

# **Homeowners Association Board Meeting June 2024**



Jun 11, 2024 | 📅 Hoa mtg

Attendees: Brent Pirolli, CC Vliet, David Kuntz, Alana Sigg, Natalie Ziakam

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The meeting was called to order at 8:00pm. Members present were Brent Pirolli, CC Vliet, David Kuntz, Alana Sigg, and Natalie Ziakam.

The actions taken since the last Homeowners Association Board Meeting (May 30, 2023) include:

- An email dated 6/21/2023 was sent to St. George Cathedral in reply to their 5/30/2023 email about Ironwood children on their property interacting poorly with children at the church. We feel the matter was discussed amicably and have an open line of communication should further issues arise.
- 1071 S contacted Brent Pirolli on 6/14/2023 to discuss rain runoff from the land south of Ironwood flowing into their backyard through a low spot in the berm. Brent did a site visit and recommended since the owner of that land isn't complying, it may be worth having some dirt dumped to fill the low spot or you can pursue legal action against the neighbor, but it isn't an HOA drainage system issue and is a property dispute between those two owners. We were later informed the owner of the land south of ironwood did re-shape the berm to fix the issue.
- An email dated 7/17/2023 presented the board with templates to use for neighborhood violations that align with our Bylaws and Declaration of Restrictions. Brent, Sarah, and Bryan all voted in favor.
- An email dated 7/25/2023 was sent by Bryan Bockert tendering his resignation. Alana Sigg was recommended for appointment and Brent, Sarah, CC, and David voted in favor.
- An email dated 8/25/2023 requested approval for 1033 N to install a concrete driveway. Brent sent approval as they weren't changing location, just material from black top to concrete.
- An email dated 3/13/2024 from 1070 S requested a short length of privacy fence be allowed along the side of their patio. The board discussed and approved a patio/deck fence policy and listed it on the website. Brent, David, Sarah, CC, and Alana voted in favor.
- An email dated 5/8/2024 was sent by Sarah Hess tendering her resignation. Natalie Ziakam was recommended for appointment after the deadline for the May elections had passed. Brent, CC, Alana, and David voted in favor.
- The Rossford Planning Commission had a meeting on 5/20/2024 to discuss Woodland Custom Homes' development of Plat 5. Brent Pirolli attended and spoke on behalf of Ironwood and took detailed notes for the board.

## Board Members and Position Responsibilities discussed

- **President** - Brent Pirolli
  - Agendas for meetings ; Legal sign off for HOA
- **Vice President** - CC Vliet
  - Lead when President isn't available ; Special projects & inquiries
- **Secretary** : Open by Resignation - Alana Sigg accepts
  - Annual Post - Update letter & website ; Email recap
- **Treasurer** - David Kuntz
  - Invoices & Fiscal reports ; Tracking expenses
- **CoTreasurer** - Open - Natalie Ziakam accepts
  - Second signature on payments

## Neighborhood News

- Home values continue to increase year over year. There were 4 homes sold since our last meeting, 1050 N, 711 W, 716 W, and 1037 N.
- Plot 5 : Developer is Woodland Custom Home Builders
  - Conversations have been had between the President of the HOA, the city, and the developer to ensure a better development experience during construction: no dumping soil, no leaving behind materials, installing fencing for safety around the detention pond etc.
  - In 2021, the HOA established a new unified Declaration of Restrictions combining the previous 4 versions (Plats 1-4) and filed them with the Wood County's Recorder. This was given to the developer for Plat 5 to follow.
  - Woodlands will be building 12 residences on plot 5 (lots 59-70)
    - The city granted a variance on 3 plots (60,61,62) allowing them to be slightly smaller, however the homes will maintain Ironwood's HOA guidelines on sq footage and the developer must gain approval prior to building all homes
  - Street and underground utilities will be installed first with a retention pond being constructed per EPA requirements.
- A retention pond (between lot 42 and 70 on West Ironwood) will drain into the existing detention pond (in the middle of Ironwood).
  - A retention pond is clay lined and holds water permanently allowing for silt to settle to the bottom before overflow leaves as needed via drainage pipes near the surface.
  - A detention pond is meant to hold water temporarily and fully drain within 24 hours after slowing down the outflow of water from the neighborhood. Silt eventually clogs the drains requiring maintenance, so these are no longer constructed, opting instead for retention ponds which offer better silt settling capabilities.
- Discussion with the City
  - Emails were sent requesting replacement of the missing S. Ironwood / Glenwood street sign on 8/3/2023 and 5/16/2024. We were told in 2023 it was "in process" but it still hasn't been installed. No reply to the 2024 email as of this meeting.

- Railroad crossing and Glenwood project is complete and much better for our neighborhood.
- We were told pot holes are filled twice a year.
- The 2021 temporary [Shed Variance](#) granted to 1070 South Ironwood and the development of plat 5 will be something to review with the city / residence once construction starts.

