

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING MINUTES  
MONDAY, MAY 13, 2002**

**CALL TO ORDER:** Walter Rugh called the meeting to order at 7:05 p.m.

**ATTENDANCE TAKEN:** Walter Rugh, Amy Darrah, Maurice Trabout, Thelma Bikulcius, Debbie Wallace, and Jack Dodd. Rodg Gerhardt was absent from the meeting. Vivian Berry represented Complete Property Management Group, Inc. D.B.A. Management Plus Realty Service.

**APPROVAL OF MINUTES:** The Board of Trustees approved the Minutes of the April 8, 2002 Board of Trustees Meeting with a few minor changes.

d.) Dryer vents and kitchen vents: Homeowners are reminded to clean out your dryer vents and kitchen vents. You want to be sure that no lint, birds' nests, etc. are clogging your vents. Management Plus can assist you with names of contractors that you can hire. If you want to hire Management Plus you would be charged for all labor and materials.

i.) Parking violators: The Board requested a copy of the parking rules be sent to unit 602 again. The homeowner and or their guests are violating the parking rules. Excess vehicles should be parked off the premises and or other arrangements made for the vehicles.

m.) Landscaping: The Board discussed the poor condition of the lawn. The landscaper is behind schedule due to weather conditions.

**COMMITTEE REPORTS:**

Nominating Committee: No update

Architectural Committee:

- a.) 1303 – new deck. Committee needs more information from the homeowner.
- b.) 1102 – fencing: The Board requested that Management Plus send a letter to the homeowner that the fencing must be removed from the rear of the unit or hide the fence with approved shrubbery.
- c.) HOMEOWNERS AND RESIDENTS ARE REMINDED THAT FLOWER BOXES MUST BE APPROVED BY THE BOARD BEFORE THEY ARE INSTALLED OR ATTACHED TO THE BUILDINGS.
- d.) 701- Jack Dodd to replace tree: The Board approved.

Budget Committee: The Board held a brief discussion regarding fees for the year 2003, anticipated expenditures over the next couple of years and how to fund for these expenditures.

Review of Documents Committee: No update.

**MANAGEMENT REPORT:** The Board approved the management report as written. Balance in the checking account as of April 30, 2002 was \$1,355.78. The balance in the reserve account as of April 30, 2002 was \$60,885.62. The Board reviewed the past due report. The Board approved the payment of the invoices submitted by Management Plus.

**OLD/NEW BUSINESS:**

- a.) Additional Funding of Reserve: Second payment of \$500.00 due July 1, 2002.
- b.) Paving Work: Southern Ohio Sealcoating has been working on the project. Additional work to be done later on this summer.
- c.) Walk Through: Rescheduled for May 8, 2002 at 9:00 a.m.
- d.) Water shut off valves: Homeowners and residents are encouraged to know where your shut off valve is for your unit. Homeowners and residents are also encouraged to know which unit in your cluster has the shut off valve for your entire cluster. Please check your shut off valve on a regular basis to be sure it is operational. If you do not have a shut off valve for your entire unit, we highly recommend that you hire a plumber to have one installed. PLEASE SEND WRITTEN NOTIFICATION TO THE MANAGEMENT COMPANY OF WHERE YOUR SHUT OFF VALVE IS.
- e.) City of Montgomery: Management Plus contacted the City of Montgomery regarding the rip rap issue on the side of unit 1301. City of Montgomery has not responded to the latest communication.
- f.) 2000 Review by CPA Firm: The 2000 review has been completed by the CPA firm. Anyone interested in receiving a copy, please send written notice to Management Plus Realty Service 285 Northland Boulevard Cincinnati, Ohio 45246, fax at 513-772-2570 or by e-mail at [Lisa@mprs.net](mailto:Lisa@mprs.net).
- g.) 100 Garage: The Board agreed to continue to monitor the garage for any movement.
- h.) Termites: The Board is getting a bid from Terminix for the baiting program.
- i.) Landscaping: The Board discussed the condition of the lawn areas and mulch beds. The landscaper is behind schedule due to weather conditions. Homeowners and residents are reminded that you are responsible for all landscaping services within four foot of your unit. This includes, but is not limited too, weeding, weed control, fertilization, regrading, mulching, trimming of bushes – shrubs and or trees, etc.
- j.) Storm Damage: In April 2002 we had some storm damage. This matter has been turned over to the insurance company. If you notice any storm damage in the community, please send written notification to Management Plus at 285 Northland Boulevard Cincinnati, Ohio 45246.
- k.) Requests from homeowners: The following homeowners put in requests for items to be looked at during the walk through: 103, 803, 1001, 504 and 1103.

