

Meadow Lakes Homeowners Association

2023-2024 Year in Review, Introduction and
Overview

June 2024





2024 Agenda

- Board of Trustee Introductions
- 2023-2024 Accomplishments
- 2024-2025 Goals
- HOA and Management Company Details
- Call for Action
 - Elect 2 Board Members
 - Homeowner volunteers & committees



Meet your Board of Trustees...



AJ Colby
President
Homeowner
2023-2024



Jason Peebles
Vice President
Homeowner
2023-2024



Jacob Elmhorst
Treasurer
Homeowner
2023-2025



Stephanie Brunger
Secretary
Homeowner
2023-2025



John Gassman
At-Large
Homeowner
2023-2025

2023-2024 Board Accomplishments



- Putt and Treat @ Sportsville (first HOA sponsored community event) & the first Easter Egg community event in March
- Holiday decorations installed at all entrances
 - Entrance(s) without decorations will have in 2024 as electrical will be installed
- “The Honk” monthly newsletter created to keep the community informed
- Meadow Lakes map is currently being created.
 - Once completed these will be available on the website to download
- All common areas have been turned over to HOA from KHOV
- Reserve funds into CDs to gain interest
- Created Google account to assist with communication
 - board member email/account
- Created Facebook account
- Earth Day Tree Program and Giveaway
- New Attorney (Kaman & Cusimano) replaced Ott working to resolve outstanding cases
- Several dead trees cut down throughout community





2023-2024 Board Decisions

- **Solar Panels allowed anywhere on the roof**
 - Per Ohio Law, they must be permitted. HOA can only determine location and based on various reasons, they have been allowed to be placed anywhere on the roof
- **Driveways cannot extend in front of your porch.**
 - They must stop at the edge of your garage on the home side (no exceptions)
- **Roof Material and Color Expansion**
 - Metal roofs and shingles roofs of black, brown and slate will all be discussed for approval
- **Siding Color Expansion**
 - Board will review all “natural” color spectrum requests
- **Fences in easements**
 - Case by case basis depending on access needed
- **Shed Color**
 - Per the Bylaws, shed color must match your home’s siding color, however the Board has discretion to approve a shed to match trim & accent colors if no suitable siding color to match is available
- **The Board makes tough decisions based on the entire community and has chosen to make them on a case by case basis with the specific situation, circumstance and overall community impact of the decision in mind**



2023-2024 Contract Update

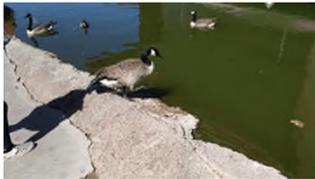
- **Attorney - Kaman & Cusimano**
 - Moved from Ott & Associates
- **Fountains - Aqua Doc**
 - No Change
- **Ponds - Forevergreen**
 - Moved from Aqua Doc
- **Landscaping - Forevergreen**
 - No Change
- **Snow Removal - Forevergreen**
 - No Change
- **Management - M2**
 - Will review this summer/fall
- **Insurance - State Farm**
 - No Change as it is Difficult for HOA's to get insurance

Areas considered when renewing/changing contracts

- **Quality of Work**
- **Responsiveness**
- **Communication**
- **Cost**
- **Reviews**



2024-2025 Planned Projects:



Ponds

- New fountains in Ponds 19, 20 and 21
 - awaiting utility permits and city approval for electrical
- Repair muskrat damage on several ponds
 - work commencing week of 6/3
- Additional basin inspections and work
 - EnviroScience currently working on pond Specs



