

# 2025 ANNUAL REPORT

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

## Navigating Budget Season: Key Dates, Roles, and Planning Tips

As we moved through August, the calendar year, The Groves has officially entered budget season, a critical period in the annual operations of our community. While it may feel early to start planning, beginning now allows the board to have the time and information needed to make sound financial decisions. Early preparation also helps avoid last-minute complications that could delay the distribution of important homeowner communications, such as Sentry coupon books or the board's billing statements.

### Start Early, Plan Ahead

The most successful budget processes begin with proactive planning. Developing a clear roadmap early allows the Groves board to make informed decisions without the stress of tight deadlines. Budgeting should not be a rushed, last-minute activity; instead, it is a strategic planning opportunity that impacts your community's operations for the entire upcoming year. Groves Directors recommend starting by answering the following questions:

1. Who will be involved? Will the full board review the budget, or will a budget or finance committee first review and make recommendations?
2. What do the governing documents require? Many documents dictate specific notice periods, timelines for board approval, or requirements for homeowner budget meetings.
3. When will the board meet? Establish a timeline that includes all relevant meetings, deadlines for revisions, and the final approval date. The earlier you schedule these, the better.

Even if you've managed the budget process before, each year can present new challenges, including rising vendor costs, capital project needs, or legislative changes. Creating a thoughtful calendar of milestones enables the necessary time to assess these factors thoughtfully and prepare a realistic, compliant budget.

## **Understanding Roles: A Collaborative Process**

**Budget development is a shared responsibility between the Board of Directors and the Grove's Treasurer. Both play distinct yet complementary roles to develop a budget that reflects the community's goals, covers essential services, and complies with financial and legal requirements.**

### **Groves Treasurer's Role**

**Your Sentry community manager acts as the operational lead during budget season. Bringing professional expertise and experience to guide the process and perform much of the necessary groundwork, including:**

- 1. Drafting the initial budget using year-to-date financial reports and historical trends**
- 2. Gathering updated vendor quotes and estimating increases in service costs**
- 3. Evaluating or renegotiating contracts to explore cost-saving opportunities**
- 4. Flagging upcoming expenses or reserve contributions based on the community's needs**
- 5. Offering insight into comparable communities, best practices, and current market conditions**

### **Board's Role**

**The board holds fiduciary responsibility for the association's financial health and is the final decision maker when it comes to budget approval. Your role includes:**

- 1. Carefully reviewing the draft budget and providing feedback**
- 2. Ensuring the budget supports the association's long-term goals and maintenance obligations**
- 3. Asking clarifying questions and requesting additional research when needed**
- 4. Adjusting funding for reserves, projects, or amenities based on the board's priorities**
- 5. Formally voting to approve the final version of the budget**

**In short, the manager compiles and organizes the information your board needs to make thoughtful, data-driven decisions. This process should be collaborative and transparent, with open communication between the board and unit owners. When everyone works together and starts early, the process becomes more efficient and much less stressful.**

**Adapted from Sentry-L. Moses**

## ANNUAL BOARD OF DIRECTORS REPORT CARD

“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 a need to utilize this service in the past 12 months
    - Directors have attended the virtual seminars offered throughout the year
    - Declarations, By-laws, Amendments & Board Rules are published on the Association’s website  
[www.thegroveswooster.com](http://www.thegroveswooster.com)
  - A formal process for architectural changes via an “Application for Architectural Change Form” process is in place. The form is on our website
  - Reminders of policies & rules are regularly put in the association’s communications.
- ***Establish sound fiscal policies and maintain an accurate record***
  - The Board will adopt an annual Investment Policy Statement (September 2025)
    - All Association investments must be put in FDIC or equivalent insured investments
  - The Board has a rule that governs the number 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, subject to the rules adopted in Senate Bill 61, passed in spring 2022
  - Effective July 1, 2022, the Board entered into a contract with Sentry to manage the Association's Operational Funds, including
    - The collection of monthly assessments
    - The payment of invoices with w/Board approval
    - Operating Fund reports
    - The completion of mortgage & title information documents
- ***Financial records are permanently kept***
  - The Association 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 (West Bend Mutual)
    - Liability Insurance (Cincinnati Insurance)
  - The Association has at least two signatories on file with all of the financial institutions that do its business
    - Effective CY 2023, GPS processes check with Board approval
    - Capital Expenses over \$500.00 require two signatures from the Board treasurer & President's
  - The Association did not have an independent audit conducted; however, per the contract with Sentry
  - The Association plans to have such an audit completed at some future date
  - Historic records are kept in the Association's filing storage cabinet at the Clubhouse, on the Association's website 'thegroveswooster.com', with Sentry, on the Association's computer & with Whitaker-Myers Insurance Group
- ***The Board adopts an annual Operating Budget and Capital Budget***
  - The Board annually adopts both an Operating & Capital Budget
    - The Budgets are done in 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 distributed to Unit Owners via email, as well as available at Board meetings

