

# 2021 ANNUAL REPORT

'The Groves at the Villages of Wetherington Condominium Association, Inc.'

## A MESSAGE FROM THE BOARD OF DIRECTORS: HOW WE MANAGE

### SELF-MANAGEMENT VS. A MANAGEMENT FIRM

Throughout our history, the Association has successfully fulfilled its responsibilities by being self-managed. Self-management simply means that the Board, made up of non-paid, resident Unit Owners, voluntarily assumes the responsibility of managing day-to-day operations of the Association.

The alternative to self-management is the use of a professional management firm that becomes responsible for day-to-day operations. Although there is still a need for a Board of Directors, the management firm is responsible for finding employees or contractors to fulfill needed maintenance & repairs. A professional management firm would cost the Association several thousands of dollars each year to provide their services.

### CONTRACTORS VS. EMPLOYEES

The Association does not employ any workers for a couple of reasons: 1) Finding employees for either full or part-time work is very difficult. And, 2) hiring employees not only means wages but also benefits such as paying for Social Security & Worker's Compensation i.e. it's very expensive.

The Association does utilize contractors to do all the usual & customary jobs such as landscaping, snow removal, building maintenance, drive repairs, etc. Fortunately, the Association has long-term contracts with some of our contractors so that we know who & what we're getting.

### UNIT OWNER EXPECTATIONS

Although the Association has a high level of communication with our Unit Owners there are always a couple of Unit Owners who offer critiques about certain services like landscaping or snow removal. The following is from a generic web-search about the differences between contractors vs. employees. It is an attempt to address those critiques:

- 1) HOW IS AN INDEPENDENT CONTRACTOR DIFFERENT FROM AN EMPLOYEE?
  - a. "An employee works solely for the employer, whereas an independent contractor **works for several clients**...Tools, materials, equipment or any other resources to perform the task are provided to the employee by the employer. On the other hand, the independent contractor uses **his or her own resources**."
- 2) SHOULD YOU HIRE EMPLOYEES OR USE INDEPENDENT CONTRACTORS?

a. "In situations where you need to exercise maximal degree of control over the worker, you should probably hire an employee. Simply put a business cannot exercise much control over an independent contractor & utilizing a contractor is situations where such a degree of control over the time, means & supervision of the work may lead to a situation where you need to exercise control, but can't."

In summary, the Association's contractors work for several other clients. We do not have a monopoly on their time. Our contractors provide their own materials to do the work within the Association. And while the Association contracts for certain deliverables, the Association cannot control i.e. supervise any of our independent contractors. It is up to the contractor to determine when & how the contracted work is completed. In other words, folks need to understand that the Association does not have services upon demand. We don't have employees to say "do this job now & do it this way". Managing through the use of contractors simply doesn't work that way.

### **VOLUNTEER WORK VS. UNIT OWNER RESPONSIBILITIES**

The Association has proudly & successfully used many volunteers over the years to perform certain duties for the benefit of our community. Volunteers have helped out in planting & trimming trees & shrubs, spraying for weeds, planting flowers, etc. The gift of volunteer 'sweat equity' has helped the Association immeasurably. But, it must be understood that folks who volunteer are offering a gift of their time, not an expectation of free labor.

The Association uses contractors to do certain, periodic maintenance in the limited common elements. The Association's contracted deliverables are for the landscape contractor to trim shrubs once per year, to spray weed killer once or twice per year & to mulch once per year. Also, our handyperson will clean certain gutters once or twice per year. In between these limited services, it is up to each Unit Owner to maintain their limited common elements. If a Unit Owner wants to plant flowers, then it is up to that Unit Owner to maintain those plantings. If a Unit Owner can't self-manage extra plantings, then don't plant them. If weeds pop up in between sprayings, then it is up to the Unit Owner to get rid of the weeds. If you want your gutters cleaned more often than what the Association provides, then it is up to the Unit Owner to pay an insured contractor to do the extra cleaning of the gutters. It would be cost prohibitive to do add all of these services on demand.

If someone volunteers to do some of this work for his or her neighbors, then it needs to be taken as a neighborly gift, not as an Association responsibility. And please understand that it is not a part of any member of the Boards official duties to perform any physical tasks.

The good news..."The Groves Way" of doing business is working!

Sincerely, Your Board of Directors-Larry Moses, President; Tom McFadden, Secretary; Clyde Crabtree, Treasurer; Eric Liew; Larry Bergert

*The art of effective listening is essential to clear communication & clear communication is necessary to management success. James Cash Penny*  
(From: Time Camp website)

## ANNUAL BOARD OF DIRECTORS REPORT CARD

PREFACE-The following lead-in sentence & bullets are taken from the website "Return to the Neighbor Huddle Resources" & article entitled "The Role of Today's HOA Board of Directors" by Linda A. Bartel, AMS, LSM, PCAM, Association Times. But, the information under each bullet is original and pertinent to 'The Groves'.

"A Recap of the Board Member's Role: Acting through the board as a whole, a board member should:"