Entrances

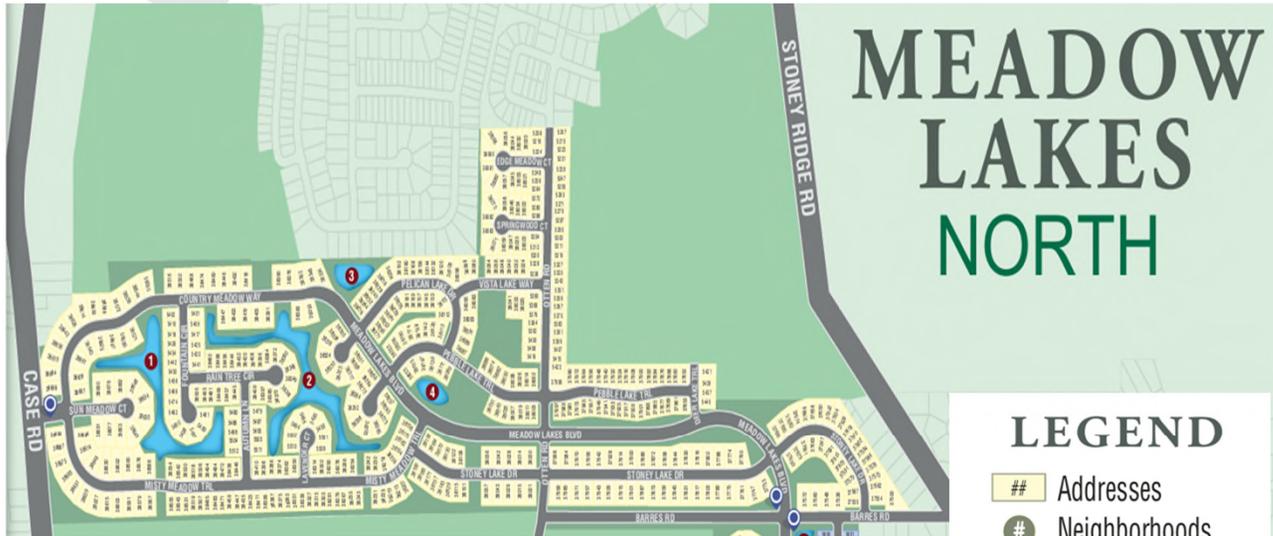
- Lights on Center Ridge Entrance Sign
- Rut at Sandy Ridge Entrance
- Dead trees cut down at Case Rd entrance



Common Areas

- Plant trees in open areas
- Install Map shadow boxes along walking path
- French drains where standing water consistently sits

Community Maps



LEGEND

- ## Addresses
- # Neighborhoods
- # Basin Numbers
- Little Library
- Electrical Panels
- Fountains
- Irrigation Systems
- Mailboxes
- Entrance Signs



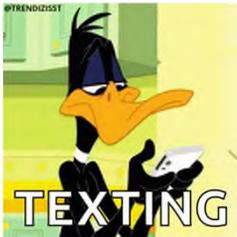


2024-2025 Goals:



Landscaping/Grounds

- Continue to work with the landscaping company to remediate issues
- Landscaping project for common areas/entrances
- Barricades at end of Talon Way
- Begin dredging of ponds that require dredging



Communications

- Survey for proposed By Laws updates
- Make better use of the M2 Management provided Meadow Lakes HOA website
 - Can use Google sites through our Google Workspace



Meadow Lakes HOA Board Member and Committees

- Election for 2 homeowner board members
- Recruit homeowners to organize and facilitate events or activities for the Meadow Lakes Community such as:
 - Newsletter Editor
 - Block Parties
 - Beatification / Seasonal decorating
 - We're open to ideas and homeowner involvement – email us with ideas!
boardmembers@meadowlakeshoa.com



Current Financials

- **\$2,105,427.86 (End of April)**
 - Operating Account \$382,306
 - Operating Savings \$105,053
 - Reserve Checking \$245,415
 - Cash Sweep Reserves \$597,926
 - Bank United (12/12/24)
 - 9 mo CD \$256,460 (5.25% APY)
 - Popular Bank (10/14/24)
 - 13 mo CD#1 \$257,632 (5.3% APY)
 - 13 mo CD#2 \$257,632 (5.3% APY)
- Financially Stable right now
 - Due to recurring maintenance, need to be smart with funds
 - Reserve study from 2020 projects us to be under funded by 2041
- Large projects coming up
- Want to ensure dues stay the same
- Late Dues
 - Same fee schedule, will be updating starting in 2025
 - Have forgiven fees for first time offenders
 - Others who have requested to meet with the board worked out a deal to ensure payments made
- Fines for breaking bylaws
 - Same process and fee schedule
 - Can be updated for next year