- l.) Building 400 Gutters and Downspouts: The homeowners are having problems with the gutters and downspouts. Roto Rooter and Management Plus checked over the system. The Board approved for Management Plus to solicit bids for the installation of 6 inch gutters and 4 inch downspouts.
- m.) Service Requests: If you are having any service needs, please use a service request form and forward it to Management Plus Realty Service either by mail, fax or e-mail. If you do not have a service request form you may send a note. All service requests (except for true emergencies) must be in writing.
- n.) Insurance: Homeowners are reminded that the insurance deductible for 2002 is a minimum of \$1,000.00. Homeowners are responsible for any and all insurance deductibles. Please be sure that you have adequate insurance coverage. Please be sure that you have loss assessment coverage in a minimum amount of \$1,000.00. Additional riders are recommended with your homeowner's insurance policy. Please check with your insurance agent to be sure you have adequate protection.
- o.) For Sale Signs: Only one for sale sign is permitted in front of your home and it must be within your four foot area. One for sale sign may be placed up on Montgomery Road only in the mulch bed.
- p.) Light Bulbs: Rodg Gerhardt has been kind enough to volunteer to change burned out light bulbs for the common area in order to save the Association monies. If you notice any common area light bulbs not working, please contact Rodg directly at unit 101 or 792-9222. Please do not contact Management Plus.
- q.) Management Plus – emergency phone number – 513-618-8166.  
Office phone number - 513-772-2570  
Lisa Bloomer – ext. 12 (Lisa@mprs.net)  
Vivian Berry – ext. 13 (Vivian@mprs.net)  
Fax number – 513-326-2554  
Office address – 285 Northland Boulevard Cincinnati, Ohio 45246

If Lisa Bloomer is not available – please speak with Vivian Berry.

**ADJOURNMENT:** With no further business to discuss the meeting adjourned at 8:55 p.m. The next Board Meeting is scheduled for June 10, 2002. The meeting will be held at the home of Amy Darrah - 803. Jack Dodd is unable to attend the meeting.

**Montgomery Meadows HOA**  
**GENERAL FUNDS STATEMENT**  
 Period: 04/01/02 to 04/30/02

Description	Current Period			Year-To-Date			Yearly Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>INCOME:</b>								
06310	Assessment Income	8,560.00	8,225.00	335.00	30,927.50	32,900.00	(1,972.50)	98,700.00
06335	Additional Funding to Reserves	175.00	.00	175.00	35,015.00	47,000.00	(11,985.00)	47,000.00
06340	Late Fee Income	15.00	.00	15.00	75.00	.00	75.00	.00
06920	Misc. Income	25.00	.00	25.00	183.50	.00	183.50	.00
06950	Deposit refunded	.00	.00	.00	100.00	.00	100.00	.00
	<b>TOTAL INCOME:</b>	<b>8,775.00</b>	<b>8,225.00</b>	<b>550.00</b>	<b>66,301.00</b>	<b>79,900.00</b>	<b>(13,599.00)</b>	<b>145,700.00</b>
<b>EXPENSES:</b>								
07010	Management Fees	599.25	599.00	(.25)	2,397.00	2,397.00	.00	7,191.00
07140	Accounting Fees	.00	.00	.00	.00	.00	.00	1,500.00
07160	Legal Fees	717.50	54.00	(663.50)	1,262.50	216.00	(1,046.50)	650.00
07260	Postage & Copies	203.16	133.00	(70.16)	785.60	532.00	(253.60)	1,600.00
07280	Insurance General	.00	725.00	725.00	4,485.50	4,325.00	(160.50)	8,700.00
07300	Miscellaneous General	.00	20.00	20.00	165.00	80.00	(85.00)	250.00
07320	Property Tax	.00	.00	.00	26.46	25.00	(1.46)	50.00
07430	Federal Income Tax	.00	.00	.00	190.00	300.00	110.00	300.00
08910	Electricity	123.12	141.00	17.88	532.13	564.00	31.87	1,700.00
08930	Water & Sewer	4,575.15	.00	(4,575.15)	4,575.15	3,875.00	(700.15)	15,500.00
09110	Building Maintenance	1,136.35	1,250.00	113.65	7,165.85	5,000.00	(2,165.85)	15,000.00
09610	Lawn Maintenance	1,763.15	2,083.00	319.85	7,052.60	8,332.00	1,279.40	25,000.00
09700	Trash Removal	481.75	482.00	.25	1,927.00	1,927.00	.00	5,781.00
09750	Extermination	.00	.00	.00	133.50	.00	(133.50)	.00
09800	Snow Removal	.00	500.00	500.00	127.00	3,500.00	3,373.00	3,500.00
09910	Reserves	998.16	998.00	(.16)	3,992.64	3,992.00	(.64)	11,978.00
09930	Additional Funding to Reserves	.00	.00	.00	38,965.00	47,000.00	8,035.00	47,000.00
	<b>TOTAL EXPENSES:</b>	<b>10,597.59</b>	<b>6,985.00</b>	<b>(3,612.59)</b>	<b>73,782.93</b>	<b>82,065.00</b>	<b>8,282.07</b>	<b>145,700.00</b>
	<b>EXCESS RECPT OVER DISBSMT</b>	<b>(1,822.59)</b>	<b>1,240.00</b>	<b>(3,062.59)</b>	<b>(7,481.93)</b>	<b>(2,165.00)</b>	<b>(5,316.93)</b>	<b>.00</b>
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PREVIOUS BALANCE 03/31/02     \$ 3,178.37  
 EXCESS RECPT OVER DISBSMT     \$ (1,822.59)  
 CASH IN BANK 04/30/02         \$ 1,355.78

