

NOTICE: The following Agendas & Minutes reflect Regular, Special, Electronic and Annual meetings of the Board of Directors. Agendas & Minutes from Executive Sessions will not be posted except for the election of Officers meeting. Also, the Agendas & Minutes will have names of Unit Owners except for members of the Board redacted for privacy.

AGENDAS & MINUTES

CY 2022

January 1, 2021 thru December 31, 2021

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The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Unit 404; Wooster, OH 44691

Directors: Larry Moses, President; Suzanne Bates, Secretary; Clyde Crabtree, Treasurer, Eric Liew; Larry Bergert

AGENDA-BOARD OF DIRECTOR'S MEETING 03/02/2022; Time-6:00 p.m at Wetherington Clubhouse

CALL TO ORDER/QUORUM: Moses

PRESIDENT'S REMARKS: Moses

MINUTES: Bates

- 1st Quarter Minutes 11/03/2021
- CY 2022 Owners Directory

TREASURER'S REPORTS: Crabtree

- CY 2021 Year-End Report
- CY 2021 Tax Report
- January & Feb. Treasurer's Reports

SNOW & LANDSCAPING CONTRACT STATUS-Crabtree

- Nev's Landscaping
- Stoney Creek Landscape

BUDGET UPDATE-Crabtree

- Snow Removal & How It's Impact to the Budget
 - Scope of Services
- Budget Contingencies

BUILDING DAMAGE REPORT-Moses for Bergert

BUILDING CLEANING PLANS FOR CY 2022-Moses

- Pressure Washing
- Window Wells

DRIVE CAPITAL IMPROVEMENT PLANS FOR CY 2022-Crabtree

SOCIAL EVENTS-Moses

- Current Plans for 2022
- Discussion: Ideas/Suggestions/Value i.e. Importance

WETHERINGTON (Master Association-Clubhouse)-Moses

- Wetherington Board of Directors Plans for 2022
- Discussion: Concerns/Suggestions/Ideas

NEW BUSINESS-Moses

- Outsourcing of Treasurer's Duties
- Open-Q & A

NEXT MEETING: Wednesday, June 1, 2022

ADJOURNMENT:

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Unit 404; Wooster, OH 44691

Directors: Larry Moses, President; Suzanne Bates, Secretary; Clyde Crabtree, Treasurer, Eric Liew;
Excused—Larry Bergert

Attendees: [REDACTED] (404), [REDACTED] (408), [REDACTED] (412), [REDACTED]
[REDACTED] (431), [REDACTED] (435), [REDACTED] (438), [REDACTED] (442), [REDACTED]
[REDACTED] (444), [REDACTED] (446), and [REDACTED] (448).

**AGENDA-BOARD OF DIRECTOR'S MEETING 03/02/2022; Time-6:00 p.m at
Wetherington Clubhouse**

CALL TO ORDER/QUORUM:

President Moses declared a quorum of the directors was present and called the meeting to order at 6 p.m.

PRESIDENT'S REMARKS: The President invited the members to continue eating. He thanked the volunteers for setting up and cleanup. In addition, he announced this was an open meeting in which owners were welcome to comment or ask questions at any point.

President Moses introduced and welcomed new unit 448 owner, [REDACTED].

MINUTES:

- Eric Liew made the motion to accept the 1st Quarter Minutes 11/03/2021 as presented; seconded by Larry Moses. Unanimously approved.
- CY 2022 Owners Directory—were distributed to those in attendance. The remainder will be distributed by Suzanne Bates and [REDACTED].

TREASURER'S REPORTS

• **CY 2021 Year-End Report**

The Association ended CY 2021 over-budget by \$173.09 or .001% over budget. A accounting change was formally creating a 'Reserve Contingency Fund' that allowed for the formal transfer of unencumbered funds to cover such future expenses such as the funding of the insurance deductibles, water & sewer line repair & replacement & perhaps costs of as of yet scheduled W. Highland Avenue street improvement project. The Association opened a new money market account at PNC with a total year-end balance of \$16,000.00. Two other reasons for being able to do this amount in the new money market fund were 1) the insurance savings that occurred from switching carriers from Travellers to West Bend Mutual and 2) the fact we didn't have a snow event in November.

In addition to the Operating Budget as just reported, the Association also ended the year with a Capital (Reserve) Expenditure of \$11,600. This was for the drive replacement project on the NW part of the Association. The Association ended the year with a balance of \$267,644.00 in our Reserve accounts.

- **CY 2021 Tax Report**

The CY 2021 Tax Summary is complete but we are waiting for the investment tax statement from Huntington Bank before we can file. The tax deadline for condo assoc. is 3/15 of each year so it's highly likely that our tax preparers, Data View Taxes will have to file for an extension like they had to last year.

- **January & Feb. Treasurer's Reports**

The Treasurer's Reports for Jan. and Feb. 2022 were sent out via email. The highlights are:

- 1) There was a total of \$34,349 of monthly assessments deposited in Jan. This represented several annual, semi-annual & quarterly payments. And, there were only a couple of errors this year with the Direct Deposit payers. The unit owners have been corrected their payments to reflect the new assessment rates
- 2) Because of the large amount of cash-on-hand the full year of assessment to the Wetherington Association was paid in the amount of \$19,344.00. Also, the full \$5000 line item for our Reserve Contingency Fund for the fiscal year was transferred to our PNC money market account
- 3) And, probably for the first time ever, there was no snow bill paid in January because of no snow events in Dec. 2021
- 4) Moving onto Feb., it was decided to pay off the rest of the property insurance premium for the year ending in August 2022
- 5) With the payment of the full year of Wetherington assessments & the balance of the year of paying for the property insurance, the large cash balance at the start of the fiscal year was greatly reduced. Coupled with those transactions was the large Jan. snow invoice in the amount of \$4,217.40. This has left us with a tight cash flow at the present time. But, the cash flow is manageable with the worst case scenario is having to temporarily pull back some funds out of the PNC money market until more monthly assessments build back the balance.

