

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION**  
**ANNUAL MEETING**  
**THURSDAY, JANUARY 24, 2002**  
**AGENDA**

- 1.) Call To Order: 7:00 p.m. by President Rodg Gerhardt
- 2.) Introductions:
  - a.) Board Members: Rodg Gerhardt, Thelma Bikulcius, Don Kindle, Jack Dodd, Amy Darrah, Mo Trabouet and Debbie Wallace.
  - b.) Complete Property Management Group, Inc. D.B.A. Management Plus Realty Service – Lisa Bloomer.
  - c.) Introduction of all homeowners.
- 3.) Attendance Taken: To determine if we have enough units represented in person or by proxy to have a quorum.
- 4.) Proof of Notice: See attached
- 5.) Approval of Minutes – January 8, 2001: See attached
- 6.) Officer or Committee Reports:
  - a.) Rodg Gerhardt – Presidents Report
  - b.) Treasurer Report - Balance 12/31/2001
- 7.) Election of Trustees:
  - a.) Thank you to Board Members: Terms are complete for Don Kindle, Debbie Wallace and Jack Dodd.
  - b.) Nominees: Jack Dodd, Walter Rugh and Debbie Wallace. – Three positions available for a three-year term.
  - c.) Nominations from the floor
  - d.) Brief introduction from nominees
  - e.) Election Results
- 8.) Old Business: A brief question and answer period will be held to address issues that concern all members of the Association – not individuals. Any homeowner that has an individual question, concern or complaint should contact Lisa Bloomer at Management Plus. An extra service request form is also attached to your packet.
  - a.) Lottery – drawing to take place for three lottery parking spaces
- 9.) New Business:
- 10.) Adjournment:

November 30, 2001

Dear Homeowners of Montgomery Meadows Homeowners Association:

**The Board of Trustees approved the 2002 Budget. Attached you will find a copy of the 2002 Operating Budget. The Board approved NO FEE INCREASE IN THE MONTHLY ASSESSMENTS. The monthly fees effective January 1, 2002 are \$175.00.**

**The Board of Trustees approved additional funding to the reserve account in 2002 of \$1000.00 per unit effective January 1, 2002. The following payment schedules will be available to all homeowners:**

- 1.) First payment of \$500.00 due January 1, 2002. Payment should be made with the January 2002 monthly assessment fee. If full payment of \$500.00 is NOT received by January 15, 2002 you will be assessed an additional \$100.00.
- 2.) Second payment of \$500.00 due July 1, 2002. Payment should be made with the July 2002 monthly assessment fee. If full payment and or any other balance due are NOT received by July 15, 2002 you will be assessed an additional \$100.00.

Two coupons will be mailed to you by January 1, 2002 for the two installments due on the additional funding of the reserve account.

A coupon payment book for your monthly assessment fees of \$175.00 per month will be mailed to you prior to January 1, 2002. PLEASE DO NOT PAY YOUR JANUARY 2002 MONTHLY ASSESSMENT FEE OR THE ANNUAL ADDITIONAL FUNDING OF THE RESERVE ACCOUNT UNTIL JANUARY 1, 2002. Please include the coupon with your payment and list your unit number on the payment. Please continue to make your checks payable to Montgomery Meadows HOA and mail payments to:

**MANAGEMENT PLUS REALTY SERVICE  
MONTGOMERY MEADOWS HOA  
P.O. BOX 691440  
CINCINNATI, OHIO 45269-1440**

If you need any service, please fill out a service request form and return to Management Plus Realty Service at 285 Northland Boulevard Cincinnati, Ohio 45246, by fax at 513-326-2554 or by e-mail at Harry@mprs.net.

Anyone interested in serving on the Board, please contact Lisa Bloomer in writing no later than December 31, 2001.

**CHANGE IN ANNUAL MEETING DATE!!! Please mark your calendars: We have a date for the Annual Meeting of THURSDAY, January 24, 2002 at 7:00 p.m. The meeting will be held at the Terwilliger Lodge at 10530 Deerfield Road. The purpose of the Annual Meeting is to elect members to the Board of Trustees for a three-year term, discuss the financial affairs of the Association and the budget for 2002. More details of the Annual Meeting will be sent to everyone.**

Our direct debit program has been a success. Management Plus has the ability for payments to be electronically withdrawn from your bank account on the first of the month for payment of the monthly assessment fees. We encourage all homeowners to participate in this program. Please see attached information. If you are already on the program no need to send us a new form for 2002. The system rolls over automatically each year.