- ***Enforce the documents***
  - The Association maintains a contract with the law firm of Kaman & Cusimano, LLC in the event of any necessary enforcement
    - There has been no need to utilize this service in the past 12 months
  - Declarations, By-laws, Amendments & Board Rules are published in the Association's web-site [www.thegroveswooster.com](http://www.thegroveswooster.com)
    - A re-formatting of the Rules for the web-site was completed to make it more user friendly
  - A formal process for architectural changes via an "Application for Architectural Change Form" process is in place. The form is on our web-site
  - A Cease & Desist Letter of Enforcement was sent to a Unit Owner citing the prohibition of using a unit for commercial use & specifically not permitting rentals such as an 'Air B&B'.
  - A Rule Enforcement Letter was sent regarding the requirement for dog owner's to pick-up dog feces immediately after the dog is finished
  - A letter was sent requesting the removal of storage items by a Unit Owner's driveway
  - Two notices of late monthly assessment payments were sent representing one Unit Owner with both assessments paid before the end of the month
  - Reminders of policies & rules are regularly put in the association's newsletter
- ***Establish sound fiscal policies and maintain accurate record***
  - The Board adopted an annual Investment Policy Statement (September 2020)
    - All Association investments must be put in FDIC or equivalent insured investments
  - The Board has a rule that governs the amount of expenditures the President can make without obtaining Board approval. (\$1000 unless governed by contract)
  - The Board has a rule requiring two signatures on any check \$500 or over.
  - The Board develops & adopts workable budgets (Operating & Capital) keeping in mind the needs, requirements and expectations of the Association
  - The Treasurer prepares monthly financial reports & provides those reports at regularly scheduled Board meetings
    - Any Unit Owner upon prior request can view the Association's financial records

- ***Financial records are permanently kept***
  - The Associations attorneys are authorized to file business documents with the Ohio Secretary of State on behalf of the Association.
  - The Association maintains comprehensive insurance policies
    - Property & Fidelity (Loss of funds) Insurance
    - Liability Insurance
  - The Association has at least two signatories on file with all of the financial institutions that does its business
  - The Association has had one internal fiscal monitoring completed by two fiscally experienced Unit Owners in the past; however, the Association should have an outside professional audit completed in the future
  - An internal fiscal monitoring document still needs to be developed as recommended by the Board
  - Historic records are kept in the Association's filing storage cabinet at the Clubhouse and/or on the Association's website 'thegroveswooster.com'
- ***The Board adopts an annual Operating Budget and Capital Budget***
  - The Board annually adopts both an Operating & Capital Budget
    - The Budgets are done by a 'Line Item' format
    - The Budgets are constructed using historical data, future projections & the Reserve Study
  - All Unit Owners are given copies of the budgets
  - Financial Reports are periodically sent to Unit Owners via email as well as available at Board meetings
- ***Establish reserve funds***
  - The Association utilizes the Reserve Study update completed in CY 2020
    - Front stoop light fixtures & garage light fixtures were inadvertently left out of the Reserve Study.
    - Extra reserves will be put in for the light fixtures starting in CY 2022
  - The Association has all its Reserve Funds invested in FDIC insured products
  - The Association is fully funding its Reserves as prescribed in its Reserve Study
- ***Act on budget items and determine assessment rates***
  - The budgets are based on a 'line-item' format
  - Monthly assessments for the Operating Budget are determined by the 'Percent of Common Elements' as required in the Declarations
  - There were no special assessments levied
- ***Collect assessments***
  - All monthly operating assessments were collected
    - There were no delinquent assessments owed
    - There were three 'Notice of Late Payment' letters sent all to one Unit Owner with the payment of \$50.00 late assessment collected
  - There were no special assessments levied against Unit Owners
- ***Establish, publicize, and enforce rules and penalties***
  - The Board utilizes the Utt Brothers Marketing & Web Design to maintain our web site
    - Our web-site [www.thegroveswooster.com](http://www.thegroveswooster.com) was launched in January 2020
    - There were several format changes made to the web-site in May/June 2021 to make it more user friendly
    - The web-site has all the Association's Declarations, By-laws, Amendments & Board Rules published

- Numerous 'The Groves Newsletters' are sent via email throughout the year that have rules and related information to Unit Owners
- ***Authorize legal action against owners who do not comply with the rules***
  - There were no reasons in the past year to do this
  - There has not been, nor is there currently, any filed, settled or pending lawsuits against the Association
- ***Review local laws before passing rules or sending bylaws to membership for approval***
  - The Board has an annual contract with attorneys that are used in cases of any questions regarding rules and by-laws
    - There were no proposed by-law changes in the past 12 months
- ***Appoint committees and delegate authority to them***
  - Due to difficulty in finding Chairs for its committees, the Board, at present, has no formal committees except for a Social Committee
    - The President is currently serving as Chair for Nominations
  - In place of committees the President has assigned each Board member areas of responsibilities
    - Each Board member can choose to work with informal work groups as needed
    - The Association has a core of volunteers who regularly assists the Board in carry-out jobs & activities
- ***Select an attorney, an auditor, insurance agency and other professionals for the association***
  - The Association has an annual contract with the law firm, Kaman & Cusimano, LLC, that exclusively practices condo, homeowner association work
  - The Association has Whitaker-Myers Group as its insurance agency that services insurance needs
    - Property Insurance with Travelers Insurance
    - Liability Insurance with Cincinnati Insurance
  - The Association currently does not have an auditor or CPA for service needs
  - The Board has a long-term contract with Nev's Landscaping, LLC for both landscaping & snow removal services
  - The Board has a long-term contract with Buckeye Mobile Power Washing to regularly power wash our buildings & fence
    - The Board uses a 4 year cycle to wash its 13 buildings
    - In addition to power washing the contractor also cleans the windows of the buildings washed & seals the faux stones on the buildings
  - The Board utilizes a contractor for routine building maintenance projects
  - The Board utilizes a contractor to trim and/or cut our larger trees
- ***Provide adequate insurance coverage, as required by the bylaws and local government agencies***
  - The Association has property insurance with Travelers through a local insurance agency
    - The local agency, Whitaker-Myers Group, represents multiple carriers and periodically secures competitive quotes
  - Upon request, Whitaker-Myers will provide any Unit Owner "proof of insurance" to give to Unit Owners mortgage carriers and/or their personal insurance agencies
  - The Association maintains a second policy that covers Board members, Officers and Volunteers with liability insurance
- ***Inform members of important board decisions and transactions***

