

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, JUNE 10, 2002**

CALL TO ORDER: Walter Rugh called the meeting to order at 7:00 p.m.

ATTENDANCE TAKEN: Walter Rugh, Amy Darrah, Maurice Trabout, Thelma Bikulcius, and Debbie Wallace. Rodg Gerhardt and Jack Dodd were absent from the meeting. Lisa Bloomer and Vivian Berry represented Complete Property Management Group, Inc. D.B.A. Management Plus Realty Service. John Woods was present from Complete Pest Control. Jack Thompson homeowner of 1303 was present. Sue Britton homeowner of 1306 was present. James and Jane Saylor residents of 1303 were present.

APPROVAL OF MINUTES: The Board of Trustees approved the Minutes of the May 13, 2002 Board of Trustees Meeting.

HOMEOWNER CONCERNS: The homeowners attended the meeting to discuss the treatment of termites. Discussion was held regarding the products currently being used and discussions were held regarding the need to look at other products on the market. Lisa Bloomer is soliciting bids from Complete Pest Control and Terminix. Lisa Bloomer supplied a bid from Ace Exterminating.

COMMITTEE REPORTS:

Nominating Committee: No update

Architectural Committee:

- a.) 1102 – fencing: The Board approved the letter to be sent to the homeowner regarding the fencing must be removed from the rear of the unit or hide the fence with approved shrubbery.
- b.) HOMEOWNERS AND RESIDENTS ARE REMINDED THAT FLOWER BOXES MUST BE APPROVED BY THE BOARD BEFORE THEY ARE INSTALLED OR ATTACHED TO THE BUILDINGS. FLOWER BOXES CANNOT BE ATTACHED TO THE BUILDING OR SIDING. ANYONE THAT HAS A FLOWER BOX ATTACHED TO THE BUILDING OR SIDING – MUST HAVE IT REMOVED IMMEDIATELY.

Budget Committee: No update.

Review of Documents Committee: No update.

MANAGEMENT REPORT: The Board approved the management report as written. Balance in the checking account as of May 31, 2002 was \$479.33. The balance in the reserve account as of May 31, 2002 was \$60,722.62. 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.) 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.
- d.) 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.
- e.) 100 Garage: The Board agreed to continue to monitor the garage for any movement. The Board requested that Management Plus solicit bids based upon the recommendations of the engineer.
- f.) Termites: If you notice any signs of termites, immediately contact the Management Plus at 513-772-2570.
- g.) Landscaping: 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.
- h.) 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.
- i.) Building 400 Gutters and Downspouts: A bid was reviewed from Schneider Home Improvement. Additional bids must come in for Murphy Home Improvement and Better Home Products.
- j.) Designated Handicap Parking Space: The Board has approved for the installation of a designated handicap parking space near the 900 Building. The designated handicap parking space can only be used by someone that displays a proper handicap sticker, sign or license plate. When parked in this spot you must display the proper handicap sticker, sign or license plate. Anyone parking in this designated handicap parking space that does not display a current handicap parking sticker, sign or license plate can be towed at the expense of the vehicle owner with no further notice given.

- k.) Unit #602: This unit is still in violation of the parking rules. Violators of the parking rules are subject to towing of the vehicle at the expense of the vehicle owner with no further notice given. If the unit owner or occupants do not stop parking in the visitor spots the vehicles will be towed at the expense of the vehicle owner with no further notice given to the unit owner or occupants.
- l.) 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.
- m.) 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.
- n.) 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.
- o.) 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.
- p.) Insurance Representative: The Board requested that Management Plus invite Craig Ferrall from Mariemont Insurance to attend a Board Meeting.
- 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 8:50 p.m. The next Board Meeting is scheduled for July 8, 2002. The meeting will be held at the home of Jack Dodd - 701.