SNOW & LANDSCAPING CONTRACT STATUS

- **Nev's Landscaping**

At about 9:30 a.m. the Monday before the Thursday, Friday, Saturday snow storm in early Feb., Nev's called to inform us that they had to end the contract with us because he could not get enough workers to staff the snow trucks. This marks the probable end of our long relationship with Nev's that started approximately around 2008. But, in a classy move Nev's was able to help secure Stoney Creek Landscape to take over the snow contract for at least the remainder of this winter.

- **Stoney Creek Landscape**

Stoney Creek has a Creston address but is located south of Creston in the country. To get Stoney Creek to come in we had to agree to a \$5.00 per hour increase on top of what we were paying Nev's. This may sound like a lot but the hourly rate we were paying Nev's was quite reasonable partly because of the rate we negotiated in the 5-year contract with them. In other words, a \$5.00 per hour increase is probably more in line with what the average market rate for such a service. There have also been conversations about Stoney Creek taking over our mowing & landscape services. However, as of this date, we do not been presented with a formal contract offer from Stoney Creek.

BUDGET UPDATE

- Snow Removal & How It's Impact to the Budget

Scope of Services

Obviously, the cost of our snow removal is going to go up. Not only will we probably have to pay \$5.00 more per hour this year, but whoever we get for the future will probably build in inflationary increases. At least Stoney Creek has indicated that while they would like to do a long-term contract, they would need to build in inflationary increases into that contract. In addition to the hourly increase is the fact that the price of salt continues to climb every year. With that said there also is the question of the scope of service. Although there's usually only about 2-3 unit owners who communicate concerns about having their walks cleaned better, it is a timely question sense were going to be in contract talks: Do we want to adjust snow removal services in any way including trying to get the walks cleared better? Keep in mind that even with status quo service, the cost is going to go up. With increased service, those costs will even go up more. It's a Board decision, but it's a decision that impacts every unit owner because the Association funds to pay for this comes out of every ones pockets. But, before that discussion, let's talk about this year.

- Budget Contingencies

The CY 2022 line item amount for Drives is \$11,500. Last year the line item amount was \$10,000. The Association was on budget in CY 2021 only because we did not have a snow event in Oct or Nov & we did not do any drive repairs such as concrete leveling. While CY 2022 started off great because of no snow invoice for Dec., the invoice for Jan. snow removal was \$4217.00. To date, we have not been invoiced for Feb. snow removal but it is going to be a large amount. Of course we don't know what the snow invoices for March, April, Oct or Nov. snows might be. But, it is very likely we will exceed the line item budget of \$11,500. Of course, the first thing that we can't do if that's the case is any drive repair work such as leveling this year. And, depending on how much in excess of \$11,500 it might be, we will be faced with making some difficult choices.

It' too early to determine just how bad it may be right now, but the choices might have to be as follows: 1) not mulching or 2) imposing a special assessment because of the shortage caused by the unforeseen termination of a contract along with historic snow events. And, we have to keep in mind that our mowing costs will in

more likely hood be higher this year because of the reasonable rates Nev's was charging.

BUILDING DAMAGE REPORT

- Unit 402–February 4, 2022–Stoney Creek Landscape hit the side of unit 402 with bucket on a Bobcat while they were clearing driveway. Hit the stud hard enough to damage 2 pieces of siding, small piece of foam and small piece of OSB board and pushed the stud into the living room. Larry Bergert took pictures of outside showing the damage done inside.
 - February 7–Larry met with Dennis Hartzler to assess the damage. It was determined to be between \$250 and \$300 in damage. MRV still had siding available. Larry Bergert offered to help Dennis with repairs in side the drywall.
 - February 9–all repairs made to outside of unit.
 - February 10–Dennis Hartzler put another coat of compound on joints.
 - February 11–Mr. Hartzler sanded drywall and repainted the wall. He submitted a bill to Clyde Crabtree for \$285.47. Clyde contacted Troy from Stoney Creek about credit to our account.

BUILDING CLEANING PLANS FOR CY 2022

- Pressure Washing
 - The following buildings will be power washed and stone facades sealed during the last two weeks of June 2022:
 - Building 1 Units— 417-418-419-420
 - Building 2 Units—429-430-431-432
 - Building 3 Units—445-446-447-448
- Window Wells
 - A few summers ago Dennis Hartzler applied stain to the wooden structures to those units with window wells. The wood soaked up the stain and requires a second application. Mr. Hartzler will do the work this summer.

DRIVE CAPITAL IMPROVEMENT PLANS FOR CY 2022

SOCIAL EVENTS

- March 23, 2022–6 pm—Clubhouse
 - The Groves Social Committee is hosting a Genealogy Workshop. The presenter is Deb Kitko of the Wayne County Genealogy Society.
 - Late May—[REDACTED] and Clyde Crabtree will host a Pancake and Sausage Breakfast
 - May or June—the Groves Social Committee will host an Ice Cream Social and Sing Along ([REDACTED]—428 and [REDACTED] (424) will direct the group singing.

WETHERINGTON (Master Association-Clubhouse)

- Background: The ravine is a parcel of land on the north side of the Villages of Wetherington owned by the residents of the Villages. The area contains stands of trees at various stages of maturity and health. The parcel also contains natural ground cover, decaying plant and tree debris and a stream that flows from east to west.
- The Forest and Woods Associations border the ravine and are subject to the impacts of natural hazards on property and building that front the ravine. The Directors of the Forest Association with this potential threat contacted Ellis Arboriculture. Mike Ellis, Arborist, was tasked to assess the status of the trees their threat and report the findings and solutions to the Forest Association Directors.
- Mike Ellis stated that he is most worried about the oak because of the way it is leaning toward the Forest Unit 215. He estimates the tree weighs 15,000-20,000 pounds and could cause serious damage if it fell. In addition, oak trees present a risk of “June drop”. Oak trees have a growth spurt in late spring and sometimes the weight of the new growth at the end of the branch brings the entire branch down.
- The ravine issue was reported to M. Render, President of the Wetherington Board of Directors, who in turn called for a Wetherington Board of Directors meeting for 12/21/21 to address the issue.
- Board action: President Render presented to the Board a quote from Ellis for the Board’s consideration. It was agreed that the threat of falling trees was real and the trees be removed.
- Motion: remove large oak and declining hickory by Forest Units 220 and 215-\$2850; remove one large lead from hickory behind Forest Unit 235-\$750. Total cost + tax=\$3834. Gideon moved; Drouhard seconded the motion; approved 5-0. Meeting adjourned at 6:15 pm.
- The work was completed on February 7, 2022.