- From September 2020 to May 2021, all regular & special Board meetings were held only with members of the Board present due to Covid-19 restriction.
- Effective May 2021 all Board Minutes except for Executive Session Minutes were posted on the Association's web-site for Unit Owners to read
- In June 2021 the Association announced a return to normal order
  - After June 2021 Unit Owners will start to get notices of Board Meetings & materials (Agendas, Minutes & Treasurer's Reports)
  - After June 2021 all Unit Owners are encouraged to attend all regularly scheduled Board meetings
- Numerous 'The Groves Knows' newsletters were sent electronically throughout the year to Unit Owners that included content regarding Association business
- ***See that the association is protected for the acts of all parties with fiscal responsibilities***
  - The Board has fiscal rules in place that have checks and balances procedures for the approval of contracts and the expenditures of funds
  - The Board has Fidelity Insurance covering the Board and covering loss of funds
  - The Board has Liability Insurance
  - The Board requires contractors working in the Association to carry liability insurance & worker's compensation Insurance
  - The Board requires contractors working for Unit Owners on Common Elements that have Board approval to carry liability insurance & worker's compensation insurance
- ***Attend and participate at meetings***
  - The Board had a quorum at all of its meetings in the past 12 months
    - The Association has a provision of attendance in its Declarations if ever needed
  - The Board, except for the Covid-19 restrictions publicizes, as per its by-laws, all its regular Board meetings
  - The Association publicizes, as per its by-laws, its Annual Meeting
  - The Association held its CY 2020 Annual Meeting on time by using certain Covid-19 precautions
    - The Annual Meeting was held outdoors in the Association
    - Only 1 Unit Owner per unit was permitted to attend
    - Each Unit Owner had to provide their own chair
    - Each Unit Owner was required to bring a mask
    - Each Unit Owner had to sit at least 6 feet away from any other Unit Owner
    - The Annual Report that included the President's Report & the Treasurer's Report was sent electronically prior to the meeting to reduce the duration of the meeting
  - Unit Owners post Covid-19 restrictions are encouraged & welcome to participate in Board meetings keeping in mind Robert's Rules of Order for following the Agenda

VOLUNTEERISM, (Sociology): "The principle of donating time & energy for the benefit of other people in the community as a social responsibility rather than any financial gain".  
(Source: The Free Dictionary by Farlex-online).

IN APPRECIATION-for Tom McFadden who is retiring from the Board after the CY 2021 Annual Meeting. Tom was appointed to complete an unexpired term in October 2017 & was elected to a 3-year term in Sept. 2018. Tom also served as Secretary each year since September 2018. Thank you Tom for your service!

### **'THE GROVES WAY'**

'The Groves Way' is not so much defined as it just is. The saying is not from a strategic plan or a mission statement. It's not part of the Declarations or By-laws of the Association. Instead it's about building a community culture of neighbors helping neighbors, of neighbors respecting neighbors, of just living in a friendly, caring neighborhood.

The pandemic certainly affected our community. We had to hold a restricted Annual Meeting. We didn't get to hold our usual New England town-hall hybrid style of Board meetings. Nor, did we get to do our normal social activities like our Annual Summer Picnic. But, there were more neighbors walking & talking, albeit standing six feet apart. And, we still had folks volunteering time, labor & dollars to the Association.

### **VOLUNTEER TIME**

- Fortunately, the Association had two candidates step up who were elected to the Board. Thanks to Larry B. & Eric L. for stepping up!
- Although Bev D. decided to step back as the Chair of our Social Committee, she decided to stay on that committee as an active contributor. Thanks Bev!
- Special thanks to Patti & Jim P. for hosting an outdoor, socially distanced, Easter Service! The service provided much needed comfort to some of our neighbors during the time of the pandemic.

### **VOLUNTEER LABOR**

- Our landscaping was helped as usual with volunteer labor. Our 'landscaper-in-chief', Dick W. helped remove & plant shrubs, helped spray weed killer, helped shop for & select shrubs. Thanks Dick W.!
- To everyone else who has helped with landscaping projects including, but not limited to Anji G., Bev & Bill D., Larry B., thanks!
- Several volunteers contributed their time to trim approximately 70 ornamental trees on the grounds! Thank you because without your help, the cost of trimming by a professional would be substantial!
- The annual tradition of planting flowers at the two entrances was continued. Thanks to Paula C. for donating & planting the flowers. Thanks to Jill B., Dick. W., Bill G. Polly D. & Kathy K. for keeping the flowers watered.
- Volunteers developed four new landscaping garden areas on the grounds by using mostly transplanted or donated shrubs & perennials. Take a walk around the grounds & enjoy!
- And, with the help of Paula C. & Eric L, about 2-dozen donated ground-covering sedum plants were planted on a hillside that is too steep to hold grass.

## DONATIONS-'THE LIGHT FUND'

In the last couple of years some of the out-door light fixtures (front door & garage lights) had either been replaced by Unit Owners or were in the need of replacement. The Board inadvertently forgot to include these fixtures in both the original & then the updated Reserve Study. The Board faced a choice of allowing for the installation of multiple non-matching light fixtures or to replace all the light fixtures at once in keeping with the architectural integrity. The Board also faced the challenge about how to pay for all 73 new light fixtures if that was the decision made.

Wanting all the fixtures to match, the Board decided to ask Unit Owners if they would be willing to donate the necessary funds to cover most, if not all, of the cost of buying & installing the light fixtures. The data below tells you what the Board decided.