Future Projects:



Retention basins

- Dredging of more basins
- Erosion control around basins
- Fountain replacement



Common Areas

- Repave asphalt walking path/sidewalks
- Plant more trees/bushes
- French drains in wet areas
- Mailbox unit upkeep
 - create pull off on busy streets
- Walking path starting at end of Talon Way



Entrances

- Replace Signs at Barres/MLB
- Replace missing/broken fences
- Irrigation system repairs/installation



Communication:

- If you have an issue, comment, complaint (dare we say compliment?)
 - Email info@m2mgmt.com
 - Multiple M2 associates monitor this email box
 - boardmembers@meadowlakeshoa.com
 - All board members have access to this email
 - [Facebook messenger](#) to board account
 - Will respond to questions if we see them in comments
 - Will not have full discussions in facebook comments
 - [Complaint form](#)
 - Form submits to a spreadsheet
 - Automatically emails M2 and person who submits

- **Landscaping:** if your property abuts common area, please do not maintain it yourself
 - Difficult for landscapers to identify areas they are responsible for
 - Call/email M2 to report common areas not being maintained





What's the difference?

HOA/Board of Trustees	Management Company
Enters into contracts for management, maintenance and repair of the common areas	<p>Secures qualified vendors and prepare bids for maintenance and repair of common areas.</p> <p>Arranges and maintains the vendor relationship for maintenance and repairs of common areas.</p>
Approves the Annual and Reserve budgets	Prepares and distributes Annual & Reserve budgets as well as monthly accounting statements
Determines annual/special assessment amounts	Collects annual/special assessments
Approve monthly invoices	Facilitate debt payments (utility, contractors, legal, etc.)
Approves liens and foreclosures on delinquent accounts according to the collection policy	Partners with attorneys for cases requiring legal action
Establishes and enforces architectural/design guidelines and makes rules & regulations	Enforces architectural/design guidelines and rules & regulations



What's the difference? Part 2

HOA/Board of Trustees	Other Entity
Boats, RVs, unlicensed cars parked in driveways	Cars parked in the street City of North Ridgeville - Police Department (440) 490-2001: Non-Emergency nridgeville.org/Police
Entrance sign lights not working	Street lights out or a power outage Ohio Edison 1-888-544-4877 or text "OUT" to 544487 firstenergycorp.com/ohio_edison
Neighbors home/lawn unkempt HOA sends a letter: 15 days to comply per HOA Handbook City has inspector come out: 3-5 days to comply before mowing and billing	Noisy neighbors, dogs, fireworks City of North Ridgeville - Police Department (440) 490-2001: Non-Emergency nridgeville.org/Police
Trash cans on side of garage/house or left out for days	Trash/Recyclables not picked up Republic Services (440) 458-5191 www.republicservices.com

What's the difference? Part 2 Continued



HOA/Board of Trustees	Other Entity
Greenview Trail (Road Upkeep & Plowing)	All road issues and plowing - non Greenview Trail City of North Ridgeville - Service Department (440) 490-2094 nridgeville.org/ServiceDepartment
Landscaping of Common Areas and Entrance Signs along with Pond maintenance	Grass/Ruts by Center Ridge entrance
Dead Animal on HOA Property (i.e. common areas, ponds)	Dead Animal on public property (i.e roads) City of North Ridgeville - Service Department (440) 490-2094 nridgeville.org/ServiceDepartment https://www.nridgeville.org/ReportAnIssue.aspx



As a community, how do we...?

