

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**MONDAY, OCTOBER 10, 2005**

**CALL TO ORDER:** Wally Rugh called the meeting to order at 7:10 p.m.

**ATTENDANCE TAKEN:** Board members present were Walter Rugh, Thelma Bikulcius, Maurice Trabout, Jack Dodd, Jay Blount, Debbie Wallace and John Britton. Lisa Bloomer represented Complete Property Management Group, Inc. D.B.A. Management Plus Realty Service.

**APPROVAL OF MINUTES:** The Board of Directors approved the Minutes of the September 12, 2005 Board of Directors Meeting. The minutes will be distributed to the community.

**COMMITTEE REPORTS:**

- a.) **Architectural Committee:** Improvement Applications – 302 Mr. Dwyer homeowner must apply for the aluminum railing – please list contractor and give picture of color and style of the railing and the location where it will be installed.
- b.) **Budget Committee:** Budget meeting – October 25, 2005 at 9:00 a.m.

**MANAGEMENT REPORT:** The Board approved the management report as written. Balance in the checking account as of September 30, 2005 was \$9,191.04. The balance in the reserve account as of September 30, 2005 was \$18,428.90. The reserve expenditures consisted of \$222.64 to Ace Exterminating for termite renewals and \$875.34 for main water line repair. The Board reviewed the past due report and the prepaid report. The Board approved for Management Plus to proceed with foreclosure on any homeowners that have not paid the advanced funding of the reserve account. The last payment was due July 1, 2005. The Board approved the payment of the invoices submitted by Management Plus.

**OLD/NEW BUSINESS:**

- a.) **Roofing Repairs:** The Board had already hired Baker Roofer for building 500. Contractor should be working on the project the end of October or during November 2005, based upon weather conditions. Additional work will need to be done in 2006.
- b.) **Financial picture for 2005:** It does not look like the Board will be able to complete all scheduled projects for 2005 in 2005 they may need to be spread over 2005 and 2006 due to the lack of monies in the reserve account. The reserve account is very low for the amount of work needed in the community. Adjustments will be needed for the fees and the additional funding of the reserve account for 2006.
- c.) **Reserve Study:** The Board hired Savage Walker. Reserve study should be completed in October 2005. After reviewing the reserve study, the Board will discuss higher fees per month vs. installments to increase the funding to the reserve account. The Board requested that a representative from Savage Walker attend the annual meeting to review with the homeowners the reserve study findings.

- d.)** Tree removal work at the 1300 Building: John Britton recommends that the trees be removed. The Board requested that Management Plus get a second opinion as to the need for the removal of these trees.
- e.)** 501 Drainage work in front of the bedroom window: Shayler Creek to handle this fall/winter.
- f.)** Parking rules: We still have some homeowners not abiding by the parking rules. Homeowners can be fined or vehicles can be towed for non-compliance with the parking rules.
- g.)** Children: The Board has received some concerns from homeowners about children playing in the parking lot and street areas. As vehicles are coming and going they are having a difficult time in seeing the children playing. As vehicles enter or leave the garage areas the visibility of small children is very difficult. Parents – children are playing in the parking lot and street areas at your own risk. The Board is encouraging parents and grandparents to remind the children not to play in the parking lot or street areas.
- h.)** Handicap parking: The Board will review this item with the attorney. Homeowners were assigned parking spaces as close to proximity to their homes. The Board is not obligated to have handicap parking spaces for guests in the community. Homeowners with guests that are handicap may give up one of their spots for their guests and temporarily leave their vehicle in the guest parking spaces. We have many homeowners in the community that have handicap parking permits and the Board cannot give everyone a handicap parking space.
- i.)** Dryer Vents: Homeowners are reminded that it is a safety issue and you should have your dryer vent cleaned out on a regular basis. The dryer vent should be cleaned from the interior and the exterior. Several companies in the area perform this task for a minimal fee.
- j.)** Sink Holes: Management Plus to contact Shayler Creek about sinkholes rear of 101 and 403.
- k.)** Management Contract: The management contract with Complete Property Management Group, Inc. D.B.A. Management Plus expires December 31, 2005. The current contract was three years at \$13.00 per unit per month. Management Plus offered the Board a new contract at \$14.00 per unit per month.
- l.)** Dead pine 501: Management Plus to contact Shayler Creek.
- m.)** Annual Meeting: Management Plus is going to try to schedule the annual meeting on Monday, January 10, 2006 at Terwilliger Lodge. Additional information will be mailed out to the community once the arrangements are confirmed. The purpose of the annual meeting is to elect two members for the Board for a three-year term. Terms are up for Jay Blount and Mo Trabout. Anyone interested in serving on the Board, please send written notice to Management Plus prior to December 1, 2005.
- n.)** Parking lottery: The annual parking lottery for the three parking spaces at the front of the community will take place at the annual meeting. Anyone interested in participating in the lottery should send written notice to Management Plus prior to January 5, 2006.
- o.)** Request from 1305 electrical issue: Management Plus to work with Curry Electric on this issue. The Board would like all electrical boxes to be inspected by Curry Electric.
- p.)** 2006 Budget: Management Plus prepared a draft – the Board reviewed and agreed to table until the November 2005 board meeting.

- q.) Snow removal: Shayler Creek needs to put up more of the sticks marking where driveway ends and landscaping starts to help prevent damage to the common area.
- r.) Snow removal guidelines: Snow removal does not take place until after two inches of snowfall and once all snow has stopped. The snow captain of the community determines when the snow removal company is called so that we can be placed on the list for service. During icy conditions, the snow captain may call for ice service at his/her discretion.
- s.) Moles: Several units have complained about moles. The Association does not plan to take any measures for moles. Homeowners may want to set traps at their own expense.
- t.) Walk through: The Board decided to cancel the fall walk through.