- 45 out of 52 Unit Owners contributed to the Light Fund!
- This represented almost 87% of all Unit Owners!
- A total of \$7095.00 was raised!
- The total project cost for fixtures & labor ended up costing \$6748.50
- Donated funds covered 100% of the total cost of the project!
  - The balance of the donated funds will be kept in the 'Donations Funds' for undesignated future use for the Association

## OTHER DONATIONS

- In June, members of the Board hosted a 'Ketchup with the Board' dinner. About 30 folks gathered for hot dogs, sloppy joes, baked beans, fruit & dessert that were provided by members of the Board. It was the Boards way of saying 'sorry you couldn't be present during our past Board meetings because of Covid-19 restrictions, but welcome back to our future Board meetings!'
- Dick W. has created a garden area of evergreens that he has donated & where, by the way, he held a beautiful memorial service for his late wife, Gail.
- In addition to the flowerbeds at the entrances, Paula C. also has donated plantings to two of the other new landscape gardens.
- In July folks enjoyed a pancake & sausage dinner for about 40 folks that was hosted by Dick W. with donations of food by the Social Committee

Many thanks to everyone! And, apologies to those who have made contributions but might have been inadvertently left out from being recognized.

Hopefully, after reading about all the Grove folk who have volunteered both the gifts of time & money, the phrase 'The Groves Way' starts to reveal it's meaning.

## DATES OF MEETINGS: ANNUAL & BOARD

Listed below are the dates & types of meetings held during the last 12 months. Effective in May/June 2021 the Agendas & Minutes were posted on the Association's website, 'thegroveswooster.com'. The plan is to keep posting Agendas & Minutes each year as part of 'The Groves Way' of doing business in the most transparent way.

- ❖ **AGENDA:** Annual Meeting, September 9, 2020
- ❖ **AGENDA:** Regular Board Meeting, September 9, 2020

- ❖ **AGENDA:** Electronic Board Meeting, October 3, 2021
- ❖ **AGENDA:** Regular Board Meeting, October 8, 2020
- ❖ **AGENDA:** Regular Board Meeting, March 10, 2021
- ❖ **AGENDA:** Electronic Meeting, March 15, 2021]
- ❖ **AGENDA:** Electronic Meeting, March 22, 2021
- ❖ **AGENDA:** Special Board Meeting, April 20, 2021
- ❖ **AGENDA:** Special Board Meeting, April 26, 2021
- ❖ **AGENDA:** Regular Board Meeting, May 11, 2021

‘YOU SAY HELLO AND I SAY GOODBYE’ (Beatles)

In the last 12 months or so, there were several changes in ownership within the Association.

- 414: ‘Hello’ to Jackie and ‘Goodbye’ to Brenda & Scott
- 419: ‘Hello’ to Sandy & Cal and ‘Goodbye’ to Cathy & Les
- 427: ‘Hello’ to Kathy and ‘Goodbye’ to Bill
- 431: ‘Hello’ to Dorcus but not a ‘Goodbye’ to Julie. Instead let’s say a ‘good luck’ to Julie in her new Groves Unit as she simply just moved to another Groves Unit
- 448: ‘Goodbye’ to Kathy & Ron

## **WETHERINGTON ASSOCIATION**

The Villages of Wetherington Condominium Association, Inc. is the “Master Association” to the Groves. There are currently three other associations in addition to the Groves that make up the Wetherington Association: The Greens, The Commons and The Forest. The Woods will be the fifth and final association in the complex. The President of the Groves, per Declarations, is a member of the Wetherington’s Board of Directors. In the past year there’s been a lot of activity taking place as follow:

For the directors of the Village of Wetherington Association was a tale of two challenges, first to meet it obligation to the residents of the villages to “provide and promote the benefit, enjoyment and wellbeing of the Unit owners and authorized users of the property.” The second challenge involved the reopening the clubhouse closed since March of 2020. Through that period the Directors were bound by the guidelines to deal with Covid-19 issued by the State of Ohio and Wayne County Health Departments. As late as December 2020, the Wayne County Health Department advised “to ensure the safety of your membership consider a virtual meeting of your association if a meeting is necessary.” The year ended with the clubhouse closed to the residents of the Villages of Wetherington. The question of reopening the clubhouse carried halfway through 2021- reopened June 3, 2021.

## THE VILLAGES OF WETHERINGTON ANNUAL REPORT

Message from The Villages of Wetherington Condo Association Directors-Hello! Hope this message finds each of you doing well. The year has been a time I am sure none of us ever thought we would be living through," The pandemic crisis of 2020" impacted how your Board of Directors conducted business. In March, as we were faced with the beginning of the pandemic, the board had to make some decisions on the clubhouse and the safety of the residents of the village. The board decided to immediately close the clubhouse. However, during the closure, the directors were very active providing leadership and support in the areas of finance, record keeping, maintenance, administration, and governance. Since then, we have met often, worked with our law firm, insurance carrier, and most importantly the Wayne County Health Department to return to "normal".

The following are examples of the accomplishments, on your behalf, of the Wetherington Board of Directors.

- 1) Installed New Keyless Entry System (**Paid for in 2019**)
- 2) New built-in bookshelves are located where the short coat rack was, close to the entrance to the recreational (**\$2455.00**)
- 3) Installed a new fire system, that will detect fire, smoke and carbon monoxide in the clubhouse, this system includes 2 rope pulls to notify in case of medical emergency. (**\$9,643.35**)
- 4) Replaced wall carpet around the shuffleboard court and in the exercise room. (**\$3,720.19**)
- 5) Installed ultraviolet filter system on both furnaces to filter viruses and bacteria out of the air, every hour the fans run 15 minutes circulate to air in the Clubhouse. (**\$1,379.88**)
- 6) Reserve study was updated in 2020. (**\$1,201.00**)
- 7) In both bathrooms the toilets were rebuilt after 18 years' worth of use. (**\$110.00**)
- 8) Purchased sanitation supplies in May and June in preparations to reopen the clubhouse, but unfortunately, were not able to reopen in 2020. (**\$245.47**)
- 9) Tables for sanitation station (**\$209.94**)
- 10) Reservation form was updated in 2020
- 11) Raised donation fee from \$75 to \$100
- 12) Patched potholes on Wetherington Lane and Barrington Way (**\$2,400.00**)
- 13) Deep cleaned the clubhouse after it was first closed (**\$240-March 2020**)
- 14) Painted recreational side of the clubhouse. (**\$150.00**)
- 15) Groves donated a new 70" TV to replace the existing TV that was relocated to the recreational side of the clubhouse.
- 16) Cancelled cable and TV during the down time.
- 17) Wetherington Clubhouse Association is taking on the responsibility for trimming the trees, edging, mulching along Wetherington Lane and Barrington Way, the reason for this was to make everything uniform. (**\$1,850 in 2021**)
- 18) Sent out 2 letters to unit owners on 7/15/20 and 10/20/20 updates on the Clubhouse.