- **Make a change the Declaration of Covenants or Code of Regulations**
 - **Petition for a change**
 - Anyone can start a petition and work on retrieving signatures
 - Current procedure requires 25% or 426 homes out of the 1,701 homes to sign the petition
 - Verification of signatures by Management Company
 - **Voting process**
 - Outside company would be contracted for the voting process
 - Currently voting is completed by paper ballots. The Board however has asked Kaman to look into if we can hold an election electronically
 - Hard copy notice of Vote has to be sent to all homeowners. Date or dates of vote along with times allowed would be stated
 - Results tallied
 - To pass, 75% or 1,276 homes out of the total community of 1,701 homes must vote “YES”



Board Meetings

- Regular meetings are held 6 times a year
 - January, April, June, July, September, October (may vary each year)
- Meetings are NOT “closed”
 - Meeting dates, times and locations are available by contacting M2
 - Have utilized zoom because Library is only available until 8 and we always go later than that
 - Meetings are OPEN, any homeowner can come to any meeting and OBSERVE the General portions of the meeting
 - Executive Sessions of the meeting are CLOSED – Why?
 - Discuss/decisions actions against delinquent homeowners (legal and other wise – for instance payment plans)
 - Discuss/decision actions for homeowners who are not compliant with rules/regulations
 - We want to respect homeowner privacy



