the upcoming meeting. Chad and Jenni's 2 year terms will be up for re-election.
- Holiday Party- We would like to find volunteers to host this year's holiday party. We will let the host pick the date and time and particulars as they wish. We would also like to have this finalized by the 27<sup>th</sup> so notices can be sent out.

#### Motion to Adjourn

Motion to adjourn was made at 1010pm by Dirk and Chad seconded this motion.

#### Addendum

On Saturday November 16<sup>th</sup> at 10am 4 board members and superintend met and determined after measuring and comparing to auditors plat map and the survey map that tree in front of 22 and the tree behind 37 are not on common ground and are in fact within the property boundaries for the homeowner. Those homeowners would need to cut those trees down if they wish. The tree in front of lot 29 is on common ground as well as the tree near the water station. These 2 trees will be removed by the association and Ed will get estimates to have these removed. Again it was discussed that Jim will have these property maps printed and available at the annual meeting so property owners can see where their property lines are at.