19) Rotary Club flags were increased from one at each entrance to two at each entrance to beginning in 2021

The Wetherington Clubhouse Association held 11 additional meeting through 2020. The Wetherington Board has always operated in the most transparent way possible. Unit owners are encouraged to attend Board Meetings. Restrictions imposed by state, county, and local government agencies “normal” way to conduct business had to change. Keeping with the policy of transparency, provided above is a list of minutes that can be requested by Unit owners by contacting **your association president**

**WETHERINGTON RESPONSES TO COVID-19:** The Wetherington Board voted to CLOSE THE CLUBHOUSE FROM MARCH 1, 2020 UNTIL June 3, 20201 until the following safety guidelines can be met per Governor Mike DeWine’s (Ohio) Executive Orders as well as Wayne County Health department.

What follows for the benefit of the Groves Residents is a timeline of Minutes showing how the Wetherington Board of Directors dealt with the issue of opening the clubhouse safely.

#### Clubhouse Meeting Room

- In addition, physically attending individuals must still provide for social distancing by staying six feet apart, wear masks, and not shake hands.
- Further, the meeting should be held in a location that is either outside or in a large room such as a clubhouse that has been recently cleaned, has good air circulation (such as in a garage, screened in porch) and social distancing can be accomplished.
- Boards must continue to remember that many individuals are considered “high risk” for contracting the disease, and because community associations are also corporations, must operate the board consistent with the State of Ohio’s general guidance on office setting requirements when conducting business.
- Many community associations have indoor recreational facilities, such as workout rooms, clubhouses, social rooms, or other amenities.
- Following the guidance of health officials, to minimize the risk of transmitting infection, the utilization of these non-essential amenities must be operated in strict accordance with the State’s safety guidelines and requirements.
- Boards should also prohibit social activities and the use of social rooms within the community or building until the ban on gatherings is limited and to prevent the spread of infection.

#### May 27, 2020

- The Board of Directors agreed that the Clubhouse remain closed until all requirements specified by state and local government are satisfied. *The Board agreed to meet on Wednesday, June 24, 2020 at 6:30 pm to consider opening the Clubhouse.* In the interim, the Board agreed that required sanitizing supplies be purchased (60 day supply), review the materials on the Akron Brass FS100 Portable Sprayer for possible purchase, contact the Clubhouse cleaning service for review of cleaning requirements and cost, acknowledge and distribute to the directors all updated safety information from state and local governments, The

director's agreed to inform residents of the Village of Wetherington the Boards actions and decision not to open the Clubhouse at this time.

- Board Action: 5/27 Director Williams with input from the Board composed an announcement for distribution to the residents of the Wetherington; 5/28 a clean copy was sent to the directors for review and approval; 5/29 the announcement was electronically approved by the Board with permission given to release the document to residents by each Association President.

Question: In deciding to open the Clubhouse facilities, Can the Board comply with all state and local government mandates?

**Fitness Room-** The mandatory requirements to open and operate an association fitness center or gym include the **posting of signage** at all entrances to the fitness center and throughout the fitness center that reads:

- ***WARNING: CORONAVIRUS MAY BE PRESENT; USE AT YOUR OWN RISK***
- ***COVID-19 FITNESS CENTER AREA USE RULES, REQUIREMENTS, AND POLICIES***
- ***If you do not feel well or are sick, entry into the fitness center is prohibited.***
- ***The use of social distancing and maintaining at least 6 feet or more between individuals in all areas.***
- ***After the use of any equipment or machines, the item used must be wiped down and sanitized.***
- ***Loitering in the fitness center is prohibited.***
- ***For the safety and protection of your fellow neighbors, you are asked to wear a face covering when interacting near others. Please also practice good personal hygiene.***

**Restrooms-** For restrooms that a board wants to keep open, the board should adopt strict rules and guidelines on cleaning and sanitation, including providing for disinfectant wipes for use immediately after each person uses a fixture, and even regular deep cleaning by a professional company or in-house cleaning staff. Due to shortages of common cleanliness and safety materials, such as disinfectant wipes, **if the association is not able to stock and have these items continually available for use, the restrooms should be closed.**

**Meeting Room-** Three considerations to use the meeting section of the Clubhouse-Spacing, Capacity and Numbers; Sanitization/Provide cleaning service, provide cleaning products, Importantly routine disinfection of high contact surfaces; and Signage requiring social distancing and recommending face covering

**Conclusion:** The Board of Directors agreed that the Clubhouse remain closed until all requirements specified by state and local government are satisfied. **The Board agreed to meet on Wednesday, June 24, 2020 at 6:30 pm to consider opening the Clubhouse.** In the interim, the Board agreed that required sanitizing supplies be purchased (60 day supply), review the materials on the Akron Brass FS100 Portable Sprayer for possible purchase, contact the Clubhouse cleaning service for review of cleaning requirements and cost, acknowledge and distribute to the directors all updated safety information from state and local governments, The director's agreed to inform residents of the Village of Wetherington the Boards actions and decision not to open the Clubhouse at this time.