#### **Requests from the Board.**

- 1.) Management Plus to send another letter to 1305 about cleaning up around the 4-foot area of the home.
  - 2.) Management Plus to work with the homeowner of 403 regarding front door.
  - 3.) Management Plus to send another updated information form to 801.
  - 4.) Management Plus to send another letter to 401 regarding the car condition and requesting that they place this vehicle in the garage. This unit has three vehicles.
- u.) 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.

- v.) 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.
- w.) Management Plus – emergency phone number – 513-618-8166.  
Office phone number - 513-772-2570  
Lisa Bloomer – ext. 12 (Lisa.Bloomer@mprs.net)  
Joan James – ext. 17 – (Joan.James@mprs.net) Joan is Lisa Bloomer's assistant  
Fax number – 513-326-2554  
Office address – 9912 Windisch Road West Chester, Ohio 45069.

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 November 14, 2005 at the home of Thelma Bikulcius - 403.

November 14, 2005 – Thelma Bikulcius – 403      December 2005 – no meeting

New address for Management Plus is 9912 Windisch Road West Chester, Ohio 45069.

## **GENERAL REMINDER**

**PLEASE REMEMBER TO DISCONNECT YOUR OUTSIDE WATERING HOSES FROM THE OUTSIDE SPIGOT. PLEASE REMEMBER TO BRING IN YOUR WATERING HOSES. PLEASE TURN OFF THE OUTSIDE SPIGOT TO AVOID FROZEN PIPES. PLEASE LEAVE YOUR HEAT ON IF YOU GO ON VACATION. WHEN LEAVING FOR VACATION OR BUSINESS, WE RECOMMEND THAT YOU LEAVE A KEY TO YOUR HOME WITH A NEIGHBOR JUST IN CASE OF AN EMERGENCY. IF YOU PLAN TO BE GONE FOR A WHILE THIS WINTER – YOU MAY WANT TO WINTERIZE YOUR UNIT TO AVOID FROZEN PIPES – BUT PLEASE LEAVE THE HEAT ON IN THE UNIT.**

**Montgomery Meadows HOA**  
**GENERAL FUNDS STATEMENT**  
 Period: 09/01/05 to 09/30/05

| Description                         | Actual            | Current Period Budget | Variance        | Actual            | Year-To-Date Budget | Variance         | Yearly Budget     |
|-------------------------------------|-------------------|-----------------------|-----------------|-------------------|---------------------|------------------|-------------------|
| <b>INCOME:</b>                      |                   |                       |                 |                   |                     |                  |                   |
| 06310 Assessment Income             | 9,765.00          | 9,165.00              | 600.00          | 82,545.00         | 82,485.00           | 60.00            | 109,980.00        |
| 06335 Additional Funding to Reserve | .00               | .00                   | .00             | 25,850.00         | 25,850.00           | .00              | 25,850.00         |
| 06340 Late Fee Income               | 60.00             | .00                   | 60.00           | 420.00            | .00                 | 420.00           | .00               |
| 06920 Misc. Income                  | .00               | .00                   | .00             | 75.00             | .00                 | 75.00            | .00               |
| <b>TOTAL INCOME:</b>                | <b>9,825.00</b>   | <b>9,165.00</b>       | <b>660.00</b>   | <b>108,890.00</b> | <b>108,335.00</b>   | <b>555.00</b>    | <b>135,830.00</b> |
| <b>EXPENSES:</b>                    |                   |                       |                 |                   |                     |                  |                   |
| 07010 Management Fees               | 611.00            | 611.00                | .00             | 5,499.00          | 5,499.00            | .00              | 7,332.00          |
| 07140 Accounting Fees               | .00               | 1,600.00              | 1,600.00        | .00               | 1,600.00            | 1,600.00         | 1,600.00          |
| 07160 Legal Fees                    | .00               | 83.00                 | 83.00           | 807.78            | 751.00              | (56.78)          | 1,000.00          |
| 07260 Postage & Copies              | 6.00              | 150.00                | 144.00          | 1,349.23          | 1,350.00            | .77              | 1,800.00          |
| 07280 Insurance General             | 1,195.60          | .00                   | (1,195.60)      | 12,580.00         | 11,500.00           | (1,080.00)       | 11,500.00         |
| 07300 Miscellaneous General         | .00               | 20.00                 | 20.00           | 175.00            | 180.00              | 5.00             | 250.00            |
| 07320 Property Tax                  | .00               | .00                   | .00             | 27.16             | 50.00               | 22.84            | 50.00             |
| 07340 Federal Income Tax            | .00               | .00                   | .00             | .00               | 300.00              | 300.00           | 300.00            |
| 08910 Electricity                   | 133.29            | 150.00                | 16.71           | 1,274.42          | 1,350.00            | 75.58            | 1,800.00          |
| 08930 Water & Sewer                 | 5,674.98          | 4,500.00              | (1,174.98)      | 14,502.80         | 13,500.00           | (1,002.80)       | 18,000.00         |
| 09110 Building Maintenance          | 581.72            | 1,250.00              | 668.28          | 6,589.09          | 11,250.00           | 4,660.91         | 15,000.00         |
| 510 Lawn Maintenance                | 2,359.55          | 1,916.00              | (443.55)        | 17,062.21         | 17,252.00           | 189.79           | 23,000.00         |
| 09700 Trash Removal                 | 482.66            | 500.00                | 17.34           | 3,860.26          | 4,500.00            | 639.74           | 6,000.00          |
| 09800 Snow Removal                  | .00               | .00                   | .00             