

**SUMMARY OF BOARD ACTIVITIES (Oct. 2020 - Sept. 2021)**

Annual Meeting of the Arlington Ridge HOA

**Ongoing Responsibilities**

* Meet and correspond frequently (email/text) regarding matters of concern to the neighborhood
* Maintain regular communication w/ homeowners (welcome letter, annual meeting notification, etc.)
* Assessment and collection of annual dues - achieved 99% compliance (Thank you!)
* Consult with other local HOAs wondering how to maintain and improve their own
* Solicitation/negotiation of lawn maintenance and snow removal contracts; tracking services performed and holding vendors accountable for contract components
* Payment of utilities, insurance, vendor invoices, etc. and reconciliation of bank statements
* Provide realtors with customized acknowledgement of dues paid for every home sold or refinanced
* Update homeowner database in PayHOA as each property turns over to new owners
* File tax documents and biennial report with the state; consult with CPA and file taxes on behalf of HOA
* Set and propose annual budget based on past expenses and future plans
* Take steps to resolve covenant violations & homeowner concerns (trailers, etc.)
* Send notifications re: weather-related parking restrictions, community news, etc.
* Maintain overall appearance of the neighborhood including consideration of new landscaping elements
* Pond maintenance approved expenses for the following:
  + - Regular addition of dye, chemicals & active bacteria to maintain health of the pond
    - Frequently evaluate water quality and treat if needed
    - Take advantage of local learning opportunities regarding optimal pond maintenance

**Special Initiatives**

* Bike Path Concrete Replacement
* Bike Path Water Mitigation
* Dubuque St Pond RipRap Replacement