

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, FEBRUARY 9, 2004**

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

ATTENDANCE TAKEN: Walter Rugh, Thelma Bikulcius, Maurice Trabout, and John Britton. Debbie Wallace, Jay Blount and Jack Dodd all had an excused absence. 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 November 10, 2003 Board of Trustees Meeting. The Board reviewed the minutes of the January 12, 2004 Annual Meeting. The minutes of the annual meeting will be approved at the next annual meeting.

COMMITTEE REPORTS:

- a.) **Nominating Committee: No update.**
- b.) **Architectural Committee: The Board approved the improvement application for 603 new black handrails.**
- c.) **Budget Committee: No update.**

MANAGEMENT REPORT: The Board approved the management report as written. Balance in the checking account as of January 31, 2004 was \$16,407.60. The balance in the reserve account as of January 31, 2004 was \$27,785.54. The Board reviewed the past due report and the prepaid report. The Board approved the payment of the invoices submitted by Management Plus. Maintenance Report – submitted by Management Plus.

OLD/NEW BUSINESS:

- a.) **Tree trimming and tree removals: The Board hired Tree Images. Work is in process. Tree trimming and removal expense will be paid from the reserve account.**
- b.) **Porches 800: The Board hired HomeDecorators to install trex steps and porches on units 801, 802, 803, 804, and 805. The Board agreed to replace the sidewalk between 803-804-805 before the installation of the trex steps and porches.**
- c.) **Exterior Painting for 2004: The Board is soliciting bids for the painting of buildings 1000-1300. Before the painter begins painting this year we**

recommend that you check your windows, doors and frames to be sure that they do not need to be replaced prior to the painter starting. GENERAL GUIDELINES FOR MAINTENANCE AND REPAIR – REVISED JANUARY 2001: Homeowner's individual maintenance, repair and care responsibilities include, but is not limited to: Entrance door replacement (with Board approval), including all locks, molding, trim, hardware, hinges, weather stripping, door frame, sills, etc. Storm door repair and replacement (with Board approval). All windows, frames, hardware, locks, weather stripping, etc. their maintenance, replacement (with Board approval) and cleaning. We highly recommend that you check your door frames and window frames to be sure that you have no areas that need to be replaced. Many homeowners in the community have already replaced doors and windows due to rotten wood. When you replace your doors and windows be sure that the installer will be installing new frames and molding, etc.

Please use an improvement application form to get Board approval to replace your doors, storm doors and windows.

- d.) Landscaping issues: Management Plus has contacted Shayler Creek about maintaining the ivy, keeping it cut back, weeding, the weeds in the community and the leaves needing to be cleaned up. Remember that if the ivy is in your four foot area that the homeowner is responsible for the maintaining of the ivy and you need to keep the ivy weeded, cut back off the buildings and other items, and all leaves cleaned up from the ivy.**
- e.) Garage floor replacement building 100: The engineer re-inspected the floor and has prepared some recommendations. He is recommending that we get bids to replace the garage floor. Management Plus is soliciting bids. The Board agreed to table this item at this time. This work is to be paid from the reserve account.**
- f.) Moles: This issue to be addressed again this spring.**
- g.) Decks the rear of building 600: The Board requested that Management Plus send the homeowners of building 600 that have decks a copy of the engineers report.**
- h.) Termite treatments: The following buildings need to be treated: 101-103, 201-204, 301-303, 601-603, 701-703, and 801-805. In 2004, the Board plans to treat some of these units.**
- i.) Roofing Repairs: The Board hired Baker Roofing to address some of the engineer's concerns. The Board allocated \$6400.00 for roofing repairs. Work will have to be done over the next several years.**

- j.) Gutter and Downspout Replacements: The Board hired Murphy Home Improvement up to \$15,200.00 for gutter and downspout replacement and gutter guard installation. Work will continue over the next several years before all units will be completed.**
- k.) Concrete replacement: The Board requested that Management Plus get some pricing for concrete replacement.**
- l.) Improvements: Homeowners are reminded that prior to making improvements such as window and door replacements, landscaping improvements, satellite dishes, etc. that you must fill out an improvement application form and submit to the Board for approval prior to having the work done.**
- m.) Landscaping improvements at the 1300 building to replace the two trees that were removed. Management Plus submitted a bid from Shayler Creek. No decision was reached. John Britton volunteered to give Management Plus an address of a home in the neighborhood that has a type of bush that he would like to get a bid on for this area.**
- n.) Neighbor to the 1300 Building: John Britton agreed to contact the neighbor about the encroachment of landscaping onto our property.**
- o.) Selling your unit: Please keep in mind that the Association is not a party to your sales agreement. If any work is a contingency in your sales agreement you the seller are agreeing to pay for and have this work done. Prior to having any work done in the limited or common area it must first be approved by the Board. A homeowner cannot agree that the Association will do work contingent in your sales agreement. A homeowner cannot commit for the Association. If your buyer wants work done and you agree to it (you agree to pay for it and take care of it – with Board approval). Be very careful in agreeing to take care of items that are not your responsibility or obligation. You as a homeowner cannot agree or authorize repairs, replacements, or expenditures for the Association.**

Do not agree to take care of any Association related items. If something is needed or wanted at your unit, that could be an Association expense, please send in a service request form. It is the Board's decision to act on this expenditure and when to act on this expenditure – not the homeowner. We cannot guarantee that any specific item that is a cost of the Association will be taken care of prior to any closing. The two (Association maintenance and your closing) are NOT related in any manner.