NEW BUSINESS

• Outsourcing of Treasurer’s Duties

Strictly from a management perspective, vesting the entire scope of responsibility of managing funds with only one person is not a sound business practice. Although we have some checks & balances in place such as having to have two officers sign checks in the amount of \$500 or more helps, it doesn’t resolve these facts:

- Currently only 1 person in the Association has the complete knowledge of how financial records are kept. If something unplanned happens to this person such as: 1) resigns from the Board 2) coming down with a physical or mental impairment 3) moving or 4) death, it is going to create an unnecessary crisis for the Association.

So, if we acknowledge this risk, we need to come up with a safer management approach. There are three obvious options as follows:

1. The Association can contract out day-to-day management duties like our sister association's have done. This would include the financial duties, or,
2. Just contract out the financial duties to a CPA firm, or,
3. Find a second volunteer who would serve as an assistant to the Treasurer. Duties would be divided between the two volunteers & that would offer tighter checks & balances. And, it would also provide at least two people in the Association that had a working knowledge of the Association's financials.

Of these 3 choices, the first one would cost around \$18 per month, per unit to do. The second one would cost between \$5 and \$8 per month, per unit to do. And, the third one would not add to any costs. With that said, sometime in the not too distant future, the Association should have an independent audit completed of its funds. For planning purposes, the Board needs to know that a new plan for the Treasurer's duties needs to be completed & operational by 1/1/2023.

My preference right now would be to find a volunteer, supply them with an Association computer with a operating platform compatible with PNC Bank, then work with PNC to set-up automatic withdrawals of monthly assessments & have the volunteer keep the spreadsheet for the assessments. This would do two things 1) it would provide a check & balance between the person who collects money vs. the person who is spending money and 2) it would put payments on auto withdrawal (after the Board adopts that rule) thus making the process of collecting & accounting for monthly assessments much easier.

But, that requires finding a volunteer who is willing & able, training that volunteer, buying a computer & doing the work to get everyone on auto-payment of the assessments. Ideally, all of this would be done to start collecting & accounting for assessments Jan. 1, 2023.

If a volunteer does not come forward, the next preference would be to contract out the financials taking the rest of 2022 to set up for a Jan. 1, 2023 full implementation date. Of course, there would have to be a minimum of a \$5.00 monthly assessment increase per unit on top of the other anticipated increased costs.

Lastly, the Association could just go all in & turn things over to a management firm. This might be the easiest option, but would be the most costly to unit owners.

NEXT MEETING: Wednesday, June 1, 2022

ADJOURNMENT: Eric Liew moved to adjourn the meeting; seconded by Clyde Crabtree. Unanimous approval.

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Unit 404; Wooster, OH 44691

Directors: Larry Moses, President; Suzanne Bates, Secretary; Clyde Crabtree, Treasurer; Eric Liew; Larry Bergert

AGENDA-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-4/6/2022

NEW BUSINESS: To consider/act on an Application for Exterior Improvement from [REDACTED] #432 for permission to install a safety handrail along the front sidewalk of her unit.

MINUTES-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-4/6/2022

Crabtree having received the completed Application for Exterior Improvement form from [REDACTED] #432 called an 'Electronic' Board Meeting via email on 4/6/2022. Crabtree conveyed to the Board the following per the application: The handrail would be for 1) safety purposes, 2) installed by Dennis Hartlzer who is insured & 3) be the same color (white) and material (poly-vinyl' as the other handrails in the Association.

MOTION-Crabtree moved to approve the Application for Exterior Improvement provided that the Unit Owner, [REDACTED] #432, is responsible for the total cost of material & labor, that the handrail fence is of like design, color & material of previous handrails installed, that the handrail cannot be affixed to the permanent building structure & that the contractor used by the Unit Owner is properly insured with the Unit Owner & contractor assuming all liability for the installation of the handrail.

Larry Moses seconded the motion. All five Directors voted "Aye" via email; therefore, the motion as presented was approved.

Clyde Crabtree, Acting Secretary for the Electronic Meeting, 4/7/2022

THE GROVES BOARD OF DIRECTORS' SPECIAL MEETING
Friday, May 13, 2022–Clubhouse—5:00 p.m.

Call to Order:

President Larry Moses called the meeting to order at 5:00 p.m. with the following directors in attendance: Larry Moses, Clyde Crabtree, Eric Liew, Larry Bergert and Suzanne Bates.

Introduction:

President Moses and Clyde Crabtree, Treasurer, presented the proposal of outsourcing financial services of the Groves to Grace Property Services of North Canton, OH. The proposal included a management fee of \$8.00 per unit, per month, (to be paid through a portal) for the first year in addition to a onetime startup fee of \$300.00. Their accounting services include:

- A. Monthly reports to the Board which will include:
 - 1. Delinquency Report
 - 2. Income and Expense Report
 - 3. Balance Sheet
 - 4. All original invoices
 - 5. Bank statements with attached reconciliation (original keep on file and available upon request)
 - 6. All association accounts held at US Bank in conjunction with Grace Property Services are available for online viewing
- B. Billing (postage/supplies not included), collection, and deposit of association fees
- C. Paying bills as authorized by the Board of Directors
- D. Administer checking, saving and reserve accounts (any fees paid by association)
- E. Prepare, with the Board of Directors, an annual budget
- F. Track all funds spent, create 1099s and report to IRS these expenditures. Coordinate with Association accountant for timely IRS filing.
- G. Coordinate with banks and/or title companies for individual units being sold or refinancing, providing necessary information in a timely fashion (this service is charged back to the unit owner).