We do hope that everyone will have a safe and enjoyable holiday season. If you have any questions, please feel free to contact me at 513-772-2570 ext. 12, by fax at 513-326-2554 or by e-mail at Lisa@mprs.net.

Respectfully

Lisa A. Bloomer, CPM  
Certified Property Manager

**MONTGOMERY MEADOWS HOMEOWNER ASSOCIATION  
ANNUAL MEETING MINUTES  
MONDAY, JANUARY 8, 2001**

- 1.) **CALL TO ORDER:** The Annual Meeting was called to order at 7:00 p.m. by Rodg Gerhardt, Board President.
- 2.) **ATTENDANCE:** Board Members: Rodg Gerhardt, Don Kindle, Dave Robinson, Mo Trabout and Debbie Wallace. Amy Darrah and Jack Dodd had an excused absence. In total there was 32 units represented in person or by proxy.
- 3.) **OFFICER OR COMMITTEE REPORTS:**
  - A.) Rodg Gerhardt – Board President: Mr. Gerhardt gave a brief presentation and welcomed everyone to the Annual Meeting. Rodg Gerhardt thanked all homeowners for attending the Annual Meeting.
  - B.) Brian Dwyer – Homeowner to discuss wiring of the community. Mr. Dwyer was unable to attend the Annual Meeting. Don Kindle gave a brief presentation on behalf of Mr. Dwyer.
  - C.) Rodg Gerhardt – Board President – Treasurers Report: Cash in the operating account as of December 31, 2000 was \$1,267.20. Cash in the reserve account as of December 31, 2000 was \$18,959.56.
  - D.) Debbie Wallace – Nominating Committee Chairperson: Nominees are Jim Applegate, Nancy Baesel, Tom Bennie, Thelma Bikulcius, Rodg Gerhardt and Debbie Wallace. Six nominees for two open positions.
  - E.) Rodg Gerhardt – Board President: Budget Committee Chairperson gave a brief discussion regarding no increase in the monthly fees for 2001 and additional funding for reserves. The additional funding for reserves can be made in one lump sum or the homeowner can make installments.
- 4.) **Election of Trustees:**
  - A.) Thank you to Rodg Gerhardt and Debbie Wallace for three years of service.
  - B.) Nominees: Jim Applegate, Nancy Baesel, Tom Bennie, Thelma Bikulcius, Rodg Gerhardt and Debbie Wallace. There were no nominations from the floor. Each nominee was given time for a brief introduction.

- C.) **Election Results:** Rodg Gerhardt and Thelma Bikulcius were elected to the Board.

5.) **Old/New Business:**

- A.) **2001 Landscaper – Shayler Creek Landscaping**
- B.) **2001 Snow Removal Company – Shayler Creek Landscaping**
- C.) **Service Request Forms:** Homeowners were reminded to always use a service request form to report routine service needs.
- D.) **Parking/Lottery:** A lengthy discussion was held regarding parking and the three lottery spaces. It was agreed that each year at the Annual Meeting there will be a drawing to determine the three winners of the lottery spots. The lottery spots will only be available to homeowners for one year. Each year a new lottery will be held. It was agreed that the Board and Management Plus would check with the attorney on several issues – such as an application needed for the lottery, an application fee required, rental fee of the lottery spot, etc. Tom Bennie motioned to re-assign the parking spaces in the community. The motion was seconded by Jaclyn Campbell. The Board reported that this issue was already discussed with the attorney for the Association. The Board reported that a tow company had been hired for the Association and a towing sign will be posted in the community. Parking violators will be towed, with no further notice, at the expense of the vehicle owner. All homeowners and residents are encouraged to review the parking policies and be sure that you or your guests are not in violation of any parking rules.
- E.) **Communications:** A copy of the monthly Board Meeting Minutes are sent to all homeowners and residents. If anyone has any interest in serving on a communication committee that would participate in a community newsletter, please contact Management Plus.
- F.) **Winter Preparation:** Please be sure your home is prepared for winter. Please bring in all water hoses; please be sure your outside spigot is turned off. If your unit does not have a water shut off valve we highly recommend that you have one installed at the owner's expense.
- G.) **Insurance:** All homeowners are reminded to check with your insurance agent to be sure that you have adequate insurance protection. Homeowners are encouraged to have the recommended coverage's, additional coverage's may also be recommended by your

