

**ARROWWOOD IMPROVEMENT ASSOCIATION
SPECIAL BOARD MEETING MINUTES
November 11, 2015**

I. Call Meeting to Order

a. Mr. Craig Rhodine called the meeting to order at 7:06p.m. Audio recording of the meeting was conducted.

b. Board Members present:

i.	Craig Rhodine	President
ii.	Deb Fiala	Vice President
iii.	Dana Merveldt	Treasurer
iv.	Jeanne Gardner	Secretary
v.	Lonnie Wheeler	Member-at-Large
vi.	Steve Merveldt	Member-at-Large
vii.	Greg Bielanski	Member-at-Large
viii.	Robert Efram	Member-at-Large
ix.	Laurie Efram	Member-at-Large

c. Board Members absent: none.

d. AIA Member Attendees: listed in the attendance roster at the end of this set of minutes.

II. By-Laws Vote

A membership vote was conducted in accordance with the By-Laws dated April 18, 2002 on whether to accept the amended By-Laws. The new By-Laws were approved by a vote of 11 persons present and two proxies; there were no votes against.

III. Minutes

The minutes from the August and October 2015 meetings had been emailed to the Board members for their perusal and therefore, in accordance with the 2015 By-Laws, were not read at the meeting. The minutes from the August and October 2015 meetings were unanimously approved.

IV. Treasurer's Report

Ms. Merveldt provided October data for the Treasurer's report, which was unanimously accepted as read and is attached at the end of this set of minutes.

V. Committee Reports

a. Architectural Control Committee.

Mr. Wheeler reported that a new home was approved for an empty property on Furrow. Scott Jackson agreed to continue on the ACC, and Richard Young also volunteered to be on the committee. Mr. Wheeler said that there are usually three people on the ACC, but if there are more board members who wish to be on it, they are welcome to join.

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b. Neighborhood Watch/Emergency Evacuation/NEPCO meeting

i. Ms. Fiala reported that Jackie Heyda had been contacting a lot of new people about the Neighborhood Watch Program. She put an email out to see how many of the Neighborhood Watch participants were still interested; there were a few refusals, but she had been able to fill a couple of those slots.

ii. Mr. Rhodine asked if any of those present would be able to attend the upcoming NEPCO meeting, as he was not able to go. Ms. Fiala has been attending for the last year, and the hope was that someone else might relieve her by attending part of the time and reporting back to the Board. Mr. Bielanski said he would go if he were able.

VI. OLD BUSINESS

a. Fire Marshall drive through/Fire Wise Community

The drive-through of the neighborhood with Fire Marshall John Vincent was accomplished, but the results have not been published because André Mouton is working to organize a neighborhood meeting with him.

b. Slash piles on Stirrup Trail and Martingale

The dirty slash pile on Stirrup Trail has been cleaned up. The remaining portion of the one on Martingale is still there, although it is not easily seen from the road. During the spring chipping event about 150 feet of it was removed, but the remainder should still be cleaned up. Mr. Rhodine suggested that we remove "Slash Piles" from Old Business and re-address the remaining pile on Martingale in the spring.

c. Report from Chipping Day, October 17

i. Mr. Merveldt reported that, though the advertised chipping day was Saturday, A&M Tree Services typically starts on Wednesday and works through Saturday, finishing up on Sunday if necessary. It has worked well for them in other neighborhoods, and it does help to remind people that they need to go ahead and cut down any trees or gather any slash.

ii. Ms. Fiala raised the question of extra expense if we were paying for four to five days' worth of work. Mr. Merveldt said the bill originally presented to him was \$1,100 (\$100 x 11 hours), but he told A&M that, although it was acceptable for them to start chipping on Wednesday, the Association did not want to pay for travel and set-up time each day, only for the time actually spent chipping. A final bill of \$800 was agreed upon.

iii. Mr. Rhodine suggested that, in the future, we advertise a cutoff time by which people must have their slash on the curb on the night before the chipping day. Ms. Fiala said that she had sent out a reminder email, although some residents choose not to accept emails from the Association.

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d. Cost Share Program Update

Mr. Wheeler reported that a time has been set for meeting on December 2 to lay out a plan, determine what needs to be done and set schedule targets. Craig Rhodine, Steve Merveldt and Lonnie Wheeler will attend, along with Bill and Elizabeth Mayo. Duane Steinke has a prior commitment, but any other interested parties are welcome to attend. The first target will be to become a Firewise Community. Mr. Rhodine explained that the Cost Share program is a State Forestry program where, if you submit a plan and get it approved, they will reimburse for half of the expense that you undertake to mitigate your property. Duane Steinke had solicited interest from the community and only about 26 people responded. One of the topics will be to see how we can get more interest and participation to make it worthwhile.