The remainder of the services, including attendance at any board or association meetings, and other services are available at an hourly rate of \$65.00 per hour.

This service would begin in July 2022. Discussion ensued regarding how this would be paid for for the remaining 6 months of the year: 1) mid-year assessment increase OR 2) pay from the associations' contingency fund (approximately \$3100).

Larry Bergert made the motion to accept the proposal from Grace Property Services for their financial services beginning July 1, 2022, and to pay for the additional fees for the remainder of 2022 from the associations' contingency fund. The motion was seconded by Eric Liew. It passed unanimously.

Directors and Officers Duties and Responsibilities:

With Treasurer Crabtree moving in the next few months, some duties will need to be reassigned as listed below:

- **President (Larry Moses)**
 - Daily operations
 - Villages of Wetherington Trustee—(Clubhouse)/Secretary
 - Buildings (power washing, etc.)
 - Groves Social Committee Chairperson
 - Communications with residents (updates-announcements)
 - Annual report—editor
 - Prepare agendas/chair meetings
 - Liaison with financial services/Groves Treasurer/Budget/Invoices
 - Investments/Groves Treasurer
 - Liaison with pressure washing contractor
 - Liaison with the web master
 - Liaison with Reserve Study 2023 contractor
- **Secretary (Suzanne Bates)**
 - Minutes—prepare and disseminate
 - Communications—newsletters, announcements generated by the President
 - Post updates/documents prepared by the Board to the web page
 - Groves Directory—keep current
 - Groves Director for the Board (list of all residents)
 - Notification of new officers to Kaman and Cusimano
 - Maintain the Groves group email
- **Treasurer (Larry Bergert)**
 - Liaison with the Financial Services Contractor
 - Chair the Budget Committee (membership all directors)
 - Financial reports
 - Investments (consultation with the Board)
- **Grounds Manager (TBD)**
 - President Moses will be the point person with Troy from Stoney Creek Landscaping
 - Determines with the contractor scheduling of moving, snow removal, salting, lawn feeding and mulching
 - Maintain planting beds, shrubs and association trees
 - Liaison with tree trimming contractor
- **Lanes, Drives & Sidewalks Manager (Eric Liew)**
 - Liaison with cement contractor
 - Identify cement projects
 - Award the contract
 - Schedule the work
 - Oversee the project

New Business:

- Unit 414–delinquent HOA dues
- Larry Moses spoke with [REDACTED] regarding serving as a new director on the Board
- Annual meeting elections
- Announced there are 6+ condos on the market in the Groves
- May 28–pancake breakfast at the Clubhouse from 8:30-11:00 am
- Clyde Crabtree will do a walk-around to assess the winter shrub damage and replacement
- 3rd quarter meeting will be June 1, 2022, at the Clubhouse at 6:00 p.m.

Adjournment:

Eric Liew moved for adjournment at 6:30 p.m. Seconded by Larry Bergert.
Unanimously passed.

Respectfully submitted,
Suzanne Bates, Secretary

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Wooster, Ohio
June 1, 2022

Directors: Larry Moses, President; Suzanne Bates, Secretary; Clyde Crabtree, Treasurer, Eric Liew; Larry Bergert

Unit owners present: 401, 402, 403, 404, 405, 406, 407, 408, 409, 411, 412, 413, 415, 416, 417, 418, 419, 420, 421, 422, 424, 425, 426, 427, 429, 430, 431, 432, 433, 434, 435, 437, 438, 439, 440, 441, 442, 443, 444, 446,, 447, 448, 450 and 451.

Units not represented included: 410, 414, 423, 428, 436, 445, 449 and 452.

SPECIAL PRESENTATION: At 6:00 p.m. Jason Saal, COO, Grace Property Services met and explained the new accounting services to unit owners.

SHORT BREAK: HOT DOG DINNER

AGENDA-BOARD OF DIRECTOR'S MEETING 06/01/2022; 7:15 P.M at Wetherington Clubhouse

CALL TO ORDER/QUORUM: President Moses called the open meeting to order at 7:15 pm.

PRESIDENT'S REMARKS:

- Moses welcomed new unit owners to the group:
 - [REDACTED] (450)
 - [REDACTED] (437)

MINUTES: Secretary Bates presented the minutes from the following meetings:

- Quarterly Board Meeting-3/02/2022
 - Larry Moses moved to accept as presented. Seconded by Eric Liew. Unanimously passed.
- Electronic Board Meeting-4/6/2022
 - Clyde Crabtree moved to accept the minutes as distributed electronically. Seconded by Eric Liew. Unanimously passed.
- Special Board Meeting-5/13/2022
 - Eric Liew made a motion to accept the minutes as presented. Seconded by Larry Bergert. Unanimously approved.

TREASURER'S REPORTS:

- March-May 2022 Report

Crabtree reported that the Association is 'on-budget' so far this year. In spite of the large snow removal costs, there still is a small balance available for any early snow events later this year. The weed/feed invoice as not been sent yet, nor as the invoice for mulch. The May lawn invoices will be paid in the next few days.

Also, every unit owner was mailed a letter regarding the transition of financial services. In this letter each Unit Owner was basically given a 'receipt' of assessment payments to the 3rd week of May 2022 to make sure the Treasurer's records matched each Unit Owner's payment record. There were 3 letters returned due to vacant units. Crabtree will be working with Grace Property Services to transition the financials to them. And, effective July 1, 2022 neither the Treasurer nor any other member of the Board will be accepting assessment payments. To that end, the Association's mailbox will be moved from Unit 404 to Unit 435, President Larry Moses' unit.

