

# BOARD MEETING MINUTES

## STONEHENGE OWNERS ASSOCIATION

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Date: Oct. 20, 2025

Time: 6 p.m.

Meeting called to order by: Rod Culler, President

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### CALL TO ORDER

Rod called the meeting to order.

### ROLL CALL

#### Present

- President - Rod Culler (at-large)
- Vice President – Monneh Khadra (at-large)
- Treasurer – Carol King (at-large)
- Secretary – Angela Riddel (Phase 2)
- Joy Flansburg (Phase 1)
- Stacey Lowe (Phase 4)
- Dawn Mizer (at-large)
- Ron Tremp (Phase 3)

#### Absent

- Susan Romans (at-large)

### OPEN FORUM AND QUORUM

Quorum was met. No open forum discussion was held at this point.

### APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Since the minutes from the Stonehenge Owners Association annual meeting and the first board meeting, both held Sept. 29, 2025, were emailed to the board before today's board meeting, Angela called for dispensing with reading the annual meeting minutes. Dawn seconded, and all approved. Angela also called for dispensing with reading the board meeting minutes. Several members seconded, and all approved.

## **REPORTS**

### **President's Report – Rod Culler**

Rod announced that all board meetings going forward would follow Henry Martin Robert's Rules of Order. This is a widely used set of guidelines for conducting orderly and democratic meetings. It establishes rules for deliberation, debate, and decision-making, ensuring fairness by allowing everyone a chance to participate while maintaining focus and efficiency. The basic process involves a member making a motion, another member seconding it, the chair restating the motion, followed by debate and a vote.

Rod called attention to aspects of the rules and provided a structure and protocol outline to the board. It included the following:

- 1) Quorum is required before any board action.
- 2) A roll call to be taken by the secretary.
- 3) Motions from members will be put to a vote, and if a majority is in favor, the motion passes.
- 4) A motion will call the meeting to adjourn, and when seconded and approved, the meeting will end.

Rod also highlighted the need for peaceful and respectful interaction at all times. He added that this is especially important during times of disagreement. He said that new ideas would be welcomed and considered on their merits. Further, he added that the "actions or inactions of the previous board you may disagree with shall be agreed to be put in the past without any type of retribution. Constructive discussion to improve the board or community will be considered."

Regarding meeting attendance, he said that only the board of managers or guests approved in advance by all the board members would be allowed in meetings during executive session. The board discussed this, and it was decided that board members with a guest must email the other board members in advance of the meeting. A quorum of all board members (5 or more) must approve the guest before the guest will be allowed to attend.

### **Groundskeeping – Ron Tremp**

#### **Sallock Property**

Their son has taken over the Sallock property on Woodhall. He has removed a mound and planted grass. He has also agreed to have the sprinkler system repaired and ready for next year.

#### **Weedy Lot Behind Garages**

Sallocks have a dispute regarding the property between the garages between Woodhall and Abbey Run. Earlier this year, they removed some trees behind the garages, and they think some of the \$500 should be reimbursed because the trees removed were also on other people's property. Joy also spoke with the family's son.

Joy said the property is a 10'x60' piece of property owned by 4 property owners. Two of the four properties are owned jointly by multiple owners represented by a sub-association. So, how should it be addressed? Joy said it had been suggested someone should go and treat the area with Round Up, but no one has. Rod said that since this land is not association property, the board is not responsible for its cost. However, the board could help resolve the dispute. Rod suggested that Ron contact the landscaping company we use to provide an estimate for treating the strip 3 times a year. Then the estimate would be presented to the owners of the four properties. If they approve, they would each be invoiced by the landscaper for their share of the cost. Since three of the properties have a board member represented there (Rod, Carol, and Joy), it was decided that each of these board members would take the issue back to their buildings and get approval from the other owners. Ron would talk with the Sallock family.

Carol motioned for the board to approve asking Ron to get an estimate and sending the involved board members back to their communities for discussion. Ron seconded, and all approved.

Dawn showed a copy of the layout of the community that was created by Angela. Rod asked Angela to share a copy of it with the board members.