- In August 2025, the Treasurer convened an ad hoc Budget Committee, essentially inviting all Unit Owners to a meeting to help draft the framework for the 2026 Operating Budget & Capital Budget
- ***Establish reserve funds***
  - The Association scheduled a study to be conducted by Superior Engineering in the summer of 2025. Reserve Study to update the study completed in CY 2023 to determine the amount needed to be budgeted for the upcoming fiscal year
  - 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 Operating Budget is based on a 'line-item' format
    - In June 2022, the Operating Budget was re-formatted to take away sub-line items that were replaced by their distinct line items
  - 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
    - To account for the additional expense of the GPS contract, the Board decided to use some of its Long-term Operating Funds instead of issuing a special assessment
- ***Collect assessments*** (Note: The following section reflects data from CY 2023. The Association turned over these financial responsibilities to Grace Property Services. See the GPS report for more information.)
  - All monthly operating assessments were collected
- ***Establish, publicize, and enforce rules and penalties***
  - The Board utilizes the Utt Brothers Marketing & Web Design to maintain our website
    - Our website is [www.thegroveswooster.com](http://www.thegroveswooster.com)
    - The website has all the Association's Declarations, By-laws, Amendments & Board Rules published
    - All approved Board Minutes except Executive Session Minutes are posted on the website
      - Unit Owner's names are redacted whenever names appear in the Minutes

- Numerous global emails are sent 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 have not been, nor are there currently, any filed, settled, or pending lawsuits against the Association
- ***Review local laws before passing rules or sending bylaws to the membership for approval***
  - The Board has an annual contract with attorneys who are used in cases of any questions regarding rules and bylaws
    - There were no proposed by-law changes in the past 12 months
- ***Appoint committees and delegate authority to them***
  - The Board only has one standing committee, the Nomination Committee
  - The President is currently serving as Chair for Nominations
    - Announcement of forthcoming vacancies, including how to be nominated, is announced at Board meetings and via the Association's newsletter
  - In place of committees, the President has assigned each Board member areas of responsibility
    - Each Board member can choose to work with informal work groups as needed
    - The Association has a core of volunteers who regularly assist the Board in carrying out jobs & activities
  - The Treasurer invited all Unit Owners to participate in an ad-hoc Budget Committee to help prepare the 2025 Budget.
- ***Select an attorney, an auditor, an insurance agency, and other professionals for the association***
  - Effective July 1, 2022, the Board entered into a contract for financial services with Grace Property Services. See the GPS section for a fuller report.
  - The Association has an annual contract with the law firm, Kaman & Cusimano, LLC, that exclusively practices condo and homeowner association work
  - The Association has Whitaker-Myers Group as its insurance agency that services insurance needs
    - Property Insurance with West Bend Mutual
    - Liability Insurance with Cincinnati Insurance
      - The Association consulted its insurance representative regarding the proposed contract language with GPS covering insurance
  - The Association currently does not have an auditor or CPA for service needs

- As part of the GPS contract, the Association is planning to start conducting audits starting in the future
  - The Board adopted a long-term contract with Stoney Creek 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
    - The 4 buildings on the western boundary were cleaned in the summer of 2025
  - The Board utilized Dennis Hartzler for routine building maintenance projects
  - The Board utilized Naturescapes Tree Service to trim and/or cut our larger trees
- ***Provide adequate insurance coverage, as required by the bylaws and local government agencies***
  - The Association reviews its insurance needs with Whitaker-Myers Group each year to determine coverage & costs
  - The Association changed carriers for property insurance from Travelers to West Bend Mutual in September 2021 because of cost control
    - West Bend Mutual provides the same coverage for less cost, except for a somewhat higher deductible
  - Upon request, Whitaker-Myers will provide any Unit Owner “proof of insurance” to give to Unit Owners’ mortgage carriers and/or their insurance agencies
  - The Association maintains a second policy that covers Board members, Officers, and Volunteers with liability insurance with Cincinnati Insurance
- ***Inform members of important board decisions and transactions***
  - Unit Owners are informed of & invited to attend all regularly scheduled Board of Directors meetings
    - As part of meeting announcements, the meeting Agenda & the monthly Treasurer’s reports are emailed to Unit Owners
  - Unit Owners are informed of & invited to participate in an open budget preparation work session
  - Agendas & Minutes are posted on the Association’s website, ‘thegroveswooster.com’
    - The docs for 2024 have been posted after the conclusion of the 2024 calendar year
      - Note: When posted, the names of unit owners are redacted except for members of the Board for purposes of privacy