GROUNDS REPORT-Crabtree

- Mowing Update

Crabtree reported that the owner of Stony Creek Landscaping, Troy has been calling him almost every week to see how things are going. Weekly critiques have been made including asking for improved quality of trimming, cleaning up clippings & being making sure heights are the mowers are the same. Troy has been most appreciative of the communications & improvements in quality are getting better.

- Shrub/Tree Update

Crabtree reported that Dick W. (447) & he bought 5 replacement shrubs that were needed for dead or dying shrubs. 2 were put in at Unit 439. 1 was put in at Unit 440. And, 2 were put in at 440. Also, [REDACTED] personally bought a replacement blue spruce for the north-end boundary between Units 445 & 450. One of the Concolor evergreens had died in this area because of too much water around its roots. Also, there are some shrubs & trees late in coming out due to the heavy winter snowpack partly caused by where snow was being piled. These plants have life in them & owners just need to be patient for the plants to come out of a bad winter. Lastly, [REDACTED] & I will be getting a replacement tree for the east side of Unit 421. The Assoc. had a pear tree removed from this area because of two reasons: 1) the limbs were too low for delivery trucks to drive under; and 2) the limbs were starting to interfere with the roof shingles. The final decision to cut it down came after a large Lowe's truck took off a large limb & left a lot of debris on the main drive. And, Unit Owners need to keep in mind that any plantings in the grassy areas are in what is known as 'common areas'. So even if these 'common areas' are near your unit, the responsibility for care & decisions is up to the Board.

DRIVE REPORT-Crabtree

- Capital Project (Snyder Construction) Update

Crabtree reported that he has not heard from Snyder's Construction when they will be starting work on the drive replacement project in front of Units 401 & 403. The instructions given to Snyder's was that this work needed to be down anytime between Spring of 2022 but before late fall of 2022 at their convenience.

BUILDING REPORT-President Moses gave the following updates:

- Pressure Washing—Units 417, 418, 419, 420, 429, 430, 431, 432, 445, 446, 447, 448. Unit owners must remove screens. Power washing begins June 27th.

- Window Well Staining—Dennis Hartzler will apply a second coat of stain mid- June.

SOCIAL EVENTS-Moses

- Pancake Breakfast: The event was a great success attended by 50+ residents, family and guests. Thanks to Dick [REDACTED] and Clyde [REDACTED] for the delicious pancakes and sausages. Also a thank you to the members of the Social Committee ([REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]) for the contributions of food, set-up and clean-up.
- Upcoming Events:
 - September 7—annual meeting/quarterly board meeting
 - September 10—annual picnic hosted by [REDACTED], Unit 422
 - October date TBD—Pasta Sunday hosted by [REDACTED] and [REDACTED]
 - Seeking a speaker for a late Fall presentation
 - December—share Christmas treats
 - January-May—book club
 - Other suggestions included Halloween Trick or Treat and an Octoberfest

WETHERINGTON REPORT (Master Association-Clubhouse)-Moses

- Business Updates:
 - Annual meeting was held in March—good attendance
 - Contact Larry Moses regarding clubhouse reservations
 - Reservations are increasing for activities of euchre and shuffleboard

NOMINATING COMMITTEE

Owners can self nominate. If interested, send an e-mail to Secretary Bates. We need the following:

- Candidate(s) for Crabtree Term
- Candidate(s) for Moses Term

NEW BUSINESS

- None

NEXT MEETING: Wednesday, Sept. 7, 2022 (Annual Meeting & Quarterly Board Meeting)

ADJOURNMENT:

Eric Liew moved for adjournment at 7:50 pm. Seconded by Larry Bergert. Unanimously approved.

Respectfully submitted,

Suzanne Bates, Secretary

**The Groves At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Wooster, OH 44691**

**BOARD OF DIRECTORS' MEETING—EXECUTIVE SESSION
June 1, 2022—Clubhouse—8:00 pm**

Directors: Larry Moses, President; Suzanne Bates, Secretary; Clyde Crabtree, Treasurer; Eric Liew; Larry Bergert

Following the adjournment of the regularly scheduled meeting, the Board of Directors met in executive session with Jason Saal, COO, from Grace Property Services to discuss the transfer of accounting services from The Villages of Wetherington to Grace Property Services.

Clyde Crabtree, the current treasurer, will be moving this summer that will leave the treasurer's position vacant. Thus, a motion was made by Eric Liew and seconded by Suzanne Bates to elect Larry Bergert as the new treasurer, effective immediately. Unanimously approved.

Respectfully submitted,

Suzanne Bates, Secretary

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Unit 424; Wooster, OH 44691

Directors: Larry Moses, President; Suzanne Bates, Secretary; Larry Bergert, Treasurer; Eric Liew; Clyde Crabtree

AGENDA-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-06-30-2022

NEW BUSINESS: To consider/act on an Application for Exterior Improvement from [REDACTED] Unit # 438 for permission to install Furnace/AC and Change Venting the system.

MINUTES-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-06/30/2022

Moses having received the completed Application for Exterior Improvement form from [REDACTED] #438 called an 'Electronic' Board Meeting via email on 06/30/2022. Moses conveyed to the Board the following per the application: "The venting of the exhaust of the high efficiency furnace will run to the west wall of the unit through the siding with a cap (Diagram attached). The contractor requested as they prefer not to go through the roof of the unit"

MOTION-Crabtree moved to approve the Application for Exterior Improvement provided that the Unit Owner, [REDACTED] #438, is responsible for the total cost of material & labor, that the High -Efficacy Furnace and AC contractor used by the Unit Owner is properly insured with the Unit Owner & contractor assuming all liability for the installation of the Units.

Larry Bergert seconded the motion. All five Directors voted "Aye" via email; therefore, the motion as presented was approved.