### **Newcastle Property with Ivy**

Ron talked with the owner regarding his property on Newcastle and its excess ivy. Eventually, the owner started to remove the ivy himself, and he painted the electrical boxes that were very rusted, and it looked nice. However, since the owner is advanced in years, it was suggested that whoever cleans the gutters should remove the ivy.

### **Buildings Needing to be Painted**

Ron made certain property owners in the sub-division aware that their buildings need painting. They said that they would paint it at the end of the summer. Ron said he did not follow up with them but would make sure that it would be done next year. Rod asked that Ron follow up with the owners with a letter.

### **Fence between Kingsbridge and McCord Junior High**

Elsene notified the board regarding the fence between Kingsbridge and McCord Junior High. Ron removed the broken pieces and suggested getting quotes to replace the fences for next year. Also, the picnic table is falling apart, and he would like to get quotes for a new picnic table. Board members suggested he look at a composite/resin picnic table as a replacement.

### **Brown Lawns**

Because of the drought this summer, all the lawns that did not have a sprinkler system were brown and unsightly. According to the "Rules and Regulations for Exterior Maintenance," section 13 - required yard maintenance, "watering lawn often enough to prevent browning, disease, and dying grass." Rod said that, according to the bylaws, all property owners and associations should be sent a letter if their lawns are not cared for. Discussion of various properties throughout the subdivision that need watering. Ron will draft a letter, and Angela and Dawn will proofread it. The board will review, and then they will be mailed to the owners.

Carol asked if landlords could be asked to provide a copy of the Rules and Regulations to their tenants. Rod said his lease agreements include it, but that not all landlord owners do this. They should, though, because all tenants are bound by them, as are the landlord property owners. It's the landlord's responsibility to inform their tenants and hold them to the rules. Rod suggested a letter be sent to landlords reminding them of this. All agreed.

### **Discussion of the Bylaws, Rules and Regulations**

Discussion also occurred regarding bylaws and other documents currently on the association website. Rod said he would check these against the documents on file with the county recorder's office. The documents on the website may not be complete. Once Rod gets a complete copy from the county recorder's office, these documents will be published on the association website.

### **Pool Area Grounds Sprinkler**

Buckeye Irrigation will be shutting down the sprinkler system either this week or next. Ron told them there was no point in opening the sprinkler system on the Sylvania/Stonehenge side. It had not been turned on.

### **Power Issues at the Entrance**

There was a power loss at the turret at one of the entrances. Edison and the Ohio Utilities Protection Service (OUPS) came out and determined that Edison had accidentally cut a line. Edison took responsibility and moved the drop closer to the turret. It had been behind Saxon Square. George from King Electric came out and attached the electrical meter to the turret. None of these items was charged to the association. The lack of power had also impacted the sprinklers in the area. These will now work again in the spring.

## **WEBSITE**

### **Reimbursement of Web Charges to Past President**

Rod said that Alan Kirshner, former board member and board president, had been paying the costs of the website (hosting, email, and domain registration) from his own personal funds. Rod suggested reimbursing Alan for the current year's costs he incurred, but not for the past years' costs he may have paid. The current charges were paid in August and will keep the website online through August 2026. After that, the cost will be paid by the association. Aug. 2025-Aug. 2026 charges to be reimbursed to Alan: \$219.68 (web hosting, \$55.92 (marketing and email), and \$35.16 (domain name registration). Total is \$310.76. Rod motioned that Alan be reimbursed for that amount. Monneh seconded, and all approved.

Rod gave Carol the receipts for the website charges that Alan paid for her records.

Rod added that Carol has a credit/debit card that can be used to make renewal payments for future website costs.

### **Discussion of Web Fees**

There was a discussion of whether any of these website items could be removed in the future, such as the marketing and email fees. Hosting service and a domain name are required. Angela will check what the marketing and email fees covered and whether they should be continued at renewal time in 2026.

### **Angela to Manage Website**

Rod motioned that Angela should be given access to the website to manage it, since she has experience managing the site for Phase 2. She would be responsible for adding to the website approved minutes and any other documents the board has asked her to add. Anything else to be added to the website, the board would vote on separately. Carol seconded, and all voted in favor.