**insurance agent: HO6 insurance policy with loss assessment coverage, water & sewer back-up, flood coverage (surface water), earthquake coverage, glass breakage coverage, betterments and improvements, special assessment coverage, liability coverage, personal contents coverage, etc. Homeowners are responsible for the immediate clean up of the unit. Homeowners should immediately notify your homeowner's insurance agency when you have a claim. Homeowners should immediately notify the Association when you have a claim. Written notification should be followed up with Management Plus. The homeowner would be responsible for any and all deductibles. The minimum deductible is \$1,000.00.**

- H.) Correspondence: All mail for Management Plus should be mailed to 285 Northland Boulevard Cincinnati, Ohio 45246, sent by fax to 513-326-2554 or sent by e-mail to [Lisa@mprs.net](mailto:Lisa@mprs.net).**
  - I.) Homeowner Fees: All payments should be mailed to P.O. Box 691440 Cincinnati, Ohio 45269-1440. Please do not send any correspondence to this address as this address is Provident Bank.**
  - J.) Emergency Answering Service – 513-618-8166.**
  - K.) Handbook: The Board of Trustees has approved the updated Handbook. All homeowners and residents will be given a copy of the updated Handbook. Please take the time to review the handbook.**
  - L.) Gutter Screening: The screening for many gutters have come off over the years. Management Plus will install screening as needed.**
- 6.) Adjournment: With no further business to discuss the meeting adjourned at 8:30 p.m.**
  - 7.) Organizational Meeting: Immediately following the annual meeting a brief organizational meeting was held.**

<b>Rodg Gerhardt</b>	<b>President</b>
<b>Thelma Bikulcius</b>	<b>Secretary</b>
<b>Maurice Trabout</b>	<b>Vice President</b>
<b>Jack Dodd</b>	<b>Treasurer</b>
<b>Dave Robinson</b>	<b>Member at Large</b>
<b>Amy Darrah</b>	<b>Member at Large</b>
<b>Don Kindle</b>	<b>Member at Large</b>

**Minutes submitted by Lisa Bloomer of Management Plus Realty Service**

## MANAGEMENT REPORT:

Complete Property Management Group; Inc. D.B.A. Management Plus Realty Service manages your community. The property manager is Lisa Bloomer. Vivian Berry and Harry Bloomer assist in the daily management of your community. Kelly Johnson is our administrative assistant and she is available for routine questions and concerns. Katie Smith handles the accounting department and is available to discuss any payment concerns. Harry Bloomer heads our service department. Pete Thoms, Dennis Teeter and Tom Trentman take care of your routine service needs. During busy spring and summer months additional part time help is hired to handle routine service calls and major projects in the communities. Many outside contractors are used to handle your service needs and especially for major projects.

Cash in the operating account as of 12/31/2001 was \$8,837.71. Cash in the reserve account as of 12/31/2001 was \$26,675.40.

Major work accomplished in 2001 was termite treatments and termite renewals, installation of handrail at building 1100, installation of handrails at building 1300, gutters and downspouts installed at building 1300, drainage work at building 1300, landscaping improvements at building 1300, roofing repairs at building 700, damage to garage 1000 building – insurance claim, replacement and repairs of water, sewer and underground downspout lines, water main break, touch up painting around doors at buildings 100-500, landscaping improvements in several areas.

The total cost of the 1300 building project in 2000 and 2001 came to \$45,370.69. This includes, but is not limited to, new underground drainage from 1301 – 1304, new gutters and downspouts on building 1300 and the garage, new gutter guards on building 1300 and the garage, removal of several large trees, new front steps 1301 – 1304, new railing at 1301 – 1304 and in the common area at 1300 building, new landscaping from 1301 – 1304 and in the common area, a French drain was installed between the parking lot and the building in front of 1301 -1304, additional drainage systems were installed and many were connected together. The cost listed above does include the cost of the engineer that oversaw the entire job and worked closely with the contractors. Management Plus personnel worked very little on this job. The only time Management Plus personnel were used was when we had difficulties finding someone to take care of something.

