



SUMMARY OF BOARD ACTIVITIES (Oct. 2018 - Sept. 2019)

Annual Meeting of the Arlington Ridge HOA

Ongoing Responsibilities

- Meet at least quarterly 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!)
- 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
- Set and propose annual budget based on past expenses and future plans
- Take steps to resolve covenant violations & homeowner concerns (trailers, barking dogs, etc.)
- Send notifications re: weather-related parking restrictions, community news, etc.
- Maintain overall appearance of the neighborhood including holiday-related enhancements and consideration of new landscaping elements
- Pond maintenance
 - 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

- Explored vendor options and selected the best option; developed and launched comprehensive new website and homeowner portal (www.arlingtonridgenl.com) (Ben/Dana)
- Initiated email invoicing and electronic payment of annual dues and determined working email addresses for 98% of homeowners (Ben/Dana)
- Revised and enhanced all routine HOA communications (dues assessment, meeting materials, welcome letter, etc.) and transitioned from paper to email (Dana)
- Reviewed and purchased Directors & Officers Insurance to limit board member liability (All)
- Opened new FDIC-insured interest-bearing Money Market account (Josh)
- Resolved ongoing dispute with Penn Heights re: cost share for stormwater detention pond (Josh)
- Explored and implemented central anchors for two ponds to prevent vandalism/damage (Josh)
- Shortened fountain operating hours to keep costs within budget following utility rate hikes (Josh)
- Explored possibility of solar panels to power neighborhood fountains (Josh)
- Arranged for signs to be professionally cleaned (Josh)
- Had nonfunctional sign light at north entrance examined and ultimately taken offline (Josh)
- Pursuing solutions to standing water on bike trail near Penn St. pond (Josh)
- Contacted Linn County REC to request installation of landscaping around new substation (Josh)