## Financial Update

- [Grass Snipper](#) - Business in Swanton, OH
  - \$42.50 a cut ; Bills periodically & not scheduled
  - No contract - agreement to cut 10,000 square feet between sidewalk & street; sign maintenance
- *Lawn Treatment* (annually) TruGreen
  - Contract ; paid upfront for 2024 season; \$229.52
- Paypal fee vs. Checks
  - More residences pay online
  - Discussion about possibly forwarding the 3% finance charge onto the residents paying online versus check was discussed. CC was in favor but Brent and David suggested we not complicate this and just make sure our overall fees factor this loss in, as we want digital payments since they are less work for us to process. - no final decision was made.
- Explanation of Liability insurance; This is a cost that originates to protect board members personally from being held liable for incidentals within the neighborhood.
- Brainstorming for future plans for HOA expenses
  - The Environmental Protection Agency (EPA) requires our neighborhood to have our ponds as drainage systems in place and working properly.
  - Due to the ongoing maintenance required to keep the detention pond working properly the HOA can expect to invest ~\$10,000/ 10-15 years
    - In 2022, 125ft of rock was removed and redesigned to drain faster (within 24 hours) after it clogged and backed up for 3 weeks with stagnant water.
    - Anticipated rebuild date of 2032 to 2037.
  - Due to the ongoing maintenance required to keep the newer plat 5 retention pond working properly the HOA has been told the longevity of this design will not require as much maintenance and will have a longer time frame of 15-20 years of maintenance free functionality, only planning to replace the aerator “bubbler” as needed.
  - A financial plan to increase fees over the next three years was presented to both rebuild contingency for emergencies and to handle expected future maintenance costs.
- HOA responsibilities at cost
  - Drainage System; Storm Sewers from streets and ponds, keeping soil and trash or lawn clippings out of these pipes, hydro-flushing these lines if clogged with sediment...
  - Helpful [Brochure of information](#)- Warren County ; Southern Ohio HOA handout
  - Should anything go “wrong” and need maintenance or replacement the HOA is responsible for this cost
- Residencies in Violations

- Not paying fees - puts an extra burden on the entire neighborhood to cover the items previously discussed and unforeseen expenses
- Review of records to determine current standings of those 2 years in arrears or more
- Process of payment notifications reviewed:
  - Each year an invoice is sent to each residence showing a due date.
  - 30 days later, a second notice is sent if unpaid
  - 30 days later, a final notice is sent for the year if unpaid.
  - After 2 years of non-payment, residents get a notice of an incoming lien unless paid within 30 days.
  - 30 days later a lien is placed on file with the Wood County Recorder including a \$250 fine to cover legal costs and filing fees.

## Suggestions from the board discussion

- CC asked if a conversation with the developmental company might lead to a donation to HOA for maintenance of the required detention pond as a result of their development?
- CC thought the board might consider an HOA , one time membership fee, to new residents in order to establish a better foundation for neighborhood care that is upcoming as a result of the additional responsibilities. This would help relieve pressure of current residents and jumpstart a savings- no decision was made.
- Alana suggested that conversation with Penta Career Center's construction and horticulture programs could lead to support of the neighborhood recalibrating the mailbox inconsistencies and landscaping care at a reduced cost.

## Voting actions

- Increase fees by 25% for 2024-2025 to \$115.00 for the reasons discussed previously.
  - Sidenote: Ironwood has the capacity for 70 homes in the neighborhood after full development, but likely won't see that reality for a couple years.
  - Brent proposed action voting in favor of the fee increase.
    - CC seconds the motion
    - Alana thirds the motion
    - Motion unanimously passed by the board

## Neighborhood Notices/Violations

- Homes with 2+ years of unpaid Lien
  - 715 W. Ironwood has a current lien placed in 2021 - owes \$745
  - 707 W. Ironwood is scheduled for lien if not paid by July 1, 2024 - owes \$168
- Violation Letter: Houses in violation
  - Initial letters of violation (30 days to remedy before \$100/mo fees begin, max of \$600)
  - Second and Final letters sent on months 2 and 3 explaining fees and next steps if needed
  - If unpaid or not remedied by 6 months, a lien is placed including an additional \$250 fine

- 5 homes will be receiving initial letters on issues such as peeling paint or unkept weeds... 1006 S, 1018 N, 1021 S, 1032 N, 1048 N
- Tree Letter : City will plant a tree twice a year for free if you send in the application
  - They order well in advance (think 8 months) so get your applications in far before Spring or Fall when they plant.
  - Fall ordering is upcoming, might already be too late for Fall...
  - The HOA Board will be sending notification letters and a partially pre-filled application for free city trees to those properties missing a required tree. There are 6 lots missing trees currently (1004 S, 1057 S, 1018 N, 1022 N, 1032 N, 1039 N). We are giving them time (until Spring 2025) to have this remedied by the city, but they will be responsible for this as a violation come Summer 2025 if they fail to act.
- Communication in the neighborhood
  - The board will move files to Google Drive so we can communicate and share resources as needed.

## Action items

- Mail Tree and Violation letters - Brent & Alana
- Penta discussions - Alana
- Update website - Brent
- Exploring one-time member fee for new residents - Brent

The meeting concluded at 9:35pm. The date for our next board meeting was not set.