2002 Landscaping Contract has been awarded to Shayler Creek Landscaping.

2002 Snow Removal Contract: The contract was awarded to Shayler Creek Landscaping. Snow shoveling and snow plowing is done at two inches or more. Homeowners should be prepared to take care of any snow up to two inches. Homeowners should also be prepared to take care of ice removal. Ice product is stored in the garages – if you need more, please contact Management Plus.

Service Request Forms: These forms should be used to request exterior maintenance and landscaping needs at your unit or in the community. Extra forms are available from

Management Plus. If you requested work to be done and it has not been done, please fill out another form and send to Management Plus.

2002 Budget: The Board approved the 2002 Budget. The monthly condominium fees did not increase. Fees remain the same at \$175.00 per unit per month. Monthly condominium fees should be made payable to Montgomery Meadows and mailed to P.O. Box 691440 Cincinnati, Ohio 45269-1440.


Additional funding to the Reserve Account: The Board approved an additional \$1,000.00 per unit for the year 2002. This fee is an annual fee – not monthly. Payment arrangements can be made with Management Plus. These funds will be placed into the reserve account in order to pay for reserve expense items. The Board has discussed the following work to be looked at during 2002:

- a.) Some seal coating and driveway work
- b.) Start replacing the gutters and downspouts
- c.) Start installing gutter guards
- d.) Replace some additional garage doors
- e.) Additional tree trimming and removal
- f.) Renew termite contracts and treat any new units
- g.) Drainage and underground downspouts replaced as needed

Attached is an updated copy of the reserve study 2001 – 2005 approved by the Board, at the November 12, 2001 Board Meeting. As you can see from this updated reserve study in order to maintain the property additional funding to the reserve account will be necessary each year. Each year it is up to the individual Boards to decide the amount of annual funding needed and how the fees will be assessed and collected.

Parking: The Board has hired a tow company and the community has been posted for authorized towing. Parking violators can be towed, with no further notice, at the expense of the vehicle owner.

Lottery: A drawing will be held this evening for the three lottery parking spaces.

 Communications: A copy of the Minutes to the monthly Board Meetings are sent to all homeowners each month.

Winter preparation: Please be sure that your home is prepared for winter such as your outside spigot is turned off. Please be sure that you have brought in your hoses. We do hope that all homeowners know where the water shut off is for your unit. If you do not have a water shut off valve in your unit, you may wish to contact a plumber to see about having one installed. If you have the building water shut valve, please contact Management Plus.

Semi-annual walk through of the community: The Board, Management Plus and the landscaper hold a walk through of the community twice a year. One walk through is held in April/May and the other walk through held in October/November to review the condition of the community and to determine what work must be done. Homeowners are

welcome to attend the walk through. If you notice anything that you would like the Board to look at, please send written notice to Management Plus Realty Service.

**Improvement Application Forms:** Homeowners are reminded that any exterior improvements made such as window and door replacement, lighting replacement or additional lighting installed, shrubbery replacement, handrails replaced or installed, etc. must first be submitted and approved through the architectural committee and the Board of Trustees. Attached is the paper work that must be submitted and approved prior to the work being done. Please do not hire your contractor until you have received written approval from the Board of Trustees and the Committee.

Homeowners are responsible for the care, maintenance and upkeep of the landscaping within four foot of the unit. Homeowners are responsible for the trimming, mulching, removal of leaves, and the replacement of all landscaping, etc. within four foot of the unit. Prior to replacing and or removing the landscaping within the four foot area of the unit the homeowner must first submit an improvement application form and wait for approval from the Board and the Architectural Committee. Please do not remove and or replace any landscaping without getting approval in writing first.

**Direct Debit Program:** Homeowners are encouraged to participate in the direct debit program. Attached is the paperwork to sign up for the automatic withdrawal from your bank account for the monthly assessment fees. You can sign up for the program at any time.