Montgomery Meadows HOA
GENERAL FUNDS STATEMENT
 Period: 05/01/02 to 05/31/02

Description	Current Period			Year-To-Date			Yearly Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
INCOME:								
06310	Assessment Income	7,350.00	8,225.00	(875.00)	38,277.50	41,125.00	(2,847.50)	98,700.00
06335	Additional Funding to Reserves	500.00	.00	500.00	35,515.00	47,000.00	(11,485.00)	47,000.00
06340	Late Fee Income	.00	.00	.00	75.00	.00	75.00	.00
06920	Misc. Income	.00	.00	.00	183.50	.00	183.50	.00
06950	Deposit refunded	.00	.00	.00	100.00	.00	100.00	.00
	TOTAL INCOME:	7,850.00	8,225.00	(375.00)	74,151.00	88,125.00	(13,974.00)	145,700.00
EXPENSES:								
07010	Management Fees	599.25	600.00	.75	2,996.25	2,997.00	.75	7,191.00
07140	Accounting Fees	.00	.00	.00	.00	.00	.00	1,500.00
07160	Legal Fees	87.50	54.00	(33.50)	1,350.00	270.00	(1,080.00)	650.00
07260	Postage & Copies	26.86	133.00	106.14	812.46	665.00	(147.46)	1,600.00
07280	Insurance General	1,557.40	725.00	(832.40)	6,042.90	5,050.00	(992.90)	8,700.00
07300	Miscellaneous General	.00	20.00	20.00	165.00	100.00	(65.00)	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	125.10	141.00	15.90	657.23	705.00	47.77	1,700.00
08930	Water & Sewer	.00	.00	.00	4,575.15	3,875.00	(700.15)	15,500.00
09110	Building Maintenance	1,910.44	1,250.00	(660.44)	9,076.29	6,250.00	(2,826.29)	15,000.00
09610	Lawn Maintenance	1,763.15	2,083.00	319.85	8,815.75	10,415.00	1,599.25	25,000.00
09700	Trash Removal	481.75	481.00	(.75)	2,408.75	2,408.00	(.75)	5,781.00
09750	Extermination	.00	.00	.00	133.50	.00	(133.50)	.00
09800	Snow Removal	.00	.00	.00	127.00	3,500.00	3,373.00	3,500.00
09910	Reserves	.00	998.00	998.00	3,992.64	4,990.00	997.36	11,978.00
09930	Additional Funding to Reserves	2,175.00	.00	(2,175.00)	41,140.00	47,000.00	5,860.00	47,000.00
	TOTAL EXPENSES:	8,726.45	6,485.00	(2,241.45)	82,509.38	88,550.00	6,040.62	145,700.00
	EXCESS RECPT OVER DISBSMT	(876.45)	1,740.00	(2,616.45)	(8,358.38)	(425.00)	(7,933.38)	.00
=====								

PREVIOUS BALANCE 04/30/02 \$ 1,355.78
 EXCESS RECPT OVER DISBSMT \$ (876.45)
 CASH IN BANK 05/31/02 \$ 479.33

**MONTGOMERY MEADOWS
RESERVE SUMMARY
May 31, 2002**

Expense Category	Beginning Bal.	Transfer In	Withdrawals	Ending Bal.	YTD	
					Transfer In	Withdrawals
Road Resurface	0.00			0.00	0.00	0.00
Seal Coating	10,000.00		2,338.00	7,662.00	0.00	2,338.00
Concrete	0.00			0.00	0.00	0.00
Water & Sewer Lines	0.00			0.00	0.00	0.00
Roofs	-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	3,992.64			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 Improvement:	0.00			0.00	0.00	0.00
Hemlocks	0.00			0.00	0.00	0.00
Termite Renewal	1,601.50			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	2,175.00		34,840.00	34,840.00	0.00
Contingency	745.58			745.58	0.00	0.00
Totals:	60,683.22	2,175.00	2,338.00	60,520.22	45,132.64	11,358.00
Interest:	202.40	0.00	0.00	202.40	202.40	22,716.00
TOTAL:	60,885.62	2,175.00	2,338.00	60,722.62	45,335.04	34,074.00

SERVICE REQUEST FORM

Name of Community: _____

OWNER: _____ DATE: _____

ADDRESS: _____ UNIT #: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE NUMBER: _____ FAX #: _____

WORK PHONE NUMBER: _____ CELL PHONE: _____

PROBLEM: (BE EXPLICIT):

PLEASE STATE ANY OTHER PROBLEMS, CONCERNS, OR QUESTIONS YOU MAY HAVE:

IF A HOMEOWNER REQUESTS SERVICE WORK AND THE WORK IS NOT AN ASSOCIATION EXPENSE THE HOMEOWNER WILL BE CHARGED FOR ALL LABOR AND MATERIALS CONNECTED WITH THIS SERVICE CALL. OUR MINIMUM SERVICE CALL IS \$47.50 AS OF AUGUST 1, 2001. RATES ARE SUBJECT TO CHANGE WITH NO NOTICE. PLEASE BE SURE THAT ALL WORK REQUESTED ON THIS FORM IS AN ASSOCIATION EXPENSE.