Larry Moses Acting Secretary for the Electronic Meeting, 06/30/2022

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Unit 424; Wooster, OH 44691

Directors: Larry Moses, President; Suzanne Bates, Secretary; Larry Bergert, Treasurer; Eric Liew; Clyde Crabtree

AGENDA-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-08-18-2022

NEW BUSINESS: To consider/act on an Application for Exterior Improvement from [REDACTED] Unit 450

MINUTES-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-08/18/2022

Moses having received the completed Application for Exterior Improvement form from [REDACTED] #450 called an 'Electronic' Board Meeting via email on 08/18/2022. Moses conveyed to the Board the following per the application: To replace 2 Eyebrow Windows-One adjacent to the garage and the second adjacent to the front patio. "The window contractor is Wooster Glass Company.

MOTION-Moses moved to approve the Application for Exterior Improvement provided that the Unit Owner, [REDACTED] #450, is responsible for the total cost of material & labor, that the contractor used by the Unit Owner is properly insured with the Unit Owner & Contractor assuming all liability for the installation of the Units.

Larry Bergert seconded the motion. All five Directors voted "Aye" via email; therefore, the motion as presented was approved.

Larry Moses Acting Secretary for the Electronic Meeting, 08/18/2022

**THE GROVES HOA ANNUAL MEETING SEPTEMBER 7, 2022
VILLAGES OF WETHERINGTON CLUBHOUSE 5:15 PM**

AGENDA

Note: Resident Sign In & Food Served 5:30 pm

Quorum Declared Based On The Residents In Attendance

Call To Order By L. Moses, Facilitator: 6:00 pm

Agenda: Presented By L. Moses, Facilitator

Minutes of 2020 Annual Meeting: S. Bates Facilitator

Election Of Two (2) Director Positions to Three-Year Terms: S Bates, Facilitator

- S Bates in place of L. Moses Chairman of The Nomination Committee, Presents A Slate Of Nominees-
 - Larry Moses (Unit 435)-3 Year Term from Sept 2022 to Annual Meeting, Third Calendar Q. 2025
 - Bonnie Junkin (Unit 448)-Incomplete term of Clyde Crabtree from Sept. 2022 to Annual Meeting, Third Q. 2024
- Call For Nominations From The Floor
 1. Person(s) Nominated
 2. Ballots With A List Of All Candidates Distributed-Voting By The Residents (1) Vote Per Condo
 - a. If no contested election upon a Motion & Second the vote will be conducted by acclamation
 3. Ballot Counting-Results To Be Announced Upon Completion of the Count

New Business

- The Groves Annual Report Highlights: C. Crabtree & L. Moses Facilitators
- Owners Business From The Floor: Unit Owner Recognized

Adjournment of Annual Meeting (Short Break Between Meetings)

- Note: The newly elected Board will meet in Exec Session to elect new officers immediately followed by a Regular Board Meeting

**THE GROVES HOA ANNUAL MEETING SEPTEMBER 7, 2022
THE VILLAGES OF WETHERINGTON CLUBHOUSE**

MINUTES (Draft-to be approved at the 2023 Annual Meeting)

Note: Resident Sign In & Food Served 5:30 pm

Residents in attendance: [REDACTED] (403), [REDACTED] (404), [REDACTED] (405), [REDACTED] (407), [REDACTED] (409), [REDACTED] (412), [REDACTED] (415), [REDACTED] (418), [REDACTED] (420), [REDACTED] (422), [REDACTED] (423), [REDACTED] (424), [REDACTED] (425), [REDACTED] (431), [REDACTED] (433), [REDACTED] (435), [REDACTED] (437), [REDACTED] (438), [REDACTED] (440), [REDACTED] (442), [REDACTED] (443), [REDACTED] (444), [REDACTED] (446), [REDACTED] (447), [REDACTED] (448).

Guests: [REDACTED], [REDACTED].

Call to Order by Larry Moses at 6:17 p.m. The meeting was facilitated by Treasurer Larry Bergert.

Minutes of the 2021 Annual Meeting were presented by Suzanne Bates and a motion to approve was made by Tom [REDACTED]; seconded by Dick [REDACTED]. Unanimously approved.

Election Of Two (2) Director Positions to Three-Year Terms

- Suzanne Bates presented a slate of nominees:
 - Larry Moses (Unit 435)-3 Year Term from Sept 2022 to Annual Meeting, Third Calendar Q. 2025
 - Bonnie Junkin (Unit 448)-Incomplete term of Clyde Crabtree from Sept. 2022 to Annual Meeting, Third Q. 2024
- Bates called for nominations from the floor. There were none. Consequently a motion to accept the slate as presented was made by Bev [REDACTED]. Dick [REDACTED] seconded the motion which passed unanimously.

New Business

- Clyde Crabtree gave highlights of the annual report:
 - Several residents moved out with several new residents moving in
 - We contracted with Grace Property Management for the financial component
 - Clubhouse reservations can be made by contacting Larry Moses
 - Improvements/changes were made by the Wetherington Association, I.e.:
 - Storage closet
 - Bookshelves

- Sound system
 - Clubhouse walls painted
 - TV moved
 - The Woods is being built
- Future events include:
 - Picnic at Mike [REDACTED]—September 10th
 - Pasta Dinner on October 9th
 - Halloween Trick or Treat on October 29th
 - November 2nd— budget meeting and soup with the board
 - December 26th or 27th—leftover cookies
- Financials
 - Changed insurance carriers (thanks to Bill [REDACTED] & Tom [REDACTED]) which saved us money
 - Met all funding for reserves
 - Capital budget met
- Owners Business From The Floor
 - Unit owners expressed concerns about a hole on Barrington Way, speeding in the complex, and no traffic enforcement
- Larry Moses presented a plaque to Clyde Crabtree in appreciation for his years of exemplary service to the Groves
- Larry Bergert thanked Clyde for his work with the association and presented gift cards to Clyde and Paula on behalf of the Groves residents
- Clyde thanked Dick [REDACTED] for his continued work and dedication to landscape improvement

Adjournment:

Tom [REDACTED] made a motion to adjourn at 6:55 p.m. Seconded by Dick [REDACTED].
Passed unanimously.

