

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, APRIL 12, 2004**

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

ATTENDANCE TAKEN: Walter Rugh, Thelma Bikulcius, Maurice Trabout, Debbie Wallace, Jay Blount and Jack Dodd. John Britton 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 March 8, 2004 Board of Trustees Meeting.

COMMITTEE REPORTS:

- a.) **Nominating Committee: No update.**
- b.) **Architectural Committee: No update.**
- c.) **Budget Committee: No update.**

MANAGEMENT REPORT: The Board approved the management report as written. Balance in the checking account as of March 31, 2004 was \$21,481.15. The balance in the reserve account as of March 31, 2004 was \$22,264.88. The Board reviewed the past due report and the prepaid report. The Board requested that Management Plus contact the two homeowners that are very past due and if the accounts are not brought current by April 30, 2004 to file a lien. 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 hired Sam Hickman Painting 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 responsibility 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.) **Garage floor replacement building 100:** The engineer will re-inspect. Work has been tabled at this time. This work is to be paid from the reserve account.
- e.) **Moles:** This issue has been tabled at this time.
- f.) **Decks the rear of building 600:** Management Plus has not heard back from the homeowners since the copy of the engineer report was mailed out.
- g.) **Termite treatments:** The Board authorized the treatment at the following buildings 601-603, 701-703, and 801-805.
- h.) **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.
- i.) **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. Thelma Bikulcius and Lisa Bloomer have a meeting scheduled with the contractor for April 16, 2004.
- j.) **Concrete replacement:** The Board hired Pavement Management to replace the sidewalk at 803-805.
- k.) **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. The Board agreed to table this item.

- l.) Clean up of fence line by the 1300 Building: Management Plus to contact Shayler Creek Landscaping and have them take care of it.**
- m.) Debbie Wallace – landscaping improvements: The Board approved the work that Ms. Wallace would like done at her unit. Shayler Creek and Ms. Wallace have been playing phone tag.**
- n.) Satellite Dishes: Management Plus contacted Mike Albl about working on a satellite dish installation policy.**
- o.) Request from unit owner of 603 doorbell. The doorbell maintenance, repair and or replacement are a homeowner expense. Jay Blount agreed to contact the homeowner.**
- p.) Boulders: Management Plus to contact Shayler Creek about the existing boulder at the 800 building and to order a new boulder for the entry driveway.**
- q.) 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.

- r.) 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.**

s.) **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 May 10, 2004 at the home of Jack Dodd – 701.

Meeting Schedule:

June 14, 2004	1306	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: 03/01/04 to 03/31/04

Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME:							
06310 Assessment Income	9,920.00	9,165.00	755.00	21,900.00	27,495.00	(5,595.00)	109,980.00
06335 Additional Funding to Reserve	640.00	.00	640.00	18,290.00	23,500.00	(5,210.00)	23,500.00
06340 Late Fee Income	60.00	.00	60.00	90.00	.00	90.00	.00
TOTAL INCOME:	10,620.00	9,165.00	1,455.00	40,280.00	50,995.00	(10,715.00)	133,480.00
EXPENSES:							
07010 Management Fees	611.00	611.00	.00	1,833.00	1,833.00	.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	162.00	162.00	650.00
07260 Postage & Copies	40.79	150.00	109.21	260.17	450.00	189.83	1,800.00
07280 Insurance General	1,086.10	1,000.00	(86.10)	3,879.30	3,941.00	61.70	11,270.00
07300 Miscellaneous General	.00	20.00	20.00	.00	60.00	60.00	250.00
07320 Property Tax	.00	.00	.00	25.83	25.00	(.83)	50.00
07340 Federal Income Tax	100.00	.00	(100.00)	100.00	300.00	200.00	300.00
08910 Electricity	145.64	141.00	(4.64)	479.73	423.00	(56.73)	1,700.00
08930 Water & Sewer	.00	4,500.00	4,500.00	.00	4,500.00	4,500.00	18,000.00
09110 Building Maintenance	1,915.53	1,250.00	(665.53)	3,336.84	3,750.00	413.16	15,000.00
09610 Lawn Maintenance	1,763.15	1,833.00	69.85	5,289.45	5,503.00	213.55	22,000.00
09700 Trash Removal	482.49	483.00	.51	1,447.47	1,449.00	1.53	5,796.00
09800 Snow Removal	1,312.33	1,000.00	(312.33)	1,927.36	3,500.00	1,572.64	4,500.00
09910 Reserves	1,652.00	1,652.00	.00	4,964.00	4,964.00	.00	19,832.00
09930 Additional Funding to Reserve	.00	.00	.00	.00	23,500.00	23,500.00	23,500.00
TOTAL EXPENSES:	9,109.03	12,694.00	3,584.97	23,543.15	54,360.00	30,816.85	133,480.00
EXCESS RECPT OVER DISBSMT	1,510.97	(3,529.00)	5,039.97	16,736.85	(3,365.00)	20,101.85	.00

PREVIOUS BALANCE 02/29/04 \$19,970.18
 EXCESS RECPT OVER DISBSMT \$ 1,510.97
 CASH IN BANK 03/31/04 \$21,481.15

**MONTGOMERY MEADOWS
RESERVE SUMMARY
March 31, 2004**

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	0.00			0.00	0.00	0.00
Concrete	0.00			0.00	0.00	0.00
Water & Sewer Lines	662.00	330.00		992.00	992.00	0.00
Roofs	0.00			0.00	0.00	0.00
Gutters/Downspouts	6,319.47	232.00		6,551.47	464.00	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	87.00	330.00		417.00	992.00	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	662.00	330.00		992.00	992.00	0.00
Tree Trim/Removal	12,000.00		8,000.00	4,000.00	0.00	8,000.00
Landscape Improvements	0.00			0.00	0.00	0.00
Hemlocks	0.00			0.00	0.00	0.00
Termites	8,000.00		316.72	7,683.28	0.00	316.72
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	862.00	430.00		1,292.00	1,292.00	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	232.00	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:	28,824.47	1,652.00	8,316.72	22,159.75	4,964.00	8,891.72
Interest:	71.29	33.84	0.00	105.13	105.13	0.00
TOTAL:	28,895.76	1,685.84	8,316.72	22,264.88	5,069.13	8,891.72

Revised check 1132 logged incorrectly 5/7/04