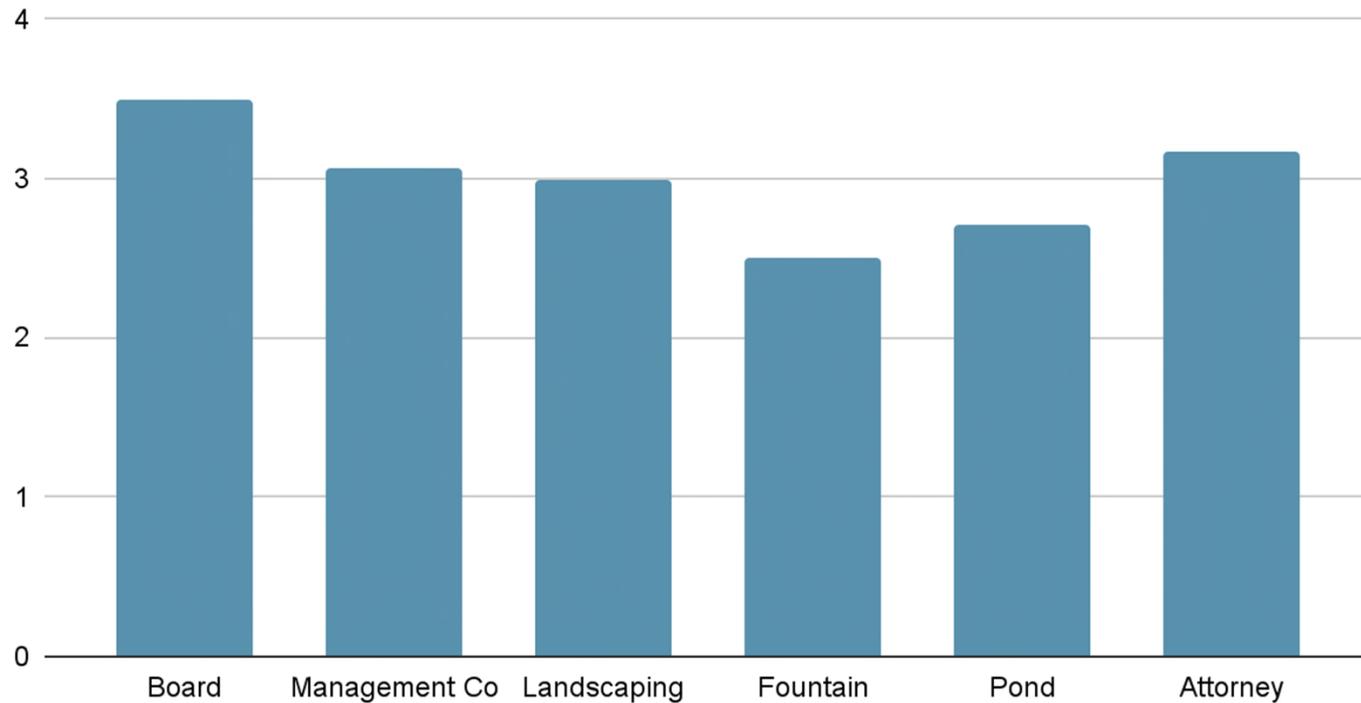
Board Meetings – Continued

- If a homeowner wants to address the board, they must request to do so –
Why?
 - The Agendas are set prior to the meeting and are usually full, we normally discuss/review the following:
 - Financials/Bank Statements
 - Common area maintenance needs – signs, landscaping, snow removal, parking, walking path, fountains, ponds
 - Homeowner complaints
 - Delinquencies
 - Payment Plan requests
 - Architectural and Design Exception Requests
 - We will *always* make time to meet with homeowners when requested
 - We schedule them into the meeting agenda at a specific time to ensure they are included
 - If we have multiple people show up, without notice, we cannot guarantee that we will be able to meet with them as items on the agenda take precedence
 - Additionally, if we have multiple homeowner requests, we want to ensure the location of the meeting is suitable for the audience size when meeting in person



Community Survey- January 2024 (33 responses)

Community Rating





Community Rating- January 2024

Range of Responses on all aspects

Board Members (3.5)

5- The new board members have been amazing! I would like to thank them for the time and dedication they have given to our development!!!

3- I have no idea what you do besides the newsletter, which is a lot of fluffy reminders. I don't need monthly reminders to not speed and take my trash cans in. If you are going to print a newsletter, add news.

Management Company (3.06)

5- Responsive. No complaints at all.

1- Horrible service/communication

Landscaping (3)

5- The landscaping on the north side has always been well maintained

1- Goose shit is everywhere, and so are the Geese. Please get rid of them.

Fountain (2.51)

4- The fountains that I see on a regular basis seem to function properly.

1- Obviously, the non working fountains are inexcusable. And many of the ponds are full of garbage and scum.

Pond (2.71)

5- The retention basins seem to be functioning as designed.

1- Again, our pond specifically is constantly full of trash, grass clippings, I assume algae of some sort? We don't have a fountain either so the stagnant water is a massive mosquito breeding ground.

Attorney (3.17)

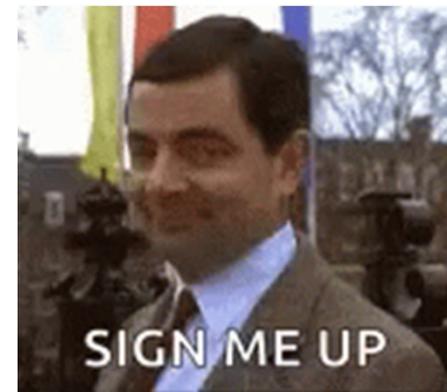
5- I haven't had much contact with them, when I was a board member the attorney seemed level headed and professional

1- Doesn't answer questions truthfully



Call for Action!

- Are you interested in volunteering to serve the Meadow Lakes Community? **Here is your chance!**
- Two Homeowner positions on the Board of Trustees are up for election!
 - If you are interested – Raise your hand to be added to the list
 - Anyone wishing to make a statement during the meeting will have that ability
 - Next year 3 positions will be up for election
- Committees
 - Need more support for extra committees
 - Social Events, Newsletter, Website, Petitions, Other Ideas



