

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION  
BOARD OF TRUSTEES MEETING MINUTES  
MONDAY, OCTOBER 11, 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, Jay Blount and John Britton. Debbie Wallace and 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 September 3, 2004 Board of Trustees Meeting. Minutes will be distributed to the community.

**COMMITTEE REPORTS:**

- a.) **Nominating Committee:** The annual meeting will be held on January 10, 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. If you are interested in serving on the Board and have any questions about serving on the Board, please contact our nominating committee chairperson – John Britton – 1306 – 513-984-8481.
- b.) **Architectural Committee:** Improvement Applications – none.
- c.) **Budget Committee:** The Board reviewed the information from the budget committee and agreed to leave the monthly fee at \$195.00 per unit per month and to have an additional funding of the reserve account at an annual fee of \$550.00 per unit. Homeowners would be able to pay ½ the fee January 1, 2005 of \$275.00 and the other ½ of the fee \$275.00 July 1, 2005. The Board agreed to charge a late fee for a fee past due.

**MANAGEMENT REPORT:** The Board approved the management report as written. Balance in the checking account as of September 30, 2004 was \$4,801.28. The balance in the reserve account as of September 30, 2004 was \$29,451.77. The Board reviewed the past due report and the prepaid report. The foreclosure unit has paid the fees through September 30, 2004. The Board approved the payment of the invoices submitted by Management Plus.

**OLD/NEW BUSINESS:**

- a.) **Porches 800:** The Board hired Schneider Home Equipment to install railings at units 802, 803 and 804. The railings should be installed in the next couple of weeks.
- b.) **Roofing Repairs:** The Board hired Baker Roofing to address some of the engineer's concerns. The Board allocated \$6400.00 for roofing repairs. Additional roofing work was scheduled at the 600 building due to current leaking conditions. Many of the trees near and around the 600 building are contributing to the roofing and gutters problems. The engineer recommends that the homeowners and the Board work on getting the trees drastically trimmed back or removed. Work will have to be done over the next several years.

- c.)** 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.
- d.)** 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.
- e.)** 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. The Board reviewed the report. Management Plus to solicit bids for several items.
- f.)** Rumpke: The Board requested that Management Plus contact Rumpke again about the white residue on the parking lot. 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. Rumpke quoted a price of \$3.00 per unit per month (in addition to the regular monthly fee) for waste wheelers – the Board declined. Any homeowner interested in obtaining a waste wheeler may contact Rumpke directly for this service – any fees would be a homeowner cost.
- g.)** Tree work: Additional tree work is scheduled for the community.
- h.)** Landscaping improvements: Board approved an estimate from Shayler Creek for improvements for over the wall at the 1300 Building.
- i.)** 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.
- j.)** Homeowner of 203 fell in the common area: The Board reported that the unit owner fell in the common area. The homeowner needs to send in a written accident report of the incident to the Board c/o Management Plus. Please describe where and what happened and any injuries sustained. The Board will review this information once the homeowner has filed the accident report. The Board reviewed a letter from the homeowner and agreed not to submit an insurance claim.
- k.)** Walk through: Management Plus and the Board did a walk through of the community this fall. Many items were noted. Minor maintenance and landscaping items will be addressed. The Board will review major issues over the next several months.
- l.)** Federal Pacific Panels: Frey Electric was doing an electrical inspection of the community and noted that several units have Federal Pacific Panels. Federal Pacific Electric – Stab-Lok service panels and breakers are a latent hazard and can fail, leading to electrical fires. The failure rates for these circuit breakers were significant and are documented in the CPSC study. You may want to check our electrical panels inside and outside to determine if you have a Federal Pacific Panel – and if you do you may want to have an electrician check it out. The Board is in the process of obtaining bids for the community. If you access to the internet – please check out Federal Pacific Panel/Breaker Hazard Summary. The individual electrical panel/breaker for your unit inside or outside would be a homeowner expense.

- m.)** 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.

- n.)** 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.

- o.)** Management Plus – emergency phone number – 513-618-8166.  
Office phone number - 513-772-2570  
Lisa Bloomer – ext. 12 (Lisa.Bloomer@mprs.net)  
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 November 8, 2004 at the home of John Britton - 1306. No Board 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.

**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