Respectfully submitted,

Suzanne Bates, Secretary

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Unit 404; Wooster, OH 44691

AGENDA-BOARD OF DIRECTOR'S MEETING 9/7/2021
TIME-Following the Close of the Annual Meeting

CALL TO ORDER/QUORUM-Newly Elected President

PRESIDENTS REMARKS

1. Announcement of 2022/2023 Board Officers
2. Acknowledgement of Clyde Crabtree

MINUTES

1. Regular Board Meeting-6/1/2022
2. Special Board Meeting-6/1/2022
3. Electronic Board Meeting-6/30/2022
4. Electronic Board Meeting-6/30/2022
5. Electronic Board Meeting-8/18/2022

TREASURER'S REPORT

1. GPS Report for July 2022-Bergert

WETHERINGTON REPORT-Moses

OLD BUSINESS

1. DRIVES-Bergert
 - a. Concrete Project
2. GROUNDS-Bergert
3. BUILDINGS-Moses
 - a. Pressure Washing
4. SOCIAL-Moses
 - a. Hotdog 'Dinner' with the Board-Moses

NEW BUSINESS

1. INSURANCE-Moses
 - a. Additional coverage added to protect funds (\$500,000)
 - b. Renewal Info
2. FINANCE
 - a. Investment Policy Statement-Bergert
 - b. SB 61 Condo Law Action-Moses
 - c. 2023 Budget Steps-Bergert
 - i. Aug. 22 Budget Planning Session
 - ii. Final Draft-Oct. 2022
 - iii. Board Action at Nov. 2, 2022 Board meeting
3. NEW PARKING ENFORCEMENT RULE-Moses
4. SOCIAL-Moses
 - a. Schedule of Planned Activities
 - b. Suggestions of Other Activities
5. ADJOURNMENT:

NEXT SCHEDULED BOARD OF DIRECTOR'S MEETING-Weds., November 3, 2022,
Clubhouse @ 6:00 pm

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Wooster, OH 44691

MINUTES—BOARD OF DIRECTOR'S MEETING 9/7/2022
7:00 P.M.

Units represented included: 403, 404, 405, 407, 409, 412, 415, 418, 420, 422, 423, 424, 425, 431, 433, 435, 437, 438, 440, 442, 443, 444, 446, 447, and 448.

The meeting was called to order by newly elected President, Larry Moses. He announced the 2022/2023 Board of Directors as follows:

President—Larry Moses; Secretary—Suzanne Bates; Treasurer—Larry Bergert; Eric Liew and Bonnie Junkin.

MINUTES of previous meetings:

6. Regular Board Meeting-6/1/2022—Moses moved to approve; seconded by Liew; unanimously approved
7. Special Board Meeting-6/1/2022—Bergert moved to approve; seconded by Moses; unanimously approved
8. Electronic Board Meeting-6/30/2022—Junkin moved to approve; seconded by Liew; unanimously approved
9. Electronic Board Meeting-6/30/2022—Bergert moved to approve; Seconded by Liew; unanimously approved
10. Electronic Board Meeting-8/18/2022—Moses moved to approve; seconded by Junkin; unanimously approved

TREASURER'S REPORT

Larry Bergert met with Jason from GPS. They worked on the budget for 2023 which Bergert will send to residents in October. It appears the budget will be \$150,000. A contingency fund covers the following: water and sewer lines; water lines from Highland to the Wetherington Association; and insurance deductibles.

WETHERINGTON REPORT

Larry Moses announced there was discussion in the Wetherington meeting regarding speed signs and the ravine.

OLD BUSINESS

5. DRIVES-Larry Bergert announced the concrete project will take place in either October 2022 or may be postponed until next year.
 - a. Concrete Project
6. GROUNDS-Larry Bergert announced volunteers will provide tree and shrub trimming.
7. BUILDINGS-Larry Moses announced the pressure washing of certain buildings was complete and the \$3200 invoice was paid.
8. SOCIAL-Bergerts will host a pasta dinner on October 9th at 4 p.m. at the Clubhouse; Trick or Treat will be held on Saturday, October 29th from 6-7:30 p.m.
6. INSURANCE-Moses
 - a. Additional coverage added to protect funds (\$500,000)

- b. Renewal Info—rise of \$471 in premium
 - c. [REDACTED] and Larry Bergert are checking on clarification of deductibles
7. FINANCE
- a. Investment Policy Statement
 - i. Larry Bergert stated the Groves has a money market at Huntington for \$219,000; 2 CDs at Huntington Investments; and a money market at PNC
 - ii. Condo associations must invest in only CDs or money markets
 - iii. The Groves has a 3 year contract with Cincinnati Insurance covering board members at \$1500 per year
 - b. SB 61 Condo Law Action
 - i. A motion was made by Larry Bergert and seconded by Bates for Larry Moses to contact Kaman & Cusimano, LLC, to review the governing documents to confirm which provisions are needed and draft an amended document for board review, approval and execution. Unanimously approved.
 - c. 2023 Budget Steps-Larry Bergert
 - i. Aug. 22 Budget Planning Session
 - ii. Final Draft-Oct. 2022
 - iii. Board Action at Nov. 2, 2022 Board meeting
8. NEW PARKING ENFORCEMENT RULE-Larry Moses is working on this for the November Board meeting
9. SOCIAL-Moses
- a. Schedule of Planned Activities
 - b. Suggestions of Other Activities
10. ADJOURNMENT: Bates made a motion to adjourn at 7:50 p.m.; seconded by Bonnie Junkin; unanimously passed.

NEXT SCHEDULED BOARD OF DIRECTOR'S MEETING-Wednesday., November 2, 2022,
Clubhouse
@ 6:00 p.m.

Respectfully submitted,

Suzanne Bates, Secretary

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Unit 424; Wooster, OH 44691

Directors: Larry Moses, President; Suzanne Bates, Secretary; Larry Bergert, Treasurer; Eric Liew; Clyde Crabtree

AGENDA-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-09-20-2022

NEW BUSINESS: To consider/act on an Application for Exterior Improvement from [REDACTED] Unit 423

MINUTES-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-09/20/2022

Moses had received the completed Application for Exterior Improvement form from [REDACTED] #423 called an 'Electronic' Board Meeting via email on 09/20/2022. Moses conveyed to the Board the following per the application: To replace Living Room Eyebrow Plus Spare Bedroom Windows- "The window contractor is Holmes Siding.