**Insurance:** All homeowners are encouraged to contact your insurance agent to be sure that you have adequate insurance protection. The following is a list of recommended coverage's – your insurance agent may recommend additional coverage's: HO6 policy with loss assessment coverage, water & sewer back-up coverage, flood coverage – surface water protection, earthquake coverage, glass breakage coverage, special assessment coverage, betterments and improvements, liability coverage, personal property coverage, etc. If you have damage to your unit the homeowner is responsible for the immediate clean up of the unit. Please contact your insurance agent immediately of the possibility of an insurance loss. Please contact the management company immediately and report the possibility of an insurance loss. Follow up in writing with the management company with all the details. The management company will notify the insurance company for the Association. The minimum deductible on the Association's insurance policy is \$1,000.00. The coverage for the flood coverage has a \$5,000.00 deductible. The coverage for the earthquake coverage has a 5% per building deductible. The homeowner will be responsible for all insurance deductibles. (In other words the first (\$1,000.00, \$5,000.00 or 5% per building) of damage the homeowner is responsible for.) All claims are paid based upon the Declaration of Montgomery Meadows. Please be sure you have adequate protection to cover the items the homeowner is responsible for and to cover the deductible.

**Correspondence to Management Plus:** Please do not send any correspondence for Management Plus to the P.O. Box with your payment. This is sent automatically to the bank and they do not forward your notes, letters, etc. All correspondence should be sent to our main office: 285 Northland Boulevard Cincinnati, Ohio 45246, by fax at

513-326-2554 or by e-mail at [Lisa@mprs.net](mailto:Lisa@mprs.net).

**Our emergency phone number (twenty-four hours a day) is  
618-8166.**

We, at Management Plus, would like to take this opportunity to thank the current Board of Trustees for all their hard work in 2001. We are looking forward to a very productive 2002.

Respectfully,  
Complete Property Management Group, Inc.  
D.B.A. Management Plus Realty Service

Important Information:

Complete Property Management Group, Inc.  
D.B.A. Management Plus Realty Service  
285 Northland Boulevard  
Cincinnati, Ohio 45246  
513-772-2570 – Office  
513-326-2554 – Fax

Lisa Bloomer	ext. 12 – Property Manager
Kelly Johnson	ext. 10 – Administrative Assistant
Vivian Berry	ext. 17 – Property Manager
Harry Bloomer	ext. 13 – Service Manager
Katie Smith	ext. 16 – Accounting Manager

***EMERGENCY PHONE NUMBER – ANSWERING SERVICE***

***513-618-8166***

Mariemont Insurance – Craig Ferrall 5725 Dragon Way Cincinnati, Ohio 45227  
513-271-4060 or fax at 513-271-4398