### **Minutes on the Website**

Ron requested that older minutes currently on the website be removed. The board discussed which minutes should be on the website. Ron made a motion that the website display only minutes from 2024-present, and that prior minutes would be available from the board upon request. Rod asked Angela to make sure a hard copy of past minutes was available offline. She agreed. Rod seconded the motion about minutes, and the motion passed.

## **BUDGET**

### **Discussion of Paying Association Bills**

Rod said that Carol, as treasurer, has the right and responsibility to use the association's funds to pay its bills. As president, Rod is a co-signer on the checks. In the interest of clarity and better money management, he said he would prefer to co-sign only on checks above \$500, except for those larger checks for employees or utilities. Employee checks are governed by signed contracts with Phoenix, which dictate the payment amount. Phoenix is the employment agency through which we hire and pay our lifeguards and the pool service contractor. All other payments above \$500 would be co-signed by the president, Rod Culler. According to her experience, Joy (past treasurer) said this would be about six or so checks per year. Rod made a motion that all checks above \$500 (excluding Phoenix and utility payments) would be co-signed by the president. It was added to the motion that, in the event the president was unavailable and a check needed to be co-signed, the vice president would be vested with the responsibility to co-sign. Angela seconded. All were in favor. The motion passed.

Ron asked what the protocol was if Carol was unavailable. Rod said that he already has the authority to sign all checks if needed. However, he would prefer to wait and allow Carol to make all payments as usual.

### **Legal Fees for Kaman and Cusimano**

Rod presented a bill of \$764 for legal services from Kaman and Cusimano, the association's law firm. K&C is on retainer and this fee is the quarterly retainer fee. The bill also outlined the services provided during the period (managing the annual meeting, etc.) Angela asked if the K&C contract was available. Rod said he would get it from Alan and give it to Carol for her files. The bill was given to Carol for payment. Since this service was already under contract, no vote was needed to authorize payment.

### **Annual Budget Discussion**

Rod said he would like the process for the annual budget to be completed by Dec. 1, so that notices go out 30 days before they are due. All agreed, and a budget committee was formed, comprised of all members of the board. Since all board members are on the committee, the preliminary budget meeting and approval meeting can take place at the same meeting. The budget must be approved by 5 or more board members before it is approved.

Regarding regular board meetings, Rod proposed having quarterly board meetings and additional meetings only if requested by members of the board. He would also prefer to hold the meetings in a location like the library rather than in member homes.

Ron asked if the pool coordinator, Sandy Murnen, needed to be at the budget meeting. Rod said no, because we would be using historical financial information, and that we have enough information to proceed.

To get letters out by Dec. 1, it was suggested that the budget meeting should be held on Friday, Nov. 14, or Tuesday, Nov. 18. Angela would check library availability dates and inform the board. Carol has past letters to develop a letter for this year. Rod said the letters do not need to be certified.

## **TREASURER'S REPORT**

### **Discussion of Current Financials**

Carol provided the board with copies of the current financial report. She highlighted that some corrections were made. She said that there was \$6,501 as of September. More income was expected to arrive this month, as some sub-association payments were due this month. Some were already late. She asked if a notice could be put in the letter to address overdue payments. The due dates need to be clarified, whether the payer is paying annually or quarterly. There also needs to be a discussion of consequences if payments are late. Carol also reported that the largest expense for October was \$2,400 for AquaLawn landscaping services.

Carol went back over two sub-associations' assessments due this month that were still unpaid as of the board meeting. The board discussed past due payments, and it was noted that late fees had not been assessed, at least not recently. Rod suggested reviewing the bylaws to see what they say about assessing late fees. Regarding one of the delinquent payors, Carol said it was uncertain which of the property owners was the point of contact for the group, Stonehenge Court Condo Association. Ron believes Thomas David is the president of this group.

The board discussed late fee options at length. While these cannot affect current fees outstanding, they might be put into effect for future assessments. This will be addressed at the budget meeting, and any late charges will comply with our association bylaws. Angela also talked about the Kaman and Cusimano webinar on collecting unpaid fees. She noted that K&C provides a template on its Association Total Legal Assistance System (ATLAS) website and that these guides are free to us as clients.