The Final Quack Ups



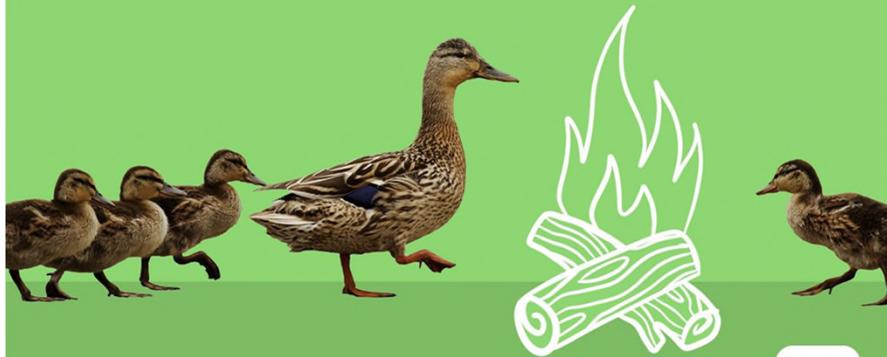
Why don't ducks like reading directions?

They prefer to wing it.



Why do ducks like campfires?

They love seeing them quackle at night.



Penalty Structure and Collection Policy

Meadow Lakes HOA Infraction Penalty Assessment Structure

Infraction Level A:	1 st Notice per Infraction	2 nd Notice per Infraction	3 rd Notice per Infraction
- Deck - Fence - In-Ground Pool - Constructed Shed	Notice Specifying Infraction 15 days to request hearing 30 days to comply	Notice Specifying Infraction 30 days to comply	Attorney Letter sent for non-compliance Homeowner is responsible for all Legal Fees in addition to total assessment. 30 days to comply
Does Not Meet Design Guidelines and/or Installed Without Approval	\$250 will be assessed if no compliance at the end of the 30 th day	At the end of 30 days or 60 days from the issuance of 1 st notice an additional \$500 will be assessed.	At the end of 30 days or 90 days from the issuance of 1 st notice an additional \$750 will be assessed.
Infraction Level B:	1 st Notice per Infraction	2 nd Notice per Infraction	3 rd Notice per Infraction
- Plastic Shed not Allowed per Design Guidelines	Notice Specifying Infraction 15 days to request hearing 15 days to comply	Notice Specifying Infraction 15 days to comply	Attorney Letter sent for non-compliance Homeowner is responsible for all Legal Fees in addition to total assessment. 15 days to comply
	\$250 will be assessed if no compliance at the end of the 15 th day	At the end of 15 days or 30 days from the issuance of 1 st notice an additional \$500 will be assessed.	At the end of 30 days or 45 days from the issuance of 1 st notice an additional \$750 will be assessed.
Infraction Level C:	1 st Notice per Infraction	2 nd Notice per Infraction	3 rd Notice per Infraction
- Above-ground Pool - Permanent basket ball hoops Installed Without Approval Not Allowed per Design/Handbook Guidelines	Notice Specifying Infraction 15 days to request hearing 15 days to comply	Notice Specifying Infraction 15 days to comply	Attorney Letter sent for non-compliance Homeowner is responsible for all Legal Fees in addition to total assessment. 15 days to comply
	\$100 will be assessed if no compliance at the end of the 15 th day	At the end of 15 days or 30 days from the issuance of 1 st notice an additional \$200 will be assessed.	At the end of 30 days or 45 days from the issuance of 1 st notice an additional \$300 will be assessed.
Infraction Level D:	1 st Notice per Infraction	2 nd Notice per Infraction	3 rd Notice per Infraction
- Landscaping Not Installed in a Timely Manner - Mailbox Does Not Meet Design/Handbook Guidelines - Play Equipment Not Allowed in Lifestyle Section - Satellite or Antenna Placement and/or Installation Does not Meet Design Guidelines	Notice Specifying Infraction 15 days to request hearing 30 days to comply	Notice Specifying Infraction 30 days to comply	Attorney Letter sent for non-compliance Homeowner is responsible for all Legal Fees in addition to total assessment. 30 days to comply
	\$100 will be assessed if no compliance at the end of the 30 th day	At the end of 30 days or 60 days from the issuance of 1 st notice an additional \$200 will be assessed.	At the end of 30 days or 90 days from the issuance of 1 st notice an additional \$300 will be assessed.
Infraction Level E:	1 st Notice per Infraction	2 nd Notice per Infraction	3 rd Notice per Infraction
- Decorations & basket ball hoops out of season - Dog defecation not cleaned-up - Exterior Lighting not maintained - Front Porch used for Storage - Property Not Kept Cut or Clean - Trash Cans left out too long - Trash Cans stored improperly - Vehicle Infractions - Other Infractions	Notice Specifying Infraction 15 days to request hearing \$50 will be assessed if no compliance at end of the 15 th day Repeat infractions will be Assessed \$100	Notice Specifying Infraction 15 days to comply At the end of 15 days or 30 days from the issuance of 1 st notice an additional \$75 will be assessed. Repeat infractions will be Assessed \$150	Attorney Letter sent for non-compliance Homeowner is responsible for all Legal Fees in addition to total assessment. 15 days to comply At the end of 15 days or 45 days from the issuance of 1 st notice an additional \$100 will be assessed. Repeat infractions will be Assessed \$200