Shayler Creek Landscaping – 1294 Batavia Pike Batavia, Ohio 45103, 772-2570

Monthly payments sent to: P.O. Box 691440 Cincinnati, Ohio 45269-1440

MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION  
2001 VS. 2002

<b>ITEM</b>	<b>2001 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2002 BUDGET</b>
<b>INCOME:</b>			
<b>ASSESSMENT</b>	\$ 98,902.00	\$ 98,700.00	\$ 98,700.00
<b>2001 FUND RESERVE</b>	\$ 42,440.00	\$ 47,000.00	\$ -
<b>LATE FEE</b>	\$ 445.00	\$ -	\$ -
<b>2002 FUND RESERVE</b>	\$ 1,000.00	\$ -	\$ 47,000.00
<b>INSURANCE CLAIM</b>	\$ 4,250.00	\$ -	\$ -
<b>MISCELLANEOUS</b>	\$ 61.00	\$ -	\$ -
 <b>TOTAL INCOME</b>	 \$ 147,098.00	 \$ 145,700.00	 \$ 145,700.00
 <b>EXPENSES:</b>			
<b>MANAGEMENT FEES</b>	\$ 7,050.00	\$ 7,050.00	\$ 7,191.00
<b>AUDIT FEES</b>	\$ 2,180.00	\$ 1,500.00	\$ 1,500.00
<b>LEGAL FEES</b>	\$ 320.00	\$ 650.00	\$ 650.00
<b>POSTAGE &amp; COPIES</b>	\$ 1,601.62	\$ 1,300.00	\$ 1,600.00
<b>INSURANCE</b>	\$ 7,243.20	\$ 8,000.00	\$ 8,700.00
<b>MISCELLANEOUS</b>	\$ 445.00	\$ 180.00	\$ 250.00
<b>PROPERTY TAXES</b>	\$ 26.04	\$ 50.00	\$ 50.00
<b>FEDERAL INCOME</b>	\$ 270.00	\$ 220.00	\$ 300.00
<b>ELECTRICITY</b>	\$ 1,366.44	\$ 1,700.00	\$ 1,700.00
<b>WATER &amp; SEWER</b>	\$ 14,351.53	\$ 15,500.00	\$ 15,500.00
<b>MAINTENANCE</b>	\$ 12,760.16	\$ 15,000.00	\$ 15,000.00
<b>LANDSCAPE SERVICE</b>	\$ 22,057.68	\$ 25,000.00	\$ 25,000.00
<b>TRASH REMOVAL</b>	\$ 5,781.00	\$ 5,640.00	\$ 5,781.00
<b>SNOW REMOVAL</b>	\$ 2,145.82	\$ 3,500.00	\$ 3,500.00
<b>RESERVES</b>	\$ 18,404.00	\$ 13,410.00	\$ 11,978.00
<b>EXTRA FUND RESERVE</b>	\$ 43,525.00	\$ 47,000.00	\$ 47,000.00
 <b>TOTAL EXPENSES:</b>	 \$ 139,527.49	 \$ 145,700.00	 \$ 145,700.00
 <b>EXCESS:</b>	 \$ 7,570.51	 \$ -	 \$ -
<b>2001 BEGINNING BALANCE \$1,267.20</b>			
<b>BALANCE IN OPERATING ACCOUNT 12/31/2001 WAS \$8,837.71</b>			

MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION  
RESERVE STATEMENT  
12/31/2001

Reserve Balance 12/31/2000 was \$18,959.56

Item	Income	Expenses	Balance
Funds from Checking	\$18,404.00		
Extra Funding Reserves 2001	\$43,525.00		
Interest	\$1,170.39		
Termite Treatments		\$ 4,563.60	
Handrails 1100		\$ 398.00	
Management Plus 1300 Building		\$ 1,162.50	
Roto Rooter - 1300 Building		\$ 691.00	
Gutters & Downspouts 1300		\$ 6,367.00	
Engineer - 1300		\$ 831.45	
Railings - 1300		\$ 2,294.78	
Jeffrey Allen Corp. 1300 Building		\$ 22,009.26	
Shayler Creek - 1300 Building		\$ 524.70	
Roofing Molloy - 700		\$ 987.00	
Insurance Claim MVM		\$ 4,750.00	
Sewer Lines, Undergrounds		\$ 8,800.60	
Painting		\$ 1,250.00	
Landscaping		\$ 753.66	
<b>Totals:</b>	<b>\$63,099.39</b>	<b>\$ 55,383.55</b>	<b>\$ 26,675.40</b>

**Balance in Reserves 12/31/2001as \$26,675.40**

**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

**MONTGOMERY MEADOWS HOA**

**2002 OPERATING BUDGET**

**INCOME:**

Monthly Assessments: 47 units x \$175.00 x 12 months	\$ 98,700.00
Additional Funding of Reserves: 47 units x \$1000.00	\$ 47,000.00

**TOTAL INCOME:** \$145,700.00

**EXPENSES:**

Management Fee	\$ 7,191.00
Audit Fees	\$ 1,500.00
Legal Fees	\$ 650.00
Postage & Copies	\$ 1,600.00
Insurance	\$ 8,700.00
Miscellaneous	\$ 250.00
Property Taxes	\$ 50.00
Federal Income Taxes	\$ 300.00
Electricity	\$ 1,700.00
Water & Sewer	\$ 15,500.00
Building Maintenance	\$ 15,000.00
Landscape Services	\$ 25,000.00
Trash Removal	\$ 5,781.00
Snow Removal	\$ 3,500.00
Reserves	\$ 11,978.00
Additional Funding to Reserves	\$ 47,000.00

**TOTAL EXPENSES:** \$145,700.00

**EXCESS RECEIPTS OVER DISBURSMENTS:** \$ 000.00

The monthly homeowner fees for the year 2002 will remain at \$175.00 per month. The Board of Trustees approved additional funding to the reserve account of \$1000.00 per unit for 2002.