**June 24, 2020**-Tour of the Clubhouse: Render led the directors on a tour of the Clubhouse to observe the established sanitation stations (Disinfectant products and towels) Kitchen Area, Social Area, Restrooms and Recreational areas. Render stated a need to replace the folding tables, holding the products, with Pub Tables. Render shared a document describing the Winsome Obsidian Pub Table.

Williams Moved to purchase 3 Pub Tables/Gedeon Seconded- Approved 5-0

Decisions By The Board To Support The Wayne County Health Department Guidelines

Sanitation Supplies-Render reported the following information (Inventory)

- 2 rolls paper towels
- 15 spray bottles disinfectant (Render to Purchase 24 oz. bottles @ \$15.99)
- 6 disinfecting wipes 200ct
- 2 disinfecting Clorox Wipes 75ct
- 27 bottles hand sanitizers 8 Fl oz.
- 10 bottles Dial w/pump hand sanitizer 7.5 Fl oz.

Equipment- determined a need for paper towel holders-Recommended OXO Standing Paper Towel Holder @ \$24.99 Moses moved to purchase 3 holders/Drohard Second Approved 5-0

Signs-Williams will work with Render to produce instructive signage for posting on the Clubhouse doors and Social Room, Exercise Room and Activity Room

Akron Brass Sprayer-Determined that the sprayer will not fit our needs

Water Fountain- Disconnected

Log In Book At Entrances- There is a need and Render will purchase two logbooks

Number of Persons in Exercise Room, Activity Room, and Social Room Ohio Department of Health Guidelines now stands at 10- Exception the smaller Wetherington Exercise room restricted 2 non-family members

**July 15, 2020**-President Render Reported

- All Items on the to do list from the last Special meeting completed (tables, towel holder, spray)
- Restrooms automatic flushing system-Render contacted Johnny's Plumbing will provide the Board feasibility of installing the flushing system-President Render will update the Board
- According to K & C, the local Health Department, & the State of Ohio the maximum number of people in the building at one time is 10
- Liability Insurance-According to the agent at State Farm Insurance- The Wetherington Board of Directors is not covered

The Wetherington Board of Directors unanimously decide to keep the clubhouse closed

Motion Williams moved to keep the clubhouse closed until October 1, 2020 based on Board's inability to monitor usage/expense of cleaning after each use of the activity/meeting rooms/Drouhard Seconded- Approved 5-0

The Board prepared the following statement to be distributed by the Association Presidents:

The presidents of all of the villages in Wetherington met Wednesday, July 15<sup>th</sup> at 6PM. One of the agenda items discussed was the feasibility of reopening the Wetherington clubhouse. The Board voted unanimously to keep the clubhouse closed until Oct. 1<sup>st</sup>.

Some of the major factors discussed as we came to this decision were:

- we would need to set up a log book for anyone entering/using the club house and this log would need to be monitored daily. If/when anyone used the clubhouse, we would need to arrange professional cleaning before the clubhouse could be used again.
- per the current rules from the Governor and Health Department limit for the number of people in the clubhouse (both sides combined) is currently 10 people. The limit would be one person in the exercise room (or two if they were from the same household). Again, to protect the association, we would need to have the exercise room professionally cleaned between each use.

After review of the state and local requirements our budget cannot support the expense.

\*The Board will meet again in September to address the issue.

**September 16, 2020**-Render Reported: Replace the old wall carpet in the Activity room around the shuffleboard court and exercise room

- Howmar Capet quoted material and installation \$3,445.00
- Once the wall carpet is removed the Wetherington Board is responsible to repair any damage to the dry wall before Howmar Capet can install new carpeting

Board Action: Gedeon Moved to approve \$4,500.00 for wall preparation/carpet installation; Second Drouhard- Passed 4-0

Render reported a quote Schmidt Security for a fire and smoke and carbon monoxide detection system-\$8,887.60+ \$500.00 to Questel Electric to install a 220V Line to support the Fire Security system

Board Action: Gedeon moved to have the fire security system and the 220-volt line installed Second, Render-Passed 4-0

Update Schmidt Security: Moses moved to approve the proposal from Schmidt Security number SSPQ2706 dated 2/3/2020 and Mark seconded the motion Electronic Vote-Approved 5-0

President Render reported ultraviolet system installed in furnace \$1100.00

Board Action: {Electronic} Moses moved to accept the quote and installation of the ultraviolet system by Triple B H & C Second Render Passed 5-0

2021 Village of Wetherington budget was reported to the Board of Directors by Director Drouhard-The Budget Committee recommended a \$3.00 increase to the current \$25.00

assessment (\$28.00) (Budget Committee J. Drouhard Chair (Forest); M. Render (Commons); F. Bean (Forest))

Board Action: Render move to approve Second, Gedeon-Passed 4-0

Reopening the Clubhouse: Drouhard moved to keep the Clubhouse closed until the end of December Second Gedeon Passed 4-0

**December 27, 2020-Annual Meeting:** President Render called the Director's attention to a document published on the Kaman & Cusimano Website-Atlas with the latest guidelines for Association's Annual Meetings. President Render highlighted important passages from the document.