### **Receiving Payments – Association Address**

Carol requested a post office box for receiving checks. However, Rod did not want the association to have that expense. Instead, he asked that all payments be sent to Carol, the treasurer's address, and that the association's checks also list Carol's address. Having a post office box would not stop mail from going to an old address.

Carol and Rod have both signed signature cards at the bank. But new checks will need to be ordered. Regarding automated payments, we should remind payers to update payment information at their banks so checks go to the new treasurer's address.

Rod and Carol discussed that they are concerned that overdue assessments may cause us to not be able to place in reserve the amount we normally would add. Also had several large expenses since the annual meeting on Sept. 29.

### **Water Usage Discussion**

The water bills for this year, especially in the last few months, have been unusually high. This was not an estimate; it was off the meter. Last year, the water in the pool had been drained and refilled, which explained last year's high bills. But this year, this was not done. Yet the bills are even higher, which suggests a leak at the pool. Rod suggested hiring someone in the spring to investigate the possibility of a leak. Also, if the pool level drops significantly over the winter, this means there is a leak.

## **Pool Expenses**

Rod asked if anyone had contacted Phoenix to ensure Brad, the pool guy, was not still being paid after the season. Joy said his contract had an end date for payment and that no payments should have been made afterwards. Rod asked Carol to call and confirm.

Carol noted that many pool expenses for this past year were higher than normal.

Ron said that garbage pickup for the year has been discontinued. It will resume after the pool opens next year.

## **Other Expenses – Copies of Financials**

Carol said that last December (2024), when another person was the treasurer, she was to hand off the financial records for the past 5 years to Joy, the new treasurer at that time. This was not done. Instead, the past treasurer gave them to the president at the time. Using association funds, he paid \$626.03 to have paper copies and a flash drive of the documents made. He kept the copies and the flash drive. The originals were given to Joy, who has since given them to Carol. Carol is wondering whether we should bill the past president \$626.03 since he kept the copies and the flash drive.

Rod said he believes this is old business of the old board, and they did not address it. The current board discussed the matter at some length. Rod said he would support getting the copies and flash drive if we did not have the original documents. Since we have the originals, he sees no point in going after the copies. Angela noted that not having the flash drive means the paper originals are all we have, and the documents would need to be digitized again to duplicate what was readily available on the flash drive. Carol added that we have no way of knowing whether the originals we have are complete, since the transfer of documents was not a clean transfer from an accounting perspective.

Rod said he preferred not to spend time or money to get the copies or drive back. He added that going forward, the current board would not operate in such a manner. The new board would operate in a way that was above board. This is why he wants to countersign all large expenses, so that there is no appearance of impropriety. He wants our board to operate transparently and ethically.

## **Other Expenses – Turret and Entrance Sign Repairs**

Ron spoke of the turret repairs he made. He said he should have asked the board for permission to do the repairs, but he didn't. He just did what was needed. But he also did not ask for reimbursement for his work, only for the supplies (\$356). The previous board agreed to pay him for the supplies.

## **Lighting Discussion**

Some lighting around Stonehenge is our association's responsibility; other lighting belongs to Toledo Edison. The light near the pool is ours, and George from King Electric will come out to replace the bulb. Ron also reported to Toledo Edison a light out on Newcastle at the end of the walkway. Dawn shared that there is another one out at Woodhall and Stonehenge that should be reported to Toledo Edison. Ron agreed to report it.

### **Pets Discussion**

Dawn said that there was a new tenant near her who did not have his dog on a leash. He lets the dog out and does not clean up after it. Another person didn't have control of his dog, and the dog almost attacked her. This led to a discussion of pet etiquette and the pet policy in the bylaws. It was noted that Sylvania has a mandatory leash law.

### **Streaker**

A man was caught on camera in the pool after hours and without clothing. He was identified, and he is not a resident but lives nearby. The previous board was told they could prosecute him or fine him. Rod said he is not sure whether the previous board acted or not.

### **ADJOURNMENT**

Ron motioned to adjourn, and Carol seconded. All were in favor. Meeting adjourned.

Recorded by Angela Riddel, secretary