

MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, SEPTEMBER 9, 2002

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

ATTENDANCE TAKEN: Walter Rugh, Maurice Trabout, Rodg Gerhardt, Thelma Bikulcius, Amy Darrah, 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. Several homeowners from the 1300 Building attended the meeting to discuss termite treatments.

APPROVAL OF MINUTES: The Board of Trustees approved the Minutes of the August 12, 2002 Board of Trustees Meeting. These minutes will be distributed to all homeowners and residents.

COMMITTEE REPORTS:

Nominating Committee: Anyone interested in serving on the Board – please send written notice to Management Plus Realty Service at 285 Northland Boulevard Cincinnati, Ohio 45246. Please send brief resume to Management Plus prior to November 20, 2002 if you are interested in serving on the Board. We have two openings on the Board for 2003.

Architectural Committee:

- a.) 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: The Budget committee will meet before the next Board Meeting on October 14, 2002.

Review of Documents Committee: This committee no longer exists due to lack of interest.

Management Company Committee: It was agreed that several Board Members would work together to review a new contract from Management Plus Realty Service.

MANAGEMENT REPORT: The Board approved the management report as written. Balance in the checking account as of August 31, 2002 was \$12,626.51. The balance in the reserve account as of August 31, 2002 was \$69,125.13. The Board reviewed the past due report and the prepaid report. The Board reviewed the maintenance report. The Board approved the payment of the invoices submitted by Management Plus.

OLD/NEW BUSINESS:

- a.) Paving Work: Southern Ohio Sealcoating will be coming back for additional crack filling work.

- b.) 100 Garage: The Board agreed to continue to monitor the garage for any movement.
- c.) **Termites: If you notice any signs of termites, immediately contact Management Plus at 513-772-2570.** The Board agreed to interview Terminix and Ace Exterminating on Monday, September 23, 2002.
- d.) Storm Damage: The insurance company has presented a dollar amount for the claim. It was agreed that Dr. Rugh and Lisa Bloomer would meet with the insurance company adjuster.
- e.) Building 400 bids for new gutters and downspouts: The Board agreed to hire Better Home Products at a cost of \$2766.00. The Board would like to look into gutter guards.
- f.) Tree Trimming: Management Plus is to solicit bids for the trimming of trees away from the buildings, gutters and downspouts.
- g.) 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.
- h.) Insurance: Homeowners are reminded that the insurance deductible for 2003 will also be 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.
- i.) 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.
- j.) Exterior Lighting: The Board requested that Management Plus check on new exterior lights using long life fluorescent bulbs.
- k.) 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 9:00 p.m. The next Board Meeting is scheduled for October 14, 2002. The meeting will be held in the home of Maurice Trabout unit 103.

The November 11, 2002 Board Meeting will be held at the home of Jack Dodd – 701.

Montgomery Meadows HOA
GENERAL FUNDS STATEMENT
 Period: 08/01/02 to 08/31/02

Description	Current Period			Year-To-Date			Yearly Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
INCOME:								
06310	Assessment Income	8,705.00	8,225.00	480.00	67,782.50	65,800.00	1,982.50	98,700.00
06335	Additional Funding to Reserves	810.00	.00	810.00	46,795.00	47,000.00	(205.00)	47,000.00
06340	Late Fee Income	60.00	.00	60.00	210.00	.00	210.00	.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:	9,575.00	8,225.00	1,350.00	115,071.00	112,800.00	2,271.00	145,700.00
EXPENSES:								
07010	Management Fees	599.25	599.00	(.25)	4,794.00	4,794.00	.00	7,191.00
07140	Accounting Fees	.00	.00	.00	.00	.00	.00	1,500.00
07160	Legal Fees	1,000.00	54.00	(946.00)	2,420.00	432.00	(1,988.00)	650.00
07260	Postage & Copies	66.25	133.00	66.75	968.91	1,064.00	95.09	1,600.00
07280	Insurance General	766.70	725.00	(41.70)	7,582.30	7,225.00	(357.30)	8,700.00
07300	Miscellaneous General	.00	20.00	20.00	165.00	160.00	(5.00)	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	117.21	141.00	23.79	1,006.49	1,128.00	121.51	1,700.00
08930	Water & Sewer	.00	.00	.00	8,426.26	7,750.00	(676.26)	15,500.00
09110	Building Maintenance	1,471.76	1,250.00	(221.76)	13,570.95	10,000.00	(3,570.95)	15,000.00
09610	Lawn Maintenance	1,763.15	2,083.00	319.85	12,342.05	16,664.00	4,321.95	25,000.00
09700	Trash Removal	481.75	482.00	.25	3,854.00	3,854.00	.00	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	998.16	998.00	(.16)	12,235.28	7,984.00	(4,251.28)	11,978.00
09930	Additional Funding to Reserves	.00	.00	.00	43,440.00	47,000.00	3,560.00	47,000.00
	TOTAL EXPENSES:	7,264.23	6,485.00	(779.23)	111,282.20	111,905.00	622.80	145,700.00
	EXCESS RECPT OVER DISBSMT	2,310.77	1,740.00	570.77	3,788.80	895.00	2,893.80	.00
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PREVIOUS BALANCE 07/31/02 \$ 10,315.74
 EXCESS RECPT OVER DISBSMT \$ 2,310.77
 CASH IN BANK 08/31/02 \$ 12,626.51

**MONTGOMERY MEADOWS
RESERVE SUMMARY
August 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	-448.84	998.16		549.32	1,996.32	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	288.16		395.00	-106.84	5,248.16	5,355.00
Landscape Improvements	0.00			0.00	0.00	0.00
Hemlocks	0.00			0.00	0.00	0.00
Termite Renewal	795.90		265.00	530.90	0.00	1,469.10
Termite New	163.66		58.30	105.36	998.16	2,892.80
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	37,140.00			37,140.00	37,140.00	0.00
Contingency	745.58		622.74	122.84	0.00	622.74
Totals:	68,639.10	998.16	1,341.04	68,296.22	55,675.28	14,124.64
Interest:	486.03	0.00	0.00	486.03	486.03	22,716.00
TOTAL:	69,125.13	998.16	1,341.04	68,782.25	56,161.31	36,840.64

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 \$50.00 AS OF OCTOBER 1, 2002.** 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