### **Prevention and Social Distancing**

#### (1) Annual/Owners Meetings

**UPDATE (10/8):** Under Ohio's Stay of Order, all gatherings of more than 10 people remain prohibited and is likely to be extended. This ban applies any association meetings where more than 10 owners have the right to attend the meeting. However, Kaman & Cusimano has contacted the State of Ohio's Department Public Health seeking an exemption from the ban on gatherings based on the argument that annual meetings for the election of board members is an essential aspect of an association's business. Earlier this week, the Ohio Department of Health advised that any community association in Ohio *can* hold its annual meeting at any banquet, catering or similar facility that is allowed under Ohio's Responsible Restart Ohio order pertaining to Restaurants, Bars, and Banquet & Catering Facilities/Services to host gatherings up to 300 people. Any association meeting held at a banquet or catering facility must comply with the social distancing, mask wearing, and other safety protocols listed below in this section. *So far, the Ohio Department of Health has not given approval to hold association meetings at other locations.* The Board may, as a common expense, pay for the cost of any room

(2) Rental for use of the facility, as well as any light refreshments that may be required by the venue. That said, the Association can not as a common expense pay for full meals/ alcohol.

So, in the meantime, we have contacted the Department of Health in over two dozen Counties throughout Ohio seeking an exemption on a County-by-County basis. To date, 22 Counties have responded in writing, with 15 allowing for in-person meetings to take place within their respective Counties on the condition that Ohio's General-Office-Environment requirements be met in full. *Wayne County is not on the list We do not recommend an association proceed with an in-person meeting until the local County Health Department provides written approval to do so.*

1. The Directors discussed options and decided to have K & C write a letter on behalf of The Wetherington Board of Directors to the Wayne County Health Department
2. Sandy Gideon moved for Jeff Drouhard to contact Kaman and Cusimano to ask them to draft and send a letter to Wayne County Health Department, on behalf of all our

villages...Commons, Greens, and Forests. The letter would ask the Health Department for an exemption which would allow all our villages to hold in person annual meetings and board member elections if applicable, at the appropriate facility if the Ohio's General-Office-Environment requirements are met in full. The villages would like a response in writing from the Health Department. Jeff Drouhard 2<sup>nd</sup> the motion. Motion passed 4-0.

### CLUBHOUSE OPENED JUNE 3, 2021

DID YOU KNOW-Larry Moses, President of the Groves Association, also serves as a Trustee & Secretary for the Wetherington Board of Directors.  
Thank you Larry!

## GOVERNANCE OF THE VILLAGES

Many people get confused as to the relationship between each of the Associations. Here's a short primer to hopefully help you understand.

- 1) The 'Master Association', officially known as 'The Villages of Wetherington Condominium Association, Inc' has its own Board of Trustees. This is a non-residential Association that only has jurisdiction over the two entrances, the two main drives (Wetherington Lane & Barrington Way), the Clubhouses parking lot & the Clubhouse. The only direct control over the other Associations is the ability to establish monthly assessments for the maintenance of the aforementioned areas.
- 2) Each residential Association, including the Groves, is a separate legal entity with each having its own Board of Directors. Each Association also has its own set of Declarations, By-laws & Rules & our monthly assessments are unique.
  - a. The Groves has 5 members on its Board as does the Commons & the Greens
  - b. The Forest has a 3 member Board in keeping with the original Declarations
  - c. The Wetherington has 5 members on its Board with the Developer's Representative serving as the 5<sup>th</sup> member. Once the Woods is large enough for self-rule, its new President will take over in place of the developer's representative
- 3) Once the Woods Association is complete there will no further development in the Villages of Wetherington

In summary, the 'Master Association' has no standing or 'say' in the governance of the Groves or any of the residential Associations. The Groves is incorporated and has its own Board of Directors. The Groves has no governance over the 'Master Association' or its sister residential Associations. In turn, those entities have no governance over the Groves. The only commonality of the Associations is the aforementioned Common Elements & Amenities, and the amount of monthly assessments levied on us by the 'Master Association'.

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## GROVES FINANCIAL REPORT

For Ohio condominium associations, Ohio Revised Code §5311.081 (A) 1, requires that unless otherwise provided in the Declaration and Bylaws, the Board of Directors must adopt and amend budgets for revenues, expenditures, and reserves in an amount adequate to repair and replace major capital items in the normal course of operations without the necessity of special assessments, provided that the amount set aside annually for reserves shall not be less than 10% of the budget for that year unless the reserve requirement is waived annually by the unit owners exercising not less than a majority of the voting power of the unit owners association.

For Ohio HOA's/COA's the standard is less specific and Ohio Revised Code §5312.06(A) (1), requires that unless otherwise provided in the Declaration and Bylaws, the Board of Directors must include reserves in any annual budget in an amount adequate to repair or replace major capital items in the normal course of operations without the necessity of special assessments, unless a majority of the owners waive the reserve requirement annually.

Frequently, an asked question is how a Board determines what is "adequate" and what the 10% guideline means within the condominium statute. There is no requirement in Ohio law for an association to perform a reserve study. However, a qualified professional should perform a reserve study in order to determine the amount of reserves that are needed. The findings of a reserve study will change over time based on various factors such as weather, changes in frequency of use, or significant changes in projected costs related to materials and labor. It is recommended that a 3-5-year review and update of the reserve study or asset inspections be professionally completed.

The Groves now has an updated Reserve Study that was completed in September 2020.

*Capital expenditure*

*Noun*

*1) Money spent by a business or organization on acquiring or maintaining fixed assets, such as land, building, & equipment.*

By Oxford Dictionaries, online

## ENTERING THE CAPITAL BUDGET AGE

New construction in the Association started in CY 2004 & ended in CY 2006. During this 3-year period of all 13 of our buildings & drives were completed. The developer turned over operation of the Association to Unit Owners in November 2005. For the first several years because the Association was new, there was very little expenditures for Capital replacement projects. However, since the age of the Association is fast approaching 20 years, there has started to be more of a need for capital expenditures.

The Board started a long-term plan to replace drives & driveways by having a small section of drive replaced in CY 2020. The Board had the contractor replace the full 'squares' of the drives after having previously getting a contractor to cut & replace only bad sections of the

drives. The reason for the change is that with the cutting of the concrete, you also get flaking of concrete around the cuts. In addition, the cuts look like a bad quilting job instead of the cleaner look of having whole slabs replaced. And, when doing a cost analysis, there was little to no price difference between cutting out part of the concrete & replacing the whole slab.