**MONTGOMERY MEADOWS  
RESERVE SUMMARY  
April 30, 2002**

Expense Category	Beginning Bal.	Transfer In	Withdrawals	Ending Bal.	YTD Transfer In	YTD Withdrawals
Road Resurface	0.00			0.00	0.00	0.00
Seal Coating	10,000.00			10,000.00	0.00	0.00
Concrete	0.00			0.00	0.00	0.00
Water & Sewer Lines	0.00			0.00	0.00	0.00
Roofs	0.00		827.00	-827.00	0.00	827.00
Gutters/Downspouts	3,000.00			3,000.00	0.00	0.00
Gutter Guards	2,000.00			2,000.00	0.00	0.00
Chimney Flashing/Caps	0.00			0.00	0.00	0.00
Garage Doors	0.00			0.00	0.00	0.00
Garage Windows/Side Dr	2,994.48	998.16		3,992.64	3,992.64	0.00
Shutters	0.00			0.00	0.00	0.00
Trim Garages	0.00			0.00	0.00	0.00
Drainage/Undergrounds	6,300.00			6,300.00	6,300.00	0.00
Tree Trim/Removal	-4,960.00			-4,960.00	0.00	4,960.00
Landscape Improvements	0.00			0.00	0.00	0.00
Hemlocks	0.00			0.00	0.00	0.00
Termite Renewal	1,824.10		222.60	1,601.50	0.00	398.50
Termite New	-834.50			-834.50	0.00	2,834.50
Lighting (front doors)	0.00			0.00	0.00	0.00
Lighting (balance)	0.00			0.00	0.00	0.00
Soffits, Rake, etc.	0.00			0.00	0.00	0.00
Siding	0.00			0.00	0.00	0.00
Painting	7,000.00			7,000.00	0.00	0.00
Mailboxes	0.00			0.00	0.00	0.00
Allen Block Wall	0.00			0.00	0.00	0.00
Rock Walls	0.00			0.00	0.00	0.00
Rock Fronts	0.00			0.00	0.00	0.00
Brick Veneer Buildings	0.00			0.00	0.00	0.00
Miscellaneous	0.00			0.00	0.00	0.00
Building 100 Garage	0.00			0.00	0.00	0.00
Front Steps	0.00			0.00	0.00	0.00
Electrical Box Covers	0.00			0.00	0.00	0.00
Electrical Wiring Transfor	0.00			0.00	0.00	0.00
Additional Funding 2002	32,665.00			32,665.00	32,665.00	0.00
Contingency	745.58			745.58	0.00	0.00
Totals:	60,734.66	998.16	1,049.60	60,683.22	42,957.64	9,020.00
Interest:	202.40	0.00	0.00	202.40	202.40	0.00
<b>TOTAL:</b>	<b>60,937.06</b>	<b>998.16</b>	<b>1,049.60</b>	<b>60,885.62</b>	<b>43,160.04</b>	<b>9,020.00</b>