

MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, JUNE 14, 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 John Britton. Jack Dodd 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 May 10, 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 May 31, 2004 was \$22,334.79. The balance in the reserve account as of May 31, 2004 was \$14,488.52. The Board reviewed the past due report and the prepaid report. Accounts past due have and will be sent to the attorney. The Board approved the payment of the invoices submitted by Management Plus.

OLD/NEW BUSINESS:

- a.) **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.
- b.) **Exterior Painting for 2004:** The Board hired Sam Hickman Painting for the painting of buildings 1000-1300. The Board recommends that you check your windows, doors and frames to be sure that they do not need to be replaced prior to painting. **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 doorframes 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.

- c.)** 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.
- d.)** Decks the rear of building 600: Management Plus to send letter to 601 thanking them for the work that was done to the deck and recommend that the deck be cleaned and sealed again as well as the baluster work considered. Management Plus to send final demand letter to 602. If the problem is not corrected the Board will hire a contractor to address the concerns from the engineer and charge the homeowner all labor and materials.
- e.)** 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.
- f.)** Gutter and Downspout Replacements: The Board hired Murphy Home Improvement up to \$15,200.00 for gutter and downspout replacement and gutter guard installation. The following buildings are approved for 2004: 100, 200, 500 and 800. Work will continue over the next several years before all units will be completed.
- g.)** Concrete replacement: The Board hired Pavement Management to replace the sidewalk at 803-805.
- h.)** Satellite Dishes: The Board reviewed the information from Mike Albl regarding a satellite dish installation policy. The Board would like to remind all homeowners to submit an improvement application form to the Board, prior to the installation of your satellite dish. Please include a diagram of where you would like to install the dish.
- i.)** Concrete Replacement at the 1000 Building: The Board hired Pavement Management.
- j.)** Water issues 804-805: The engineer has inspected and the homeowners are working on the issue.
- k.)** Letters to homeowners: The Board reviewed letters to homeowners that were sent by Management Plus.
- l.)** Request from Brian Dwyer 302: Management Plus asked the engineer to check out the problem to determine what if any involvement the Association had in the problem. Foundation movement, leaks, repairs, etc. are a homeowner expense.
- m.)** Inspections by the Board: The Board assigned buildings to be inspected by the Board Members on a regular basis. If a Board Member notes any problems, they should immediately contact Management Plus in writing, so the service department can address the concern. Building assignments are as follows: John Britton 1200 – 1300, Wally Rugh 1100-1000, Debbie Wallace 800-900, Jack Dodd 700-600, Thelma Bikulcius 400-500, Jay Blount 300-200 and Mo Trabou 100 building. Major expenditures of the community have already been approved and contracted for in 2004.
- n.)** Service concerns: The Board mentioned several items that need addressing at this time. Management Plus will address the maintenance items and contact the landscaper for the landscaping issues and the roofer regarding the leaks.

- o.)** Mole Eradication: Dr. Rugh contacted this company to get a bid for the mole trapping in the community. He was quoted a verbal price of \$200.00 per unit per year. Management Plus reported that this was the company that quoted on the services last fall and the price was much less. The Board will revisit this matter again next month.
- p.)** Letters from Homeowners: The Board reviewed several letters from homeowners.
 - a.) Carolyn Kindle – termite problem, landscaping concerns and the deer in the community. Management Plus to continue working on the issues.
 - b.) Clara Lee Miller – landscaping concerns, downspout concern and homeowner expense concerns. Management Plus to continue working on the issues.
 - c.) Mary Joan Liebat – deck concerns. Management Plus to contact the homeowner.
- q.)** Rumpke concerns: John Britton reported concerns he had with Rumpke. The Board would like to remind all homeowners and residents that when you place your trash out at the curb, please be sure that your trash bag is securely closed so that your trash does not leak out into the community. Please be sure to empty all liquids before placing in the trash bag. Once the bag breaks, the liquids and grease are all over the driveways.
- r.)** 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 the Board must first approve it. 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.

- s.)** 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.
- t.)** 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 July 12, 2004 at the home of Jay Blount - 201.

Meeting Schedule:

August 9, 2004	802	September 13, 2004	103
October 11, 2004	805	November 8, 2004	1306
No Meeting in December 2004			

GENERAL INFORMATION:

The Board appreciates the homeowners watering the common areas and your mulch beds. Please remember to turn off the water after each watering cycle. Please do not water the driveways, parking lots, siding, roofs, your windows, etc. You want to be careful water does not enter the buildings from the way the water hits the building. We all pay for the water and we certainly do not want to be wasting the water. As the water enters the building and as the water travels from one end of the building to the other it can be heard in all the units. Water left on for long periods can be very distracting and annoying to your other neighbors. Please do not water late at night as to disturb your neighbors sleeping.

Please do not throw trash in the community. Our walkers in the community are commenting that they need to be picking up the trash on a regular basis. If you see any trash, please pick it up. Please be sure your trash bags are securely closed when placed out for Rumpke.

Attached is an update form so that Management Plus can update our records. Please be sure to list an emergency contact person and leave a key with a neighbor or relative. Recently, we had a car alarm going off for over a week. The occupants of the unit were not available, and did not leave any emergency contact information with the neighbors or the management company. If you plan to travel, please be sure that a neighbor or relative has a key to your unit and any vehicles you may leave on the property. Be sure to notify the management company, in writing of your travel plans and who to contact in case of an emergency.

**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.Bloomer@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: _____