**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION  
IMPROVEMENT APPLICATION**

This application must be submitted prior to any construction or addition to the exterior of your unit or grounds. This does include the installation or removal of shrubs and trees. If in doubt *about your project, contact Lisa Bloomer at Management Plus Realty Service at the office 513-772-2570, by fax at 513-326-2554 or by e-mail at [Lisa@mprs.net](mailto:Lisa@mprs.net).* YOU MUST RECEIVE WRITTEN APPROVAL FROM THE BOARD BEFORE STARTING YOUR IMPROVEMENT.

The object of requiring a Homeowner to submit an Improvement Application is to ensure that the planned improvement enhances the appearance, maintains the architectural harmony of Montgomery Meadows, in no way inconveniences other homeowners and meets all requirements of the governing documents.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER: \_\_\_\_\_ RENTER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF REQUESTED IMPROVEMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_

DIMENSIONS: \_\_\_\_\_ MATERIALS: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

SUPPLIER: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_

**A SKETCH OR DRAWING OF THE IMPROVEMENT SHOULD BE ATTACHED TO THIS FORM TO SHOW DIMENSIONS AND LOCATION.**

I understand the rules concerning the proposed improvement. This improvement in no way encroaches upon a neighbor's limited common area or the common ground. I agree to abide by the rules established by the Association and Board of Trustees, and will be solely liable for any upkeep required by the addition of this improvement. I understand that I will be responsible for obtaining all necessary building permits and complying with all requirements of governmental agencies and building codes.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR BOARD USE ONLY: DATE APPL. REC'D. \_\_\_\_\_ REC'D BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

DATE DISAPPROVED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

DATE NOTIFICATION LETTER SENT: \_\_\_\_\_

Dear Homeowner,

As a service to you Management Plus Realty Service has the ability to provide you with Direct Debit for payment of your association dues. This is the electronic withdrawal from your account on the first of the month for payment of assessment fees.

If you are interested please fill out the enclosed form completely and return to our office at 285 Northland Blvd., Cincinnati, Ohio 45246. We must receive it by the 15<sup>th</sup> of the month in order to process it for the first of the next month. Below is a brief description of each blank to help clarify any questions:

Financial Institution: Your bank name.

Transit # or Routing #: This is found on the bottom of your check, this is the first set of numbers between these marks.

Checking account #: The account number from which you want this withdrawn.

Amount: The amount of your monthly fee.

Name: Your name.

Community Name: The name of your Association.

Unit number or address: Self-explanatory.

Thank you for taking advantage of this service.

If you have any questions please contact me at 772-2570.

Respectfully,

Katherine P. Smith

**COMPLETE PROPERTY MANAGEMENT GROUP, INC.  
DBA MANAGEMENT PLUS REALTY SERVICE  
DIRECT DEBIT  
AUTHORIZATION AGREEMENT**

I here by authorize COMPLETE PROPERTY MANAGEMENT GROUP, INC. DBA MANAGEMENT PLUS REALTY SERVICE to initiate electronic debit entries, and, if necessary, credit entries to reverse erroneous debit entries to my account(s) at:

Financial Institution \_\_\_\_\_

Transit or Routing #: \_\_\_\_\_

Checking Account Number \_\_\_\_\_

Amount \_\_\_\_\_

**PLEASE ALSO PROVIDE A VOIDED CHECK FOR PROCESSING.**

This authority shall remain in full force and effect until COMPLETE PROPERTY MANAGEMENT GROUP, INC., DBA MANAGEMENT PLUS REALTY SERVICE and the bank has a reasonable opportunity to act upon the termination request.

