

MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, JULY 8, 2002

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

ATTENDANCE TAKEN: Walter Rugh, Rodg Gerhardt, Maurice Trabout, Thelma Bikulcius, Jack Dodd and Debbie Wallace. Amy Darrah was absent from the meeting. Lisa Bloomer 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 June 10, 2002 Board of Trustees Meeting.

COMMITTEE REPORTS:

Nominating Committee: No update

Architectural Committee:

- a.) 1102 – fencing: The Board and Management Plus have heard from the homeowner. The Board expects the homeowner to comply with their request or request a meeting in person with the Board. The homeowner must remove the fencing 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 June 30, 2002 was \$7,007.78. The balance in the reserve account as of June 30, 2002 was \$62,896.57. 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 was due July 1, 2002.
- b.) Paving Work: Southern Ohio Sealcoating has been working on the project.
- c.) City of Montgomery: Jeffrey Allen Corporation to take care of recommendations from the City of Montgomery regarding the rip rap issue on the side of unit 1301.

- d.) 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.
- e.) **Termites: If you notice any signs of termites, immediately contact Management Plus at 513-772-2570.**
- f.) 1305 Request regarding termite treatment: The Board has agreed that the homeowner may hire Terminix to install the sentricon termite system at this unit. The cost of the entire system would be a homeowner expense. The Board would prefer that the homeowner not hire Terminix at this time – but they are willing to approve the homeowner's request. The homeowner is having a problem with water entering the basement area around where a window is or use to be. A french drain system is already installed in the front of this unit. Management Plus will have the gutter and downspout cleaned out. Management Plus is to have the tree removed in the front of the unit near the gutter system. The Board, Management Plus and the termite company recommend that the homeowner take some action to help to eliminate any water from entering around or near where the window is or was. Foundation leaks and window leaks are the homeowner responsibility.
- 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: No decision was reached.
- j.) Designated Handicap Parking Space: 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.) Parking Violators: 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 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: Craig Ferrall will be attending the next Board Meeting to discuss several insurance matters.
- q.) Conservation Ideas: If you have any recommendations of ways for the Association to save money – please send them in writing to Mo Trabout at 103 or 984-0885.
- r.) Trash on patio area at 1202: The Board and the City of Montgomery have requested that the homeowner have her contractor move the job materials/trash and debris from the rear patio area.
- s.) Termite Bid: The Board reviewed bids from Terminix and Ace Exterminating for the treatment of all exteriors using the Sentricon System. The Board is still waiting on recommendations from John Woods of Complete Pest Control.
- t.) Moles: The Board discussed the mole problem in the community. The Board discussed the huge expense involved in the removal of the moles by traps.
- u.) 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 August 12, 2002. The meeting will be held at the home of Wally Rugh - 805.

SEPTEMBER 2002 BOARD MEETING – SEPTEMBER 9, 2002 AT 7:00 P.M. AT UNIT 403

Montgomery Meadows HOA
GENERAL FUNDS STATEMENT
 Period: 07/01/02 to 07/31/02

Description	Current Period			Year-To-Date			Yearly Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
INCOME:								
06310	Assessment Income	11,895.00	8,225.00	3,670.00	59,077.50	57,575.00	1,502.50	98,700.00
06335	Additional Funding to Reserves	8,170.00	.00	8,170.00	45,985.00	47,000.00	(1,015.00)	47,000.00
06340	Late Fee Income	30.00	.00	30.00	150.00	.00	150.00	.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:	20,095.00	8,225.00	11,870.00	105,496.00	104,575.00	921.00	145,700.00
EXPENSES:								
07010	Management Fees	599.25	599.00	(.25)	4,194.75	4,195.00	.25	7,191.00
07140	Accounting Fees	.00	.00	.00	.00	.00	.00	1,500.00
07160	Legal Fees	.00	54.00	54.00	1,420.00	378.00	(1,042.00)	650.00
07260	Postage & Copies	81.72	133.00	51.28	902.66	931.00	28.34	1,600.00
07280	Insurance General	.00	725.00	725.00	6,815.60	6,500.00	(315.60)	8,700.00
07300	Miscellaneous General	.00	20.00	20.00	165.00	140.00	(25.00)	250.00
07320	Property Tax	.00	.00	.00	26.46	50.00	23.54	50.00
07430	Federal Income Tax	.00	.00	.00	190.00	300.00	110.00	300.00
08910	Electricity	116.00	141.00	25.00	889.28	987.00	97.72	1,700.00
08930	Water & Sewer	3,851.11	.00	(3,851.11)	8,426.26	7,750.00	(676.26)	15,500.00
09110	Building Maintenance	2,345.90	1,250.00	(1,095.90)	12,099.19	8,750.00	(3,349.19)	15,000.00
09610	Lawn Maintenance	1,763.15	2,083.00	319.85	10,578.90	14,581.00	4,002.10	25,000.00
09700	Trash Removal	481.75	482.00	.25	3,372.25	3,372.00	(.25)	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	5,248.16	998.00	(4,250.16)	11,237.12	6,986.00	(4,251.12)	11,978.00
09930	Additional Funding to Reserves	2,300.00	.00	(2,300.00)	43,440.00	47,000.00	3,560.00	47,000.00
	TOTAL EXPENSES:	16,787.04	6,485.00	(10,302.04)	104,017.97	105,420.00	1,402.03	145,700.00
	EXCESS RECPT OVER DISBSMT	3,307.96	1,740.00	1,567.96	1,478.03	(845.00)	2,323.03	.00

PREVIOUS BALANCE 06/30/02 \$ 7,007.78
 EXCESS RECPT OVER DISBSMT \$ 3,307.96
 CASH IN BANK 07/31/02 \$ 10,315.74

**MONTGOMERY MEADOWS
RESERVE SUMMARY
July 31, 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	7,662.00			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	171.16		620.00	-448.84	998.16	1,447.00
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	5,248.16		288.16	5,248.16	4,960.00
Landscape Improvement:	0.00			0.00	0.00	0.00
Hemlocks	0.00			0.00	0.00	0.00
Termite Renewal	1,495.50		699.60	795.90	0.00	1,204.10
Termite New	163.66			163.66	998.16	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	34,840.00	2,300.00		37,140.00	37,140.00	0.00
Contingency	745.58			745.58	0.00	0.00
Totals:	62,410.54	7,548.16	1,319.60	68,639.10	54,677.12	12,783.60
Interest:	486.03	0.00	0.00	486.03	486.03	22,716.00
TOTAL:	62,896.57	7,548.16	1,319.60	69,125.13	55,163.15	35,499.60

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