PLEASE MAIL SERVICE REQUEST FORM TO COMPLETE PROPERTY MANAGEMENT GROUP, INC. D.B.A. MANAGEMENT PLUS REALTY SERVICE AT 285 NORTHLAND BOULEVARD CINCINNATI, OHIO 45246, send by FAX TO 513-326-2554 or e-mail to Harry@mprs.net

6/10/02

PARKING VIOLATORS: WE HAVE SEVERAL UNITS IN VIOLATION OF THE PARKING RULES – 702, 401 AND 602 WERE DISCUSSED AT THE MEETING. PARKING VIOLATORS CAN AND WILL BE TOWED IF THEY DO NOT COMPLY WITH THE PARKING RULES. PLEASE REVIEW THE PARKING RULES TO BE SURE THAT YOU ARE IN COMPLIANCE.

THE BOARD ASKS FOR YOUR HELP IN SAVING OF MONEY. PLEASE CHECK YOUR UNIT TO BE SURE THAT YOU HAVE NO LEAKS OR RUNNING TOILETS, ETC. WE ALL PAY FOR THE WATER USAGE.

IF YOU HAVE ANY SUGGESTIONS FOR CONSERVATION, PLEASE CONTACT MO TRABOUT AT 984-0885.

Montgomery Meadows Rules and Regulations

1. **Garages** - Each resident is assigned one space in a garage. The Association will maintain and repair the exterior of the garage. The homeowner is responsible for the general upkeep of the garage. The garage may be used to park an automobile or for storage, but in a limited way. If the homeowner uses the garage exclusively for storage, and uses the allotted parking space, the owner may not use a visitor space in the case of a two or more car household. Accumulation of trash or litter in the garage is prohibited. Garage doors are to remain closed at all times, except when washing a car, cleaning the garage, minor car maintenance inside the garage or during personal yard maintenance. See page 10, 11 and 13 of the Declaration.
2. **Parking** - Each homeowner is provided with a garage and one additional parking space. Some units have parking spaces assigned and numbered, while others are assigned to park tandem (space directly in front of garage door). Homeowners having more than two automobiles should make arrangements to park the third or fourth vehicles at a location other than Montgomery Meadows, or make arrangements with a one-automobile homeowner to use the latter's remaining/available space. Spaces marked as "visitor" are intended for that purpose only. Temporary guest or visitor parking for a special function is permitted, but keep in mind that a fire or emergency lane must be kept open at all times. The speed limit in Montgomery Meadows is twelve (12) miles per hour. Speeding on Montgomery Meadows property is prohibited.
3. **Garbage** - Garbage and trash collection day is Wednesday of every week. The proper garbage receptacle is a plastic or metal can. All cans must be stored in the owner's garage space. Plastic or paper bags or cardboard containers are not permitted for the storage of garbage as they may cause odor when stored in a common location. Garbage cans may be placed at curbside no earlier than sunset the day prior to trash collection. Garbage cans should be removed from common areas the same day trash is picked up.

4. **Lighting** - Street lighting in our community is owned and paid for monthly by the Association, from the Association funds. The Board of Trustees has asked that the homeowners voluntarily use their unit's front and rear lights to supplement the lighting provided by the Association. The lighting of the common area is controlled by sensors, which should turn the lighting on at dusk and off at dawn. If the lighting system is not operating properly, please contact the Managing Agent.

5. **Pets** - Montgomery Meadows Association does not restrict the keeping of pets by a homeowner as long as they are reasonable in number and size, and are not kept for commercial use. The Board of Trustees has passed the following regulations, in an attempt to keep pets from becoming a community nuisance:
 - a. All pets must be leashed and under control when out of doors. Pets shall be controlled so as not to create a nuisance.
 - b. Pet owners are responsible for the removal of animal droppings. The Board suggests that pets be exercised along Shakerdale Road, to the south of our community.
 - c. No doghouses are permitted.
 - d. Pet owners are responsible for any property damage, injury and disturbances their pets may cause or inflict.
 - e. Cats are not permitted to roam freely.

6. **Obstruction of Common Areas** - There shall be no obstruction of the common areas, nor shall anything be stored in the common areas without prior consent of the Board of Trustees. Each owner shall be obligated to maintain and keep, in good order and repair, his own unit.

7. **Hazardous Uses and Wastes** - Nothing shall be done or kept in any unit, or in the common grounds or common areas, which will increase the rate of insurance of the building or contents thereof, applicable for residential use, without prior written consent of the Board of Trustees. No unit owner shall permit anything to be done or kept in the unit or in the common area which will result in cancellation of insurance on the building or

contents thereof, or which would be in violation of any law. No waste will be permitted in the common areas.