MOTION-Moses moved to approve the Application for Exterior Improvement provided that the Unit Owner, Julie Goldstein #423, is responsible for the total cost of material & labor, that the contractor used by the Unit Owner is properly insured with the Unit Owner & Contractor assuming all liability for the installation of the Units.

Larry Bergert seconded the motion. All five Directors voted "Aye" via email; therefore, the motion as presented was approved.

Larry Moses Acting Secretary for the Electronic Meeting, 09/21/2022

The Groves, At The Villages of Wetherington Condominium Association, Inc.
2452 Barrington Way, Unit 424; Wooster, OH 44691

Directors: Larry Moses, President; Suzanne Bates, Secretary; Larry Bergert, Treasurer; Eric Liew; Bonnie Junkin

AGENDA-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-10-02-2022

NEW BUSINESS: To consider/act on an Application for Exterior Improvement from [REDACTED] Unit 430

MINUTES-ELECTRONIC MEETING OF GROVES BOARD OF DIRECTORS-10-02-2022

Bergert had received the completed Application for Exterior Improvement form from [REDACTED] Unit 430 called an 'Electronic' Board Meeting via email on 10/02/2022. Bergert conveyed to the Board the following per the application: To Install a White Storm Door front door entrance. "The contractor is Dennis Hartzler.

MOTION-Bergert moved to approve the Application for Exterior Improvement provided that the Unit Owner, [REDACTED] #430, is responsible for the total cost of material & labor, that the contractor used by the Unit Owner is properly insured with the Unit Owner & Contractor assuming all liability for the installation of the Units.

Suzanne Bates seconded the motion. All five Directors voted "Aye" via email; therefore, the motion as presented was approved.

Larry Moses Acting Secretary for the Electronic Meeting, 10/03/2022

2452 Barrington Way, Unit 448, Wooster, Oh 44691

AGENDA/MINUTES OF BOARD OF DIRECTOR'S MEETING: 11/09/2022

DIRECTORS: Moses (435); Bates (442); Bergert (424); Liew (408); Junkin (448)

QUORUM : Based on the number of Directors present 4/5 (Bates Absent), Chairman, Larry Moses declared a quorum.

Meeting called to order by Chairman Moses at 6:20 PM. All attending neighbors were welcomed and invited to make comments or question the agenda topics. Thanks to the Social Committee and neighbors for the soup and desserts.

MINUTES of the Regular Board Meeting 9/07/2022 as submitted by Suzanne Bates, Motion to approve by Eric Liew, seconded by Larry Bergert, motion carried unanimously.

Minutes of the Electronic Board Meeting 9/20/2022, asking for permission to replace windows (423), Motion to approve by Larry Bergert, seconded by Eric Liew, motion carried unanimously.

Minutes of the Electronic Board Meeting 10/02/2022, asking for permission to replace storm door (430). Motion to approve by Eric Liew, seconded by Bonnie Junkin, motion carried unanimously.

Minutes of the Electronic Board Meeting 10/26/2022, asking permission to install patio gate (414). Motion to approve by Larry Bergert, seconded by Eric Liew, motion carried unanimously.

Treasurer's report was presented by Larry Bergert. Presented was the GPS Monthly Financial Report and 2023 Projected Budget Report. The projected budget of \$150,471.96 will increase the unit assessments as follows: Patio \$226.84
Heritage \$261.94 Legacy \$278.49
Motion to approve budget report and projected 2023 budget by Eric Liew, seconded by Bonnie Junkin, motion carried unanimously.

Wetherington Association report presented by Larry Moses. He explained the recommendation of amending our association governing documents to include the update of Senate Bill 61 and also the need for a Reserve Study this coming summer, to bring our reserves in line with state requirements. He also reported on the trees in the ravine and the new construction that is being affected by them. The Wetherington Association budget was approved at a special meeting of directors on 10/20/2022. Their next meeting is 12/13/2022.

OLD BUSINESS:

1. Larry Bergert gave a report on the concrete project which has been pushed to the spring of 2023, at the 2022 price. He also reported on the grounds cleanup and plans to mulch in the spring.
2. Larry Moses reported that we have a new 5-yr. contract with Buckeye Power Washing taking us through 2029. The cost for the five years will be the same as the cost in 2022. Repairs were made to the roof (418) and Dennis Hartzler is working on taking care of a water problem (420)
3. Eric Liew was appointed contact person for the Groves Reserve Study.
4. Larry Moses gave a report of the Social Committee.
 - Our Annual Picnic was held 9/10/2022 in the driveway of [REDACTED], The location will be changed next year. Thanks to [REDACTED] for hosting.
 - Pasta Sunday was held 10/09/2022, thanks to the [REDACTED].
 - Trick or Treat was held 10/29/2022, we may need to change the date to a date that will not conflict with other area Trick or Treat night.
 - Christmas Coffee and Cookies is scheduled to 12/27/2022 at the clubhouse.

Motion to approve old business by Larry Bergert, seconded by Eric Liew. Motion carried unanimously.

NEW BUSINESS:

1. Larry Bergert reported on an insurance meeting with Whitaker and Myers. They responded to an inquiry made on 10/27/2022.
2. Larry Bergert reported on the Investment Policy Statement, approved and signed by the Directors on 9/07/2022.
3. Larry Moses, appointed contact person at the director's meeting 9/07/2022, reported on upcoming action resulting from S.B. 61. \$1,200 was budgeted to cover the attorney's review and filing fees.

Motion to adjourn by Larry Bergert, seconded by Eric Liew, motion carried unanimously. Meeting adjourned at 7:30 PM.

Next scheduled Board of Directors meeting is Wed., 3/01/2023 @6:00 PM.