

# Stonehenge Subdivision Condo Owners Association Board Meeting Minutes

**Date:** May 22, 2026

**Time:** 5:45 p.m.

**Location:** Stonehenge pool/grounds area

**Meeting Type:** Board Meeting

## 1. Call to Order and Roll Call

The meeting was called to order at approximately 5:45 p.m. A roll call was taken. Members present included Rod, Dawn, Susan, Carol, Angela, Ron, and Joy. Monet was absent due to a family event at the hospital. Stacey was absent and had not yet been replaced. A quorum was confirmed.

## 2. Pool Equipment, Supplies, and Purchases

The Board reviewed recent pool-related purchases. It was reported that purchasing pool chemicals online resulted in an estimated savings of approximately \$2,000. Purchases included pool chemicals, a picnic table, an umbrella, pedestals for umbrellas, miscellaneous pool supplies, returns that screw in, a basket, shock, bromine, bicarbonate, play sand, and pool paint. A table that was determined to be too short was returned for credit. Original receipts were provided to the Treasurer, and copies had been emailed to Board members.

The Board voted that the pool furniture and related items should be charged to miscellaneous pool supplies. Brad was expected to dispose of the old picnic table.

A rechargeable electric blower was discussed as a way to keep the pool area clear of leaves, dirt, and debris. The proposed blower was approximately \$79. Rod motioned for board approval, and it was seconded. The Board approved the purchase.

## 3. Approval of Prior Meeting Minutes

The Board reviewed the prior meeting minutes, including corrections regarding attendance. A motion was made and seconded to approve the minutes from the prior meeting with corrections. The motion carried.

## 4. Treasurer's Report and Budget Review

The Treasurer distributed a budget/ledger update, noting that May was not yet complete. The Board reviewed year-to-date spending and remaining budget amounts. The Treasurer indicated she would add information about remaining funds to the monthly report so the Board can better track available balances and any earmarked funds.

## 5. Architectural Review and Property Maintenance

Ron reported on architectural and property maintenance matters. A certified letter had been sent regarding Steve's property, requesting action within 30 days of receipt. Issues discussed included grass cutting, painting, ivy removal, debris/branches, and other property deficiencies. The Board discussed fines for violations, including an initial \$250 penalty and continuing weekly penalties, as well as possible liens if fines are not paid.

The Board discussed rental properties and the responsibility of owners to provide tenants with the bylaws, rules, and regulations. The Board noted that violations by tenants would be addressed through the property owners.

Additional property matters discussed included driveway repairs at Kingsbridge Gardens, deteriorating building conditions, lawn and weed issues, sprinkler systems, grills on decks, and sidewalk/branch concerns at other addresses. Follow-up communications with property owners were noted.

#### 6. Old Business

The Board formally revisited the architectural update for the property on McCord Road. A motion was made to approve Matt Fought's architectural update as presented. The motion was seconded and approved.

#### 7. Director Terms, Nominations, and Election Preparation

The Board discussed expiring director terms for Phase 3, Phase 4, and the At-Large position. Ron's Phase 3 term, Stacey's Phase 4 term, and Rod's At-Large term were noted. Rod stated he intended to run again. Nomination letters had been mailed, and one returned mailing identified a new property owner, Tamara Galloway, at 6657 Margate B3, who would receive a replacement mailing.

The Board discussed a possible replacement for Stacey and confirmed that nominees must meet the membership and ownership requirements under the bylaws. The Board agreed that the bylaws, declarations, restrictions, and covenants should be followed consistently.

#### 8. Phoenix Pool Management and Insurance

The Board discussed insurance coverage related to Phoenix, lifeguards, and the pool technician. Rod reported that Phoenix stated its subcontractors and personnel were covered and that a certificate of liability insurance naming Stonehenge Subdivision Association had been provided. The certificate referenced commercial general liability coverage, including \$2 million in damages and \$1 million in medical expenses.

Board members requested clarification regarding the scope of coverage, including whether the policy covers employee injury, lifeguard incidents, pool-user injuries, chemical-related incidents, and structural damage to the pool. Rod agreed to follow up with Mark at Phoenix for clarification regarding coverage and limitations.

The Board also discussed oversight of pool operations, communication with Brad, documentation of purchases, and the need for accountability and receipts. Emergency or time-sensitive pool repairs may occur during the season, but the Board requested that such items be reported to the Board after the fact for transparency.

#### 9. Seven C's Roof Replacement

The Board reviewed a roof replacement request from Jan Bingley for Seven C's Condominium. The proposed shingle was Owens Corning Brownwood fiberglass, which was considered conforming and similar to the existing roof. A motion was made and seconded to approve the Seven C's roof replacement using Owens Corning Brownwood shingles. The motion carried.

#### 10. Annual Meeting Preparation

The annual meeting date had been posted on the website and the library was reserved. The Board discussed presenting financial statements electronically rather than using transparencies. Requested materials included prior-year financials, 2026 year-to-date financials through May 31, and budget-versus-actual information showing remaining funds.

The Board discussed the value of the community, the importance of maintaining amenities, and anticipated questions regarding pool costs, capital improvements, aging buildings, insurance costs, and resale value. The Board emphasized transparency and clear communication to members.

Annual meeting check-in and voting procedures were reviewed. Proxy forms must be submitted three days in advance. Check-in will verify identity and presence/proxy status, with quorum calculated electronically. Voting will be tabulated electronically, and two overseers will be needed for vote oversight. The Board discussed using volunteers if needed.

#### 11. Grounds, Traffic, and Lighting

The Board discussed concerns about speeding, lack of speed-limit signage within the development, no-parking signs, and street lighting. Because the streets are public, the Board noted that signage would require contact with the City of Sylvania. Ron indicated he had been following up regarding a lighting issue.

#### 12. Pool Party Request

Angela requested permission to hold a family birthday party at the pool/grounds on Sunday, June 14. The expected attendance was approximately 20 to 25 people, including children and adults. Angela and her husband would be present to supervise, and the Board noted that adults must accompany children in the pool as required. A motion was made and seconded to approve Angela's party, limited to no more than 20 attendees, with Angela and her husband supervising. The motion carried.

#### 13. Activities Committee and Community Event

The Board discussed an Activities Committee event, tentatively planned for Saturday, June 13. The event may include sandwiches, shared dishes, beverages, chairs, tables, and pop-up tents. A flyer will be prepared and distributed. Monet may assist with food, depending on availability.

The Board discussed creating an activities budget. A motion was made and seconded to transfer \$600 from the pool chemicals fund to an activities fund. The motion carried.

#### 14. Action Items

- Rod to purchase the approved electric blower for pool-area cleanup.
- Rod to follow up with Phoenix regarding insurance coverage scope and limitations.
- Treasurer to include remaining-fund/budget-balance information in monthly reports.
- Board to continue follow-up on property maintenance violations and compliance letters.
- Board to prepare annual meeting financial materials and electronic presentation.
- Board to identify two voting overseers for the annual meeting.
- Board to contact the City of Sylvania regarding speed-limit and no-parking signage concerns.
- Activities Committee/flyer volunteer to prepare and distribute flyer for the tentative June 13 community event.

#### 15. Adjournment

The meeting concluded around 7 p.m. after discussion of the activities fund and related motions.

Angela Riddel, Secretary