VI. NEW BUSINESS

a. Proposed Budget 2015-2016

Ms. Merveldt gave an overview of the proposed budget, highlighting any changes from the previous year's budget. (A copy of the report is appended to these minutes.) The proposed budget was based on actual expenditures for the previous few years, along with known future expenses. She reported that we should take in about \$7,500 annually in dues, but this past year we received \$8,200 because some people are paying past due amounts. She was asked if the number of people who don't pay is fairly steady. There are a few who never pay their dues; several members are behind but are catching up or have now paid in full. Subsequent to the discussion, the proposed 2015-2016 budget was accepted unanimously and will be posted on the website.

b. Mr. Rhodine indicated that the next few items pertained to the recommendations by the Fire Marshall:

i. Install Dead End signs on the northern part of Deerfield Road and on West Way. He had spoken twice with the County Road Works Department to find out the status, and was told that it has been recorded and is in queue. They would not give any schedule information.

ii. The County Road Works Department will come out and review the overgrown easements at Maverick Way and Arrowwood Drive, Stirrup Trail and Furrow Road, and at Stirrup Trail and Pontiac Loop. No time frame was available, but those requests have also been recorded and are in queue. A member asked if they were only going to look at those specific intersections, because she has a lot of weeds in the easement at the edge of her lot, but the County will not cut them. Mr. Rhodine said the Road Works people were very accommodating and they said they will come out and take care of any easement concerns, so we should see how they handle the intersections and then present any other areas of concern.

c. Ms. Fiala mentioned that she had two emails from members asking what had been changed in the By-Laws and suggesting that we might have highlighted the changes in the proposed version. It was explained to them that, in this case, a vast majority of the By-Laws had been changed, so it was not possible. However, when we change documents in the future, we should be sure to do this.

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VII. HOME OWNER MEMBER ATTENDEE CONCERNS

a. A member brought up a situation where their neighbors have been building, and dug a large pit in their yard to dump construction trash in it, to include carpeting and padding, cement blocks and trash bags. The member had received guidance that appears to be legal, although not a good land practice, especially in a community with wells. The AIA Covenants do refer to conditions “causing danger or significant nuisance, either to a neighbor or to the general community,” but it does not appear that the current Covenants would prevent this. There is a Covenant revision planned for the coming year, so this is something we can consider.

b. A member said that he had received a flyer from the Forest Service about the seedling tree program and suggested that we post something on the AIA website to let members know that they are eligible for this program.

c. Another member asked for clarification on the tree inspection that we have been doing once every three years and which will be done in 2016. It was explained that Forestry personnel walk the neighborhood and look for signs of disease, parasites, etc., and make recommendations about what should be done to prevent spread of the problem.

VIII. CLOSING.

There being no further business to come before the Board, the meeting session was adjourned at 7:54p.m.

**Arrowwood Improvement Association
Treasurer's Report November 2015**

FINANCIAL STATUS:

Current cash on hand: \$20,691.23

Expenditures: \$ 9.99 Yahoo website
 16.35 Dianne Lee, annual meeting

\$ 26.34 Total Expenses

Receipts: \$1,319.00 Dues
 .89 Interest Income

\$1,319.89 Total Income

TASKS COMPLETED:

Dues deposits

Contacted L. Rieth re: lien on property, DORA registration

NEW TASKS:

Dues deposits

File lien?

Arrowwood Improvement Association
Proposed Budget 2015-2016

Ordinary Income/Expense

Income

Interest Income \$ 100.00
Dues 7,500.00

Total Income \$ 7,600.00

Expense

Inspection Fees
Tree \$ 300.00
Other \$ 200.00
Total Inspection Fees \$ 500.00

Gifts \$ 0.00
Contributions/Donations \$ 100.00
Dues/Subscriptions \$ 30.00
Filing Fees \$ 50.00

Fire Mitigation

Banners \$ 300.00
Chipping Crew \$ 2,000.00
Equipment Rental \$ 0.00
Insurance \$ 500.00
Duff Bins \$ 1,400.00
Lunch for crew \$ 50.00

Total fire mitigation \$ 4,250.00

Insurance

Hartford Business \$ 515.00
CB Insurance Officers \$ 1,470.00

Total Insurance \$ 1,985.00

Licenses and Permits \$ 40.00

Miscellaneous \$ 50.00

Postage and Delivery \$ 100.00

Professional Fees

Accounting \$ 550.00
Consulting \$ 500.00
Legal \$ 1,000.00
Website \$ 200.00

Total Professional Fees \$ 2,250.00

Rent (storage unit) \$ 640.00

Sign Maintenance \$ 250.00

Supplies	
Annual Meeting	\$ 500.00
Election	\$ 500.00
Office	\$ 100.00
Total Supplies	\$ 1,100.00
Total Expense	\$11,345.00
Net Ordinary Income	\$ -3,745.00