- p.) 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. If you notice lights out in the community, please contact Rodg Gerhardt directly at 101 or 792-9222.

- q.) Management Plus – emergency phone number – 513-618-8166.
Office phone number - 513-772-2570
Lisa Bloomer – ext. 12 (Lisa.Bloomer@mprs.net)
Pam McGuire – ext. 17
Fax number – 513-326-2554
Office address – 285 Northland Boulevard Cincinnati, Ohio 45246**

If you would like for Lisa Bloomer to give you a returned phone call – please leave a voice mail message on her voice mail – 772-2570 ext. 12.

ADJOURNMENT: With no further business to discuss the meeting adjourned at 8:00 p.m. The next meeting is March 8, 2004 at the home of Wally Rugh – 805.

Meeting Schedule:

March 8, 2004	805	April 12, 2004	1306
May 10, 2004	701	June 14, 2004	403
July 12, 2004	201	August 9, 2004	802
September 13, 2004	103	October 11, 2004	805
November 8, 2004	1306	No Meeting in December 2004	

Montgomery Meadows HOA
GENERAL FUNDS STATEMENT
 Period: 01/01/04 to 01/31/04

Description	Current Period			Year-To-Date			Yearly Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
INCOME:								
06310	Assessment Income	5,345.00	9,165.00	(3,820.00)	5,345.00	9,165.00	(3,820.00)	109,980.00
06335	Additional Funding to Reserve	14,800.00	23,500.00	(8,700.00)	14,800.00	23,500.00	(8,700.00)	23,500.00
06340	Late Fee Income	15.00	.00	15.00	15.00	.00	15.00	.00
	TOTAL INCOME:	20,160.00	32,665.00	(12,505.00)	20,160.00	32,665.00	(12,505.00)	133,480.00
EXPENSES:								
07010	Management Fees	611.00	611.00	.00	611.00	611.00	.00	7,332.00
07140	Accounting Fees	.00	.00	.00	.00	.00	.00	1,500.00
07160	Legal Fees	.00	54.00	54.00	.00	54.00	54.00	650.00
07260	Postage & Copies	42.80	150.00	107.20	42.80	150.00	107.20	1,800.00
07280	Insurance General	1,707.10	941.00	(766.10)	1,707.10	941.00	(766.10)	11,270.00
07300	Miscellaneous General	.00	20.00	20.00	.00	20.00	20.00	250.00
07320	Property Tax	25.83	25.00	(.83)	25.83	25.00	(.83)	50.00
07340	Federal Income Tax	.00	300.00	300.00	.00	300.00	300.00	300.00
08910	Electricity	167.99	141.00	(26.99)	167.99	141.00	(26.99)	1,700.00
08930	Water & Sewer	.00	.00	.00	.00	.00	.00	18,000.00
09110	Building Maintenance	1,421.31	1,250.00	(171.31)	1,421.31	1,250.00	(171.31)	15,000.00
09610	Lawn Maintenance	1,763.15	1,837.00	73.85	1,763.15	1,837.00	73.85	22,000.00
09700	Trash Removal	482.49	483.00	.51	482.49	483.00	.51	5,796.00
09800	Snow Removal	615.03	1,500.00	884.97	615.03	1,500.00	884.97	4,500.00
09910	Reserves	1,660.00	1,660.00	.00	1,660.00	1,660.00	.00	19,832.00
09930	Additional Funding to Reserve	.00	23,500.00	23,500.00	.00	23,500.00	23,500.00	23,500.00
	TOTAL EXPENSES:	8,496.70	32,472.00	23,975.30	8,496.70	32,472.00	23,975.30	133,480.00
	EXCESS RECPT OVER DISBSMT	11,663.30	193.00	11,470.30	11,663.30	193.00	11,470.30	.00

PREVIOUS BALANCE 12/31/03 \$ 4,744.30
 EXCESS RECPT OVER DISBSMT \$11,663.30
 CASH IN BANK 01/31/04 \$16,407.60

Revised due to deposit errors

MONTGOMERY MEADOWS
RESERVE SUMMARY
February 29, 2004

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	0.00			0.00	0.00	0.00
Concrete	0.00			0.00	0.00	0.00
Water & Sewer Lines	332.00	330.00		662.00	662.00	0.00
Roofs	0.00			0.00	0.00	0.00
Gutters/Downspouts	6,087.47			6,087.47	0.00	0.00
Gutter Guards	0.00			0.00	0.00	0.00
Chimney Flashing/Caps	0.00			0.00	0.00	0.00
Garage Doors	0.00		575.00	(575.00)	0.00	575.00
Garage Windows/Side Dr	0.00			0.00	0.00	0.00
Shutters	0.00			0.00	0.00	0.00
Trim Garages	0.00			0.00	0.00	0.00
Drainage/Undergrounds	332.00	330.00		662.00	662.00	0.00
Tree Trim/Removal	12,000.00			12,000.00	0.00	0.00
Landscape Improvements	0.00			0.00	0.00	0.00
Hemlocks	0.00			0.00	0.00	0.00
Termites	8,332.00	330.00		8,662.00	662.00	0.00
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	432.00	430.00		862.00	862.00	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	232.00	232.00		464.00	464.00	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
Contingency	0.00			0.00	0.00	0.00
Insurance Claim	0.00			0.00	0.00	0.00
Totals:	27,747.47	1,652.00	575.00	28,824.47	3,312.00	575.00
Interest:	38.07	33.22	0.00	71.29	71.29	0.00
TOTAL:	27,785.54	1,685.22	575.00	28,895.76	3,383.29	575.00