

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

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

**ATTENDANCE TAKEN:** Board Members represented Walter Rugh, Thelma Bikulcius, Maurice Trabou, Debbie Wallace, Jack Dodd, Jay Blount and John Britton. 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 June 14, 2004 Board of Trustees Meeting.

**COMMITTEE REPORTS:**

- a.) **Nominating Committee:** No update.
- b.) **Architectural Committee:** No update.
- c.) **Budget Committee:** No update. The committee of Jay, Thelma, Mo and Wally will arrange to start working on the budget in September 2004 with Management Plus.

**MANAGEMENT REPORT:** The Board approved the management report as written. Balance in the checking account as of June 30, 2004 was \$20,172.68. The balance in the reserve account as of June 30, 2004 was \$16,156.82. 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 to start the foreclosure process on one of the units past due. 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. This work should begin in the next four – six weeks. Pavement Management has replaced the sidewalk at 803-804-805.
- 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.)** Decks the rear of unit 602: Management Plus sent another letter to the homeowner. 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.
- d.)** 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.
- e.)** 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.
- f.)** Concrete Replacement at the 1000 Building: This work has been completed by Pavement Management.
- g.)** Letters to homeowners: The Board reviewed letters to homeowners that were sent by Management Plus.
- h.)** 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. Management Plus is waiting on the report from the engineer.

---

- i.)** 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.
- j.)** Mole Eradication: The Board agreed not to take any further action at this time.
- k.)** Landscaping contract: The Board agreed to hire Shayler Creek Landscaping for another two-year term with a \$400.00 annual increase.
- l.)** 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. The Board briefly discussed waste wheelers in the community.
- m.)** Car alarm: Recently, we had an incident of a car alarm going off for over a week disturbing many in the community. The unit occupants were out of town and left no emergency information with the management company, the owner of the unit or with any neighbors. We highly recommend that if you are planning to be out of town that you send emergency information to the

management company and give a key to your unit to a neighbor or family member. If you plan to leave your vehicle on the premises, please leave a set of keys in your unit for the vehicle or with a neighbor.

- n.)** Update Information Forms: Attached is an information form. We are including this form so that we can update our records. We want to have names and phone numbers of someone to contact in case of an emergency. We also want to know who may have a key to your unit in case of an emergency.
- o.)** Budget 2005: The Budget committee will begin working on the budget in September 2004 with Management Plus.
- p.)** Additional funding of the reserves: Please keep in mind that the final installment is due no later than July 1, 2004.
- q.)** Landscaping improvements: Landscaping improvements were discussed for the 500 Building.
- r.)** Deer in the community: The Board once again discussed the deer in the community. The Association is very limited on how they can keep the deer out of the community.
- s.)** Skylights: The Board briefly discussed homeowners installing skylights. Any homeowner interested in installing skylights or making any other improvements must first submit an improvement application to the Board. The homeowner must wait for approval or denial from the Board, prior to purchasing or installing any improvement. An improvement includes, but is not limited to, landscaping improvements, satellite dishes, skylight installation, window and door replacements, etc.
- t.)** 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.

- u.)** 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.
- v.)** 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 8:20 p.m. The next meeting is August 9, 2004 at the home of Debbie Wallace – 802.

**Meeting Schedule:**

<b>September 13, 2004</b>	<b>103</b>	<b>October 11, 2004</b>	<b>805</b>
<b>November 8, 2004</b>	<b>1306</b>	<b>No Meeting in December 2004</b>	

**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.**

**The Board has noticed some parking violators again. Please remember that homeowners or occupants of the unit should not be parking in the visitor parking spaces. Unauthorized vehicles or parking violators can be towed at the vehicle owner's expense with no additional notice given.**

**THE ANNUAL MEETING IS IN JANUARY 2005. ANYONE INTERESTED IN SERVING ON THE BOARD, PLEASE SEND WRITTEN NOTICE TO MANAGEMENT PLUS. OUR NOMINATING COMMITTEE THIS YEAR IS JOHN BRITTON, THELMA BIKULCIUS, AND JAY BLOUNT.**

**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 WITHOUT FURTHER 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 Lisa.Bloomer@mprs.net

**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](mailto: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: \_\_\_\_\_

PLEASE FILL OUT ENTIRE FORM AND RETURN TO COMPLETE PROPERTY MANAGEMENT GROUP, INC. D.B.A. MANAGEMENT PLUS REALTY SERVICE. THIS INFORMATION IS NEEDED FOR OUR COMPUTER SYSTEM. WE ARE INTERESTED IN KNOWING WHO IS LIVING WHERE AND HAVE ACCURATE PHONE INFORMATION IN CASE WE NEED TO REACH YOU.

THANK YOU FOR TAKING THE TIME TO FILL OUT THE FORM.

**MONTGOMERY MEADOWS HOA  
CONFIDENTIAL INFORMATION FORM**

DATE: \_\_\_\_\_  
NAME (S) OF OWNER: \_\_\_\_\_  
MAILING ADDRESS OF OWNER: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS OF UNIT: \_\_\_\_\_  
UNIT#: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_ WORK#: \_\_\_\_\_  
FAX PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
PET? \_\_\_\_\_ TYPE: \_\_\_\_\_  
WEIGHT: \_\_\_\_\_ NAME OF ANIMAL: \_\_\_\_\_  
NUMBER OF VEHICLES, TYPE AND LICENSE PLATE NUMBER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSURANCE AGENT (for HOMEOWNER), NAME, PHONE NUMBER & ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMERGENCY CONTACT: (THIS PERSON SHOULD NOT BE ANYONE LISTED ABOVE. WE PREFER THAT THIS PERSON HAVE A KEY TO YOUR HOME FOR USE IN AN EMERGENCY.) NAME, ADDRESS, HOME PHONE NUMBER AND WORK PHONE NUMBER: \_\_\_\_\_  
\_\_\_\_\_

IF YOUR UNIT IS RENTED: PLEASE LIST NAME AND PHONE NUMBER OF RESIDENTS: \_\_\_\_\_  
\_\_\_\_\_

PLEASE RETURN TO:  
COMPLETE PROPERTY MANAGEMENT GROUP, INC. D.B.A. MANAGEMENT PLUS REALTY SERVICE AT 285 NORTHLAND BOULEVARD CINCINNATI, OHIO 45246.  
OFFICE – 513-772-2570, FAX – 513-326-2554, E-MAIL – PAM.MCGUIRE@MPRS.NET