



Lakewood HOA 45011

Oct 23rd, 2025 Meeting

Annual Meeting Agenda – EMS version

- Call to Order
- Proof of notice of meeting or waiver of notice
- Reading of minutes of proceeding meeting
- Board presentation
- Old Business
- New Business
- Election of inspectors of election
- Election of Board members
- Adjournment

HOA background

- Homeowners Association, is a private, self-governing organization in Ohio and other States that regulates and manages a residential community.
- The association is typically created when a new community is developed, and membership is mandatory for all property owners within that community
- In our case there are shared resources and liabilities that are collectively the responsibility of the HOA

Governing documents

- HOA **covenants** are the legal rules and restrictions that govern a community. These rules are officially called the **Declaration of Covenants, Conditions, and Restrictions (CC&Rs)** and are filed with the county.
- Think of them as the constitution of the neighborhood, dictating what homeowners can and can't do with their property. They are legally binding on all current and future homeowners.

Community Guidelines

- These are more flexible, specific rules sanctioned by the covenants, which are created by the HOA board to implement and enforce the broader covenants.
- For example, a guideline states that "Trash cans are expected to be stored inside the garage, out of view, or may be placed on the side of house (not rear), as long as, they are not visible"

Out of scope

- Anything that isn't covered in the CC&Rs is not in scope
- The HOA has no jurisdiction over matters that do not affect the community's appearance or property values.
- These include:
 - Disputes between neighbors
 - Streets (Fairfield Township)
 - Crime – theft, drugs, domestic issues (Fairfield Township Police)
 - Street lights (Duke Energy)

Architectural Review Committee (ARC)

- Homeowners are required to submit an application to the ARC before making any exterior changes to their property. This can include anything from painting the house or installing a new fence to building an addition, a deck, hardscape (rocks, stones) or a new roof
- The upgrade or replacement of any aspect of the existing exterior that is in the same style, format and color, do not need an ARC request
 - New roof – same color
 - New windows with same design
 - Re-paint using the same color

New Property management company

- Eclipse Community Management will be our new property manager starting on January 1st.
- We have had continuous issues with Elite EMS
- You may have had violation letters for trash cans being out on Tuesday evening or Wednesday morning
- The nuisance violation practice has been stopped approximately 6 months ago

Modernization

- When the HOA was created over 25 years ago, most every document and record was paper-based.
- Now all documents are electronic
- Currently Elite EMS and our new property manager Eclipse, exclusively use online portals to store documents
- The Board has created a Microsoft-based solution for board members to store and reference documents.

2025 Accomplishments

- Upgraded and repaired the irrigation system at the front entrance
- Upgraded the lighting and replaced the electrical box and systems at the front entrance - ongoing
- Installed a new pond aerator
- Implemented a muck reduction process for the pond
- Remediated 50% of the stream issues
- Updated/replaced pool mechanical room water treatment equipment
- Moved ARC requests to an electronic form.

Future plans

- Create an ARC committee of 3 homeowners.
- Replace the parking lot at the pool
- Repair the pool decking (concrete and tile)
- Replace pool mechanical room tubing and related minor hardware
- Continue stream remediation
- Monitor progress of water retention pond muck reduction
- Update the Community Guidelines
- Create an Activities committee (Welcome, neighborhood garage sale, Pool opening, closing party)

Trash issue

- There has been quite a bit of conjecture surrounding where the trash comes from. Bridgewater Falls was suspected of being the major source
- The Board worked with the property manager of Bridgewater Falls, Fairfield Township and the Butler County Engineer's office to first determine how the storm water system in Bridgewater and west on Princeton road to Walmart and Home Depot
- Bridgewater Falls has implemented multiple processes to ensure that surface trash doesn't enter the storm water system.
- The prevailing winds from the west blow trash down Princeton road and into storm sewers that run into our streams.

Streams

- Due to the trash coming from Princeton road into our storm sewers is especially problematic for homeowners who have a stream that runs through their property.
- These homeowners are required to keep the flow of the stream unobstructed, which can mean removing trash that gets caught in their section of the stream in addition to controlling vegetation overgrowth

Board tasks

- **Financial Management**
- **Collecting assessments** (dues/fees).
- **Approving and managing** the annual budget.
- **Maintaining reserve funds** for long-term repairs.
- **Reviewing financial reports** and ensuring audits, if required.
- **Common Area Maintenance**
- **Overseeing landscaping, pool, clubhouse**, etc.
- **Hiring and managing contractors/vendors** for maintenance or repairs.
- **Setting community standards** for the upkeep of shared spaces.

Board tasks (con't)

- **Enforcing community Covenants, Conditions, and Restrictions (CC&Rs).**
- **Reviewing and approving/disapproving** homeowner architectural/renovation requests.
- **Addressing violations** (e.g., non-approved exterior changes, failure to maintain landscaping, etc.).
- **Contracts & Insurance**
- **Negotiating contracts** with vendors, service providers, and management companies.
- **Maintaining adequate liability and property insurance** for common areas.

Interested in serving on the Board

- Do you have skills in:
 - **Financial Management:** Budgeting, basic accounting, understanding financial statements, and negotiating contracts.
 - **Communication & Interpersonal Skills:** Active listening, diplomacy, public speaking, and clear written communication.
 - **Organizational & Administrative Skills:** Project management, scheduling, minute-taking, and familiarity with legal requirements.
 - **Problem-Solving & Conflict Resolution:** Mediation, critical thinking, and fairness in enforcing rules.
 - **Basic Legal or Governance Knowledge:** Understanding HOA governing documents, basic contract law, or willingness to consult legal professionals.
 - **Community Leadership & Vision:** Strategic planning, inclusivity, and motivating community involvement.

Time commitment

- The time varies week by week and is more in the spring and summer months.
- Varies from 2-5 hours week. The workload ebbs and flows
- For example, in the spring and summer there are more ARC requests. In the fall and winter new contracts need to be decided on.

Communication

- Website: <https://www.lakewood45011.org>
- Email: lakewoodhoa45011@gmail.com
- Facebook page – restricted to homeowners in our HOA.
 - Send an email and request a Facebook “Invite”

Annual Meeting Agenda – EMS version

- Call to Order
- Proof of notice of meeting or waiver of notice
- Reading of minutes of proceeding meeting
- Board presentation
- Old Business
- **New Business**
- Election of inspectors of election
- Election of Board members
- Adjournment