- Information was 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 & Workers' Compensation Insurance
  - The Board requires contractors working for Unit Owners on Common Elements that have Board approval to carry liability insurance & Workers' Compensation insurance
- ***Attend and participate in meetings***
  - The Board had a quorum at all of its meetings in the past 12 months
  - Unit Owners are informed of & invited to attend all regularly scheduled Board of Directors meetings
    - As part of meeting announcements, the meeting Agenda & the monthly Treasurer's reports are posted for review by Unit Owners
  - Unit Owners are informed of & invited to participate in an open budget preparation work session
  - The Association announces its Annual Meeting via emails & hand-delivered notices to owners who do not have email
    - The meeting Agenda is sent out with the meeting announcement
    - The Annual Report is sent out with the meeting announcement
    - The 2024 Annual Meeting was conducted in person, in normal order

## LET'S MEET

- ❖ **Regular Board Meeting**-September 3, 2025
- ❖ **Regular Board Meeting**-November 5, 2025
- ❖ **Regular Board Meeting**- March 6, 2026
- ❖ **Regular Board Meeting**-June 5, 2026

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- ❖ **Annual Meeting/Regular Board Meeting**-September 4, 2026
- ❖ **Regular Board Meeting**-November 6, 2026

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## **SALUT!**

**Barbara Barnes Unit 418**

**Barbara Shaker Unit 430**

**Gary & Mary Kathleen Unit 447**

## **IN MEMORIAM**

- Dean S. (418)

## **TRIBUTE**

**INSERT Weiss Tribute**

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## **WETHERINGTON REPORT**

**The Villages of Wetherington Condominium Association, Inc.** is the “Master Association” of the Groves. There are four other associations in addition to the Groves that make up the Wetherington Association: The Greens, The Commons, The Forest, and The Woods. The President of the Groves, per the Declarations, is a member of Wetherington’s Board of Trustees (Directors).

### **LOOKING BACK AT 2024:**

#### **The following projects were approved and completed**

1. Landscaping Walls at the Entrance of Wetherington Lane and at the Entrance of Barrington Way from Highland Ave.
  - The Issue Upon inspection, cracks in the walls, standing water at the base of the wall, and the need to refurbish the stone facing
  - Contractor Sterrett Knob Masonry LLC-Material and labor \$26,000
  - Board Action Moses moved to approve the project McCarter-Approved 3-0 with 1 Abstention (Wilson)

2. Landscaping-Trees and Brush Maintenance in the Ravine
  - The Issue-Trees near the new unit in the Woods Association and tree and brush maintenance for 2024- President Render met with the arborist to determine the cost of the project
  - Ellis Arborist's estimate to include grinding of the stumps is \$5,218.50
  - Board Action: The project was approved at the January 17, 2024, special meeting
3. Drive Infrastructure-Lower and Upper Barrington Way Storm Drains and Curbing
  - The Issue-Collapsing drains and cement curbing repair is needed
  - Mittal Construction will repair the two areas cost \$3,850
  - Board Action: The project was approved at the January 17, 2024, special meeting
4. Clubhouse Capital Improvement-Replace Furnaces- Air Conditioners-Electrical Boxes
  - The Issue- The most recent Reserve Study called for the replacement of the furnaces & air conditioning in 2024
  - Triple B Heating and Cooling-Cost \$15,600
  - Board Action: The project was approved at the January 17, 2024, special meeting
5. Clubhouse Water Heater
  - Board Action: Render Moved to table discussion of the project-Second Moses-Approved 4-0
6. Upper Barrington and Wetherington Lane Asphalt Paving
  - Board Action: Render moved to table the discussion of the project-Second Moses-Approved 4-0
7. Clubhouse Kitchenette-Sink
  - The Issue with the age of the equipment leaks and the garbage disposal not functioning time to replace
  - Contractor Johnny's Plumbing-Cost materials and labor \$3,412.08
  - Board Action: The project was approved at the January 17, 2024, special meeting
8. Clubhouse Lighting
  - The issue-Continue to automate the lighting in the meeting room and exercise room
  - Contractor Questel Electric-Material and Labor \$7,00
  - Board Action: The project was approved at the January 17, 2024, special meeting