8. **Exterior Surfaces of Buildings** - Owners shall not cause or permit anything to be hung or displayed on the windows or placed on the outside walls of a building and no sign, awning, canopy, shutter, shall be attached to or placed upon the exterior walls or roof or any part thereof, without prior consent of the Board of Trustees.
9. **Signs** - No signs, of any kind, shall be displayed to the public view of the properties except:
 - a. Those on the common areas and approved in advance by the Board of Trustees.
 - b. Those regarding and regulating the use of the common areas, and approved in advance by the Board of Trustees.
 - c. Those used by an owner to advertise a unit for sale, or lease, or to identify the real estate agent during the sales period. The total area of this sign must not exceed six (6) square feet.
 - d. Real estate "SOLD" signs may not remain for more than five (5) days.
 - e. Garage, yard or other sales signs and activity are not permitted.
10. **Nuisances** - No noxious or offensive activity shall be carried on in any unit or in the common areas, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to other owners or occupants. This will include the use of basketball hoops or other sports related equipment, unless approval of neighbors and the Board of Trustees has been obtained. Any approved equipment may, in any case, be used only from April 1 through October 31.
11. **Impairment of Structural Integrity of Building** - Nothing shall be done in any unit or in the common areas which would impair the structural integrity of any building or which would structurally change any building.
12. **Laundry or Rubbish in Common Areas** - No clothes, sheets, blankets, laundry of any kind, or other articles shall be hung

out, or exposed, on any part of the common areas. These areas shall be kept free and clear of rubbish, debris, and other, unsightly materials. Storage of trash containers shall be strictly in accordance with the Rules and Regulations.

13. **Alteration of Common Areas** - Nothing shall be altered or constructed on, or removed from the common areas except as otherwise provided in the Declaration and except upon the written consent of the Board of Trustees.
14. **Fencing** - The Board of Trustees must approve all fences. Any approved fence must be completely surrounded by shrubbery, so as not to be visible to any neighbor.
15. **Storm Doors** - The style and color should be in keeping with the character of the unit and the development. The doors must have a finish or be painted to match the exterior color scheme of the building. Maintenance and replacement of this improvement will be the responsibility of the unit owner.
16. **Landscape** - No trees of any size may be removed without approval of the Board. Minor flower plantings are encouraged and shall be left to the Homeowner's discretion and maintenance. Starting four feet from the unit an independent contractor performs lawn and shrub maintenance, fertilization, weed control, insect and disease applications etc. Unit owners are responsible for the area within four feet of their unit. The Association maintains all hemlock plantings.
17. **General** –
 - a. No doghouses, clotheslines, storage sheds, etc. will be permitted.
 - b. No burning of any trash and any accumulation or storage of litter, building materials or debris of any kind shall be permitted on any lot.
18. **Rules and Regulations** - The listing of the specific use restrictions above shall not bar the Board of Trustees from making any other reasonable rules and regulations, which place additional or different, use restrictions on the property.

19. **Compliance with Covenants, Conditions and Restrictions –**
Every unit owner shall comply strictly:

- c. With the Covenants, Conditions and Restrictions set forth in the Declaration.
- d. With the By-Laws of the Association.
With the Rules and Regulations, in relation to the use and operation of the property.

Montgomery Meadows Parking Policies and Procedures

1. All motor vehicles, and any other transportation device of any kind, shall display current licenses and be maintained in proper operating condition so as not to be a hazard or a nuisance by noise, exhaust, emissions, or appearance.
2. No owners or residents shall repair or restore any vehicle of any kind upon the common area, except for emergency repairs, and then only to the extent necessary to enable movement thereof to a proper repair facility.
3. No commercial vehicle or commercial truck of a one-half ton size or greater, tractor, mobile home, trailer, camper, camper trailer, boat or other watercraft shall be stored or parked in the common area. No trailer, of any kind, may be stored or parked in the common area.
4. No "junk vehicle" shall be stored or parked in the common area. "Junk vehicles" shall be defined as a vehicle without current or proper tags, or an inoperable condition, such as, no windshield, no seats, flat tire, etc. Any vehicle stored or parked in the common area must be road worthy, have current tags, have current insurance and be in a good, operable condition.
5. Vehicles violating these rules or any other parking regulations can be towed at the vehicle owner's expense.
6. All licensed motor vehicles are restricted to the streets, and designated parking areas.