

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

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

ATTENDANCE TAKEN: Board members present were Walter Rugh, Thelma Bikulcius, Maurice Trabout, 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 July 12, 2004 Board of Trustees Meeting.

COMMITTEE REPORTS:

a.) Nominating Committee: The annual meeting will be held in January 2005. Anyone interested in serving on the Board, please send written notice to Management Plus. Terms are up for the following Board Members – Debbie Wallace, Wally Rugh and Jack Dodd.

b.) Architectural Committee: No update.

c.) Budget Committee: The committee of Jay, Thelma, Mo and Wally will meet at 5:00 p.m. on Monday, September 13, 2004 to start working on the budget.

MANAGEMENT REPORT: The Board approved the management report as written. Balance in the checking account as of July 31, 2004 was \$17,232.93. The balance in the reserve account as of July 31, 2004 was \$15,069.45. The Board reviewed the past due report and the prepaid report. Accounts past due have and will be sent to the attorney. The Board agreed to continue the foreclosure process on one of the units past due. Once the homeowner is able to pay in full, they should contact the attorney for the Association or the management company. 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 by the end of August 2004.

b.) The deck on the rear of unit 602: If the homeowner does not correct the deck issues, the Board will hire a contractor to address the concerns from the engineer and charge the homeowner all labor and materials.

c.) 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.

d.) Gutter and Downspout Replacements: Murphy Home Improvement has been working on the scheduled project for 2004. Management Plus is working with the contractor of similar problems on the ranch units of overflowing problems in heavy rains. The problem is a design issue and we

are looking at possible solutions. Once the roofing repairs are completed this may also help these design issues.

- e.)** Concrete Replacement at the 1000 Building: This work has been completed by Pavement Management. Management Plus is working with the contractor regarding concerns from one of the homeowners.
- f.)** Letters to homeowners: The Board reviewed letters to homeowners that were sent by Management Plus and to Management Plus.
- g.)** 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.
- h.)** Rumpke: Management Plus to contact Rumpke to discuss in more detail the waste wheeler options to Montgomery Meadows. 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.
- i.)** 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.
- j.)** Tree work: Additional tree work is scheduled for the community.
- k.)** Landscaping improvements: Landscaping improvements were discussed for the 500 Building. The Board agreed to have the landscapers install a weeping cherry tree and sod. The Board agreed to remove the pine tree and the tree next to it by the 200 building and seed and straw the area. The Board requested that Shayler Creek revisit the area by 1300 and submit another bid for a visual barrier.
- l.)** Deer in the community: Management Plus contacted the City of Montgomery.
- m.)** Parking violators: The parking problems in the community were discussed. Homeowners are reminded that the occupants of the units should not be parking in the guest parking spaces.
- n.)** Improvement application – 504 Miller/Haas: The Board approved the lifting of the rear patio by Dwyer Concrete Lifting at the homeowner's expense.
- 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 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.

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 7:59 p.m. The next meeting is September 13, 2004 at the home of Mo Trabout – 103.

Meeting Schedule:

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

GENERAL INFORMATION:

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.

**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: _____

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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