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## GETTING TOGETHER

Part of a new Ohio law (SB 61) governing HOAs & COAs is a section about the social activity to help promote the associations. Well, for years now, the Groves have done

that without the need for a law to tell us that it's a good thing! And, although the new law will allow a Board to budget certain funds for social activities, the Groves conducts our socials the good 'ole fashion way-neighbors offer up donations! And, the Association has strengthened its tradition of 'breaking bread' at our Board meetings. Folks who eat together are folks who also like to get along. So, in the past 12 months, the Association held the following events:

- Groves Annual Summer Picnic
- Pasta Sunday
- Soup with the Board
- Pizza & Desserts with the Board
- Pancake Breakfast
- Annual Meeting-Community

#### **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 be deemed adequate by the Board to cover the cost of unexpected repairs and capital improvements 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.

Frequently, an asked question is how a Board determines what is "adequate"? There is no requirement in Ohio law for an association to perform a reserve study. However, a qualified professional should perform a reserve study to determine the number of reserves that are needed. The findings of a reserve study will change over time based on various factors such as weather, changes in the 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 Reserve Study for this reporting period is to be completed in Fall 2025.

The Association's Annual Meeting, per its Declarations, falls in the third quarter of the calendar year. However, the Association's fiscal year coincides with the calendar year, making it interesting to complete an annual financial report. The figures below reflect a year-end report for the full fiscal year of 2024.

# Management Report Income Expense Sheet

**Properties:** Groves at the Villages of Wetherington - 6370 Mount Pleasant ST NW North Canton, OH 44720

**As of:** 12/31/2024

## Management Report Balance Sheet

Account Number	Account Name	Balance
<b>ASSETS</b>		
<b>Cash</b>		
01000-000	Checking	11,974.28
01171-000	Money Market	100,473.76
<b>Total Cash</b>		<b>112,448.04</b>
01139-111	PNC CD1006 10.17.24	21,521.12
01178-400	Commercial Savings Bank 6756 7.17.26	270,738.33
01190-000	Huntington MM 046159	33,667.92
01192-000	PNC MM 6925	3,769.90
<b>TOTAL ASSETS</b>		<b>442,145.31</b>
<b>LIABILITIES &amp; CAPITAL</b>		
<b>Liabilities</b>		
02020-000	Prepayments	11,434.92
02110-000	Clearing Account	-2,000.00
02120-000	LT Operating Fund	10,002.00
02170-000	Replacement Reserves	420,169.03
<b>Total Liabilities</b>		<b>439,605.95</b>
<b>Capital</b>		
03999-000	Appfolio Opening Balance Equity	129.97
	Calculated Retained Earnings	2,240.14
	Calculated Prior Years' Retained Earnings	169.25
<b>Total Capital</b>		<b>2,539.36</b>

# Management Report Income Expense Sheet

## TOTAL LIABILITIES & CAPITAL

442,145.31

### Management Report Income Expense Sheet

**Properties:** Groves at the Villages of Wetherington - 6370 Mount Pleasant ST NW North Canton, OH 44720

**As of:** Dec 2024

**Accounting Basis:** Cash

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
<b>Income</b>								
04101-000	Reserve Interest	16,193.70	0.00	16,193.70	16,193.70	0.00	0.00	0.00
04192-000	Reserve Fund Transfer	0.00	0.00	0.00	25,197.95	0.00	5	0.00
04200-000	Association Income	14,099.00	14,968.00	-869.00	178,485.00	179,616.00	-1,131.00	179,616.00
04920-000	Late Fee Income	0.00	0.00	0.00	100.00	0.00	100.00	0.00
<b>Total Operating Income</b>		<b>30,292.70</b>	<b>14,968.00</b>	<b>15,324.70</b>	<b>219,976.65</b>	<b>179,616.00</b>	<b>40,360.65</b>	<b>179,616.00</b>
<b>Expense</b>								
06000-000	Management Fee	416.00	416.00	0.00	4,992.00	4,992.00	0.00	4,992.00
06001-000	Misc. Administration	11.28	70.00	58.72	1,034.94	840.00	-194.94	840.00
06004-000	Tax Expenses	0.00	0.00	0.00	225.00	205.00	-20.00	205.00
06005-000	Federal Tax Payment	0.00	0.00	0.00	1,864.00	0.00	-1,864.00	0.00
06007-000	Permits / Licensing Fees	0.00	0.00	0.00	0.00	700.00	700.00	700.00
06008-000	POA Fee	1,976.00	1,976.00	0.00	23,712.00	23,712.00	0.00	23,712.00
06010-000	Legal Expense	0.00	58.33	58.33	700.00	700.00	0.00	700.00
06020-000	Insurance	2,494.82	2,315.33	-179.49	27,220.64	27,784.00	563.36	27,784.00
06200-000	Maintenance Repairs	0.00	200.00	200.00	2,164.99	2,400.00	235.01	2,400.00