**Name:** \_\_\_\_\_

**Community Name** \_\_\_\_\_

**Unit Number or address** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MONTGOMERY MEADOWS CONDOMINIUMS**

**MASTER INSURANCE POLICY  
COVERAGE OUTLINE**

**Prepared By:**

**Craig R. Ferrall  
Vice President**

**Mariemont Insurance, Inc.  
5725 Dragon Way, Suite 200  
Cincinnati, OH 45227  
Phone #: 513-271-4060, Extension 227**

**December 19, 2001**

**PROPERTY COVERAGE**

**BUILDING(S)**

LOSS OF OR DAMAGE TO COVERED BUILDING(S)  
FOR COVERED CAUSE OF LOSS \$4,977,700  
VALUATION CLAUSE REPLACEMENT COST  
CO-INSURANCE \$ 0  
DEDUCTIBLE \$ 1,000

**EARTHQUAKE**

\$4,977,700  
5% PER BLDG DEDUCTIBLE

**FLOOD**

\$ 100,000  
\$ 5,000 DEDUCTIBLE

**COVERAGE EXTENSIONS**

SIGNS INCLUDED  
EXTRA EXPENSE ACTUAL LOSS  
FIRE EXTINGUISHER RECHARGE \$ 5,000  
VALUABLE PAPERS & RECORDS \$ 25,000  
ACCOUNTS RECEIVABLE \$ 25,000  
CURRENCY & MONEY \$ 25,000  
FIRE DEPARTMENT SERVICE CHARGE \$ 10,000  
DEBRIS REMOVAL 25% OF LOSS LIMIT + \$25,000  
LOCK REPLACEMENT \$ 500  
TRANSIT LIMIT \$ 25,000  
ARSON REWARD \$ 5,000  
BACK UP OF SEWERS OR DRAINS BUILDING LIMIT  
EMPLOYEE DISHONESTY (INCL. PROPERTY AGENT) \$ 100,000  
GLASS INCLUDED  
POLLUTANT CLEAN UP AND REMOVAL \$ 25,000  
ORDINANCE OR LAW - INCREASED COST OF CONSTRUCTION \$ 100,000  
FENCING INCLUDED  
FORGERY OR ALTERATION \$ 100,000  
MONEY ORDERS & COUNTERFEIT PAPER CURRENCY \$ 25,000  
ELECTRONIC DATA PROCESSING EQUIPMENT \$ 10,000  
PERSONAL PROPERTY OFF PREMISES \$ 10,000  
ELECTRICAL INJURY & OFF PREMISES SERVICES \$ 1,000  
MAINTENANCE FEES ACTUAL LOSS

**LIABILITY COVERAGE**

COMPREHENSIVE GENERAL LIABILITY \$1,000,000 PER OCCURRENCE  
\$2,000,000 GENERAL AGGREGATE

**INCLUDED:**

- PREMISES/OPERATIONS
- PRODUCTS/COMPLETED OPERATIONS
- CONTRACTUAL LIABILITY
- PERSONAL & ADVERTISING INJURY
- MEDICAL PAYMENTS - \$5,000 LIMIT
- BROAD FORM PROPERTY DAMAGE
- HOST LIQUOR LIABILITY
- INCIDENTAL MEDICAL MALPRACTICE
- NON-OWNED WATERCRAFT
- LIMITED WORLDWIDE LIABILITY
- EXTENDED BODILY INJURY
- AUTOMATIC COVERAGE FOR NEWLY ACQUIRED ORGANIZATIONS
- ADDITIONAL PERSONS INSURED
- FIRE DAMAGE LIABILITY - \$300,000 LIMIT

**DIRECTORS AND OFFICERS LIABILITY**

LIMITS \$1,000,000 PER CLAIM  
\$1,000,000 ANNUAL AGGREGATE

**AUTOMOBILE COVERAGE**

HIRED CAR LIABILITY \$1,000,000  
NON-OWNED AUTOMOBILE LIABILITY \$1,000,000

**UMBRELLA COVERAGE**

LIMIT OF LIABILITY \$10,000,000  
RETAINED LIMIT \$ 0

THE PRECEDING DESCRIPTION OF COVERAGE AND LIMITS ARE NOT A REPLACEMENT FOR YOUR POLICY, BUT ONLY A BRIEF SUMMARY. THE POLICY SHOULD BE REFERRED TO FOR ACTUAL COVERAGES, LIMITS, CONDITIONS, AND EXCLUSIONS.