MEADOW LAKES HOMEOWNERS ASSOCIATION, INC.

COLLECTION POLICY

The Board of Trustees ("Board") discussed the collection of delinquent assessments for Meadow Lakes Homeowners Association, Inc. ("Association") during their September, 27 2017 Board Meeting. The Board voted to approve and to implement the following collection policy, effective January 1, 2018.

- All annual assessments are due on the **fifth (5th) day** of January and are considered late if not received by the tenth (10th) day March.
- Lot owners may make a lump sum payment or installment payments of any kind so long as the full balance is paid no later than March 10th.
- An administrative late charge of \$30.00 per month shall be incurred for any late payment and on any unpaid balance. **Owners are advised that they must allow 7-10 business days for payments to process through regular mail service or be subject to a late charge.**
- Any payments made to the Association shall be applied in the following order:
 - Interest, administration fees, and/or administrative late fees owed to the Association.
 - Collection costs, attorney fees, paralegal fees, and court costs incurred by the Association in connection with the collection.
 - Principal amounts owed on the account for common expenses, special assessments, or enforcement assessments.
- If a lot owner is delinquent for a period of thirty (30) days, a notification letter will be sent to the lot owner from the property manager of the Association.
- If a lot owner is delinquent for a period of sixty (60) days in the amount of \$200.00 or more by the 1st of June, or any time thereafter, a collection letter will be sent to the lot owner from the Association's Attorney.
- If a lot owner does not pay the balance in full within ninety (90) days in the amount of \$400.00 or more by the 1st of August, or any time thereafter, the Association's attorney shall place a lien upon the lot.
- At any time after the filing of a lien, the Board may authorize a foreclosure action, small claims action, and/or municipal court action to be filed against the lot or lot owner.
- Any cost, including attorney fees, recording costs, title reports, and/or court costs incurred by the Association in the collection of delinquent assessments shall be added to the amount owed by the delinquent owner.
- The Board may revoke the lot owner's voting privileges by sending a separate letter notifying the lot owner that the privileges have been revoked due to failure to remain in good standing.
- The Board may also withhold approval of any application presented to the Association for approval with regard to architectural design requests for any owner that is not in good standing with the Association.
- If any lot owner (either by his conduct or by the conduct of any occupant) fails to perform any act that he/she is requested to perform by the Declaration, Code of Regulations, or the Rules and Regulations, the Association may, but shall not be obligated to, undertake such performance or cure such violation and shall charge and collect from said owner the entire cost and expense, including reasonable attorney fees of such performing or cure incurred by the Association. Any such amount shall be deemed to be an additional assessment and shall be due and payable immediately following notification of such charge, and the Association may obtain a lien for said amount in the same manner and to the same extent as if it were a lien for common expenses.