# Management Report Income Expense Sheet

06207-00					4,201.4	4,200.0		
0	Power Washing	0.00	0.00	0.00	3	0	-1.43	4,200.00
06300-00					25,197.		-25,197.	
0	Capitalized Expense	0.00	0.00	0.00	95	0.00	95	0.00
06500-00					27,929.	13,629.	-14,300.	13,629.0
0	Grounds Service/Supplies	0.00	0.00	0.00	25	00	25	0
06505-00					4,716.0			
0	Trimming	0.00	0.00	0.00	0.00	0	4,716.00	4,716.00
06507-00					4,260.0	21,800.	17,540.0	21,800.0
0	Misc. Landscaping	0.00	0.00	0.00	0	00	0	0
06530-00					1,000.0	16,102.	12,000.	-4,102.6
0	Snow Removal Expense	0.00	1,000.00	0	61	00	1	12,000.0
07000-00					4,998.0	4,998.0		
0	Long Term Operating Fund	833.00	416.50	-416.50	0	0	0.00	4,998.00
07100-00					9,490.0	-4,745.0	56,940.	56,940.0
0	Reserves	0	4,745.00	0	00	00	0.00	0
07200-00					16,193.	-16,193.	16,193.	-16,193.
0	Transfer Interest	70	0.00	70	70	0.00	70	0.00
<b>Total Operating Expense</b>		<b>31,414.</b>	<b>11,197.1</b>	<b>-20,217.</b>	<b>217.73</b>	<b>179,616</b>	<b>-38,120.</b>	<b>179,616.</b>
		<b>80</b>	<b>6</b>	<b>64</b>	<b>6.51</b>	<b>.00</b>	<b>51</b>	<b>00</b>
<b>Total Operating Income</b>		<b>30,292.</b>	<b>14,968.0</b>	<b>15,324.</b>	<b>219,97</b>	<b>179,616</b>	<b>40,360.6</b>	<b>179,616.</b>
		<b>70</b>	<b>0</b>	<b>70</b>	<b>6.65</b>	<b>.00</b>	<b>5</b>	<b>00</b>
<b>Total Operating Expense</b>		<b>31,414.</b>	<b>11,197.1</b>	<b>-20,217.</b>	<b>217.73</b>	<b>179,616</b>	<b>-38,120.</b>	<b>179,616.</b>
		<b>80</b>	<b>6</b>	<b>64</b>	<b>6.51</b>	<b>.00</b>	<b>51</b>	<b>00</b>
<b>NOI - Net Operating Income</b>		<b>-1,122.</b>	<b>-4,892.9</b>	<b>2,240.1</b>				
		<b>10</b>	<b>3,770.84</b>	<b>4</b>	<b>4</b>	<b>0.00</b>	<b>2,240.14</b>	<b>0.00</b>
<b>Total Income</b>		<b>30,292.</b>	<b>14,968.0</b>	<b>15,324.</b>	<b>219,97</b>	<b>179,616</b>	<b>40,360.6</b>	<b>179,616.</b>
		<b>70</b>	<b>0</b>	<b>70</b>	<b>6.65</b>	<b>.00</b>	<b>5</b>	<b>00</b>
<b>Total Expense</b>		<b>31,414.</b>	<b>11,197.1</b>	<b>-20,217.</b>	<b>217.73</b>	<b>179,616</b>	<b>-38,120.</b>	<b>179,616.</b>
		<b>80</b>	<b>6</b>	<b>64</b>	<b>6.51</b>	<b>.00</b>	<b>51</b>	<b>00</b>
<b>Net Income</b>		<b>-1,122.</b>	<b>-4,892.9</b>	<b>2,240.1</b>				
		<b>10</b>	<b>3,770.84</b>	<b>4</b>	<b>4</b>	<b>0.00</b>	<b>2,240.14</b>	<b>0.00</b>

# Management Report Income Expense Sheet

**Publisher, Larry Moses, President & Director, The Groves at The Villages of Wetherington Condominium Assoc. Inc.; August 19, 2023**