In addition to making the decision to do whole slabs at a time, the Board also decided to do small sections annually instead of waiting to do a single large project. The traffic disruption even on small projects causes inconvenience to Unit Owners. There are limited parking alternatives during construction. And, anytime our inner 'loop' is closed, Unit Owners have to take their trash/recycling totes all the way up to Barrington Way for pick-up. Smaller, annual projects also makes it easier to manage cash flow within the Capital Budget.

The Board utilizes the Reserve Study to determine the amount budgeted for these Capital expenditures. In addition to concrete replacement, there are also several other capital line items that are looming in the not too distant future such as asphalt roof replacement. All this means that the Capital Budget has matured into a period of expenditures. Fortunately, the Board has a Reserve Study & is fully funding this budget according to that Reserve Study.

### **GROVES BUDGET SUMMARY**

The Association's Annual Meeting, per its Declarations, falls in the third quarter of the calendar year. However, the Association's fiscal year is the calendar year. So, it makes completing an annual financial report interesting. The figures below reflect a year-end report for the full fiscal year of 2020 and an eight-month report for the fiscal year of 2021.

### **OPERATING BUDGET: CY 2020 & CY 2021 (January-August)**

CY 2020		INCOME		CY 2021 (Jan-Aug)	
<u>Budget</u>	<u>Actual</u>			<u>Budget</u>	<u>Actual</u>
\$116,085.00	\$116,501.74			\$124,712.00	\$83,268.52
CY 2020		<u>EXPENDITURES</u>		CY 2021 (Jan-Aug)	
<u>Budget</u>	<u>Actual</u>			<u>Budget</u>	<u>Actual</u>
\$29,237.00	\$29,238.79	Reserve Transfer		\$40,366.00	\$28,714.50
\$15,600.00	\$15,600.00	Wetherington Assc.		\$17,472.00	\$13,104.00
\$22,263.00	\$23,113.14	Insurance		\$26,300.00	\$13,467.26
\$6,500.00	\$4,309.42	Buildings		\$5,000.00	\$4,712.11
\$26,000.00	\$29,709.72	Grounds		\$23,000.00	\$13,506.88
\$12,800.00	\$6,688.67	Drives/Walks		\$10,000.00	\$9,382.64
\$3,685.00	\$2,680.00	Administrative		\$2,574.00	\$925.00
<b>\$116,085.00</b>	<b>\$111,339.74</b>	<b>TOTALS</b>		<b>\$124,712.00</b>	<b>\$83,812.39</b>

## CAPITAL BUDGET: CY 2020 & CY 2021 (Jan-Aug)

<u>CY 2020</u>	<u>EXPENDITURES</u>	<u>CY 2021 (Jan-Aug)</u>
\$1,160.00	Security Lights	\$0.00
\$3,130.00	Drives	\$11,600.00
\$0.00	Patio/Garage Lights	\$6,748.50
<hr/>		
<u>CY 2020</u>	<u>INVESTMENTS</u>	<u>CY 2021 (Jan-Aug)</u>
\$238,021.03	All FDIC Insured	\$249,083.27

IF YOU HAVE READ THIS FAR...

1. The Association was started in: a) 2003 b) 2004 c) 2005 or d) 2006?
2. The farm that the Association was built on was: a) Smith Farm b) Bostansic Farm c) Fike Farm or C) Moses Farm?
3. The first Village built was: a) The Commons b) The Greens c) The Groves or d) The Forest?
4. The first Treasurer was: a) Crabtree b) Batke c) Bates or d) Jackson?
5. Who has not served as President: a) Jackson b) Crabtree c) Gasbarre or d) Berry?
6. Who was not an original owner: a) DeHaan b) Dilyard c) Smith or d) Pfander?
7. How many Legacy Models are there: a) 9 b) 10 c) 11 or d) 12?
8. Who is a Michigan Wolverine fan: a) Lee b) Kapp c) Berger or d) Bergert?
9. Who is originally from West Virginia: a) Burgess b) Moses c) Colvert or d) Crabtree?
10. Who originally lived the furthest away: a) Weiss b) Liew c) Bonodio or d) Dodenhoff?
11. Who played quarterback for the College of Wooster: a) Burgess b) Weiss c) Poremba or d) Smith?
12. How many Presidents have there been: a) 10 b) 8 c) 6 or d) 4?
13. How many buildings are there in the Association: a) 10 b) 11 c) 12 or d) 13?
14. How many rounded acres does the Association own: a) 7 b) 6 c) 5 or d) 4?
15. Who was a professor at several universities: a) Bates b) Crabtree c) Moses or d) Weiss?
16. Who is a retired from the NASA space program: a) Liew b) Bellows c) Olive or d) Packe?
17. Who served his/her country in Viet Nam: a) Huebner b) Cooper c) Amily or d) Nickle?
18. Who is a retired insurance executive: a) Crabtree b) McFadden c) Mathys or d) DeHaan?
19. Who once was a hairdresser: a) Burgess b) Nickel c) Dietrich d) Bonodio
20. Who is a retired minister: a) Smith b) Moses c) Liew or d) Pfander?

Bonus Question: Who was the first owner in the Association: \_\_\_\_\_

BRING YOUR ANSWERS TO THE ANNUAL MEETING! THE PERSON(s) WITH THE MOST CORRECT ANSWERS WILL BE WIN A FREE BREAKFAST AT THE NEW TOWN MARKET! (YOU MUST BE PRESENT AT THE ANNUAL MEETING TO WIN.)

Prize(s) donated. No Association money will be used.