

# Eaglewood HOA Trustee Meeting

## April 20, 2022 6:30PM

### Sanderson Residence

Eaglewood HOA Treasurer, Steve Sanderson called the meeting to order at 6:30 pm. Attendees present were Steve Sanderson, Bill Ludwig, Nick Melchert, Kevin Wachowiak, Erin Figmaka, Jessie Wyatt and Nick Esbin.

Steve Sanderson opened the meeting by advising the trustees that the President and Vice President officer positions remain vacant. Steve volunteered to lead the meeting discussions if the trustees present agreed. All trustees present agreed.

## Officer Elections

Steve furthered the discussion of the vacant officer positions by mentioning that the neighborhood still needs to elect the appointed trustees and suggested that elections should be held in November (or sooner if the trustee committee is ready). Steve suggested the need to distribute proxy votes ballots one month prior to the November elections in order to ensure the required quorum can be met to elect the new trustees.

## March 2022 Meeting Minutes Review

The meeting minutes for the March Eaglewood HOA Neighborhood Meeting were distributed to the trustees for review. The trustees reviewed the meeting notes and a motion was put forward by Bill Ludwig to approve the meeting notes, which received multiple second motions for approval.

## New Business

- Steve reviewed the HOA financials by providing a spreadsheet showing the HOA expenses for 2021. He pointed out that expenses have increased over previous years. A discussion regarding increasing annual dues followed, with trustees agreeing that dues for 2023 will need to be increased. The amount of increase discussed was somewhere between \$35 and \$50, but was not finalized.
- Steve advised that attendees of the March meeting had concerns about some homeowners having HOA dues in arrears from previous years. We have tried several methods and were currently continuing to invoice for prior years. This year, however, Steve indicated that he will attempt to collect past due HOA dues throughout the year. Trustees weighed in by suggesting that the homeowners with past due payments, first be sent a letter explaining the need to collect their dues. Trustees suggested that the letter include the section of the HOA Code of Regulations requiring homeowners to pay annual dues. Once the letter has been sent, Steve will follow up within a few weeks by visiting the homeowners that remain past due in person to answer any questions they may have, and ask for payment.
- Bill Ludwig discussed having some additional trustees designated to co-sign Eaglewood HOA checks. Steve Sanderson advised that at this time, we can not accomplish this, due to a mismatch of the Eaglewood HOA organizational name on the HOA EIN form – compared to the name of our organization on the Articles of Incorporation. This has been the case since the HOA was started and never an issue with the bank prior. Steve is researching solutions to the mismatch, to include possibly changing banks – create a new account with matching names.
- Steve opened discussion regarding completing/updating Eaglewood homeowners phone and email address information. The importance of communications was stressed, as the trustee committee moves forward, to keep

neighbors informed of progress on concerns brought up at the March Eaglewood HOA neighborhood wide meeting. Erin Figmaka volunteered to assist with this, by posting a request for homeowners to provide their contact information.

- Steve brought up the need to renew the Eaglewood Articles of Incorporation, which he recently found out has not been done since the late 1980's or early 1990's. Based on his research, he advised that the cost is estimated to be approximately \$50 to \$100 to file. An "Agent for Service of Process" needs to be designated to receive any postal mail regarding the Eaglewood HOA Articles of Incorporation from the State of Ohio, and deliver them to the HOA officers/trustees. Bill Ludwig volunteered to be the "Agent for Service of Process" for this purpose. Steve will provide Bill Ludwig's contact information to Eaglewood resident Joan Torzewski, whom has volunteered to file application, on behalf of the Eaglewood HOA.
- Trustees discussed deed restriction concerns brought up by homeowners at the March Eaglewood HOA neighborhood wide meeting. Two concerns were discussed, trash can/recycling bins and some people would like to consider detached/stand-alone sheds. It was agreed that a few homeowners have been violating the trash can/recycling bin storage requirement. Trustees talked about notifying violators initially with a note, then – if necessary, a conversation to resolve the issue. It was decided to hold off on this for now. Sheds were also discussed by the trustees, along with possible changes to the Code of Regulations if people feel warranted. The discussion revealed the need to do some additional legwork regarding both. The discussion points revolved around 1) The effects on property values and 2) Defining requirements for the addition of stand-alone sheds (i.e., size, type of construction materials, colors and location on properties) if they are to be considered, and also (3) what are the guidelines for changes to the Code of Regulations given the HOA is incorporated. Trustee Kevin Wachowiak volunteered to have his wife discuss several questions about the Eaglewood HOA Code of Regulations with an attorney in her office. The questions also include checking the existing requirements for homeowners to vote on officers – to allow electronic voting (via email/internet), as well as electronic dues notifications/payments – rather than the current US postal requirement.
- Steve brought forward the addition of a rider to our Eaglewood HOA insurance policy, to include liability coverage to officers/trustees. It was surfaced during his review of insurance. Three HOA's that he talked to all have it. He checked with our current insurance company and was quoted a cost of \$171 per year, and it can be initiated immediately and prorated to the anniversary date for this year. Steve's feeling is that this coverage should be added. Trustees were in unanimous agreement, and approval was given to move forward pending a few additional clarification questions.
- The next neighborhood wide meeting timeframe was discussed. It seemed apparent that the work needing to be done related to the Code of Regulations does not allow for a meeting in the June timeframe mentioned at the neighborhood meeting, and it was discussed that the annual meeting should be in November this year – perhaps the second week of November, with the date, time and location to be determined. A final decision was tabled.

## Action Items

Renewal of Eaglewood HOA Articles of Incorporation  
Research further – Director and Officer Liability Insurance

Steve Sanderson  
Steve Sanderson

Review Eaglewood HOA Code of Regulations for updates/changes to voting/mailing

Kevin Wachowiak

## Next Meeting

The date for the next Eaglewood HOA Trustee Meeting was set for June 15<sup>th</sup> at 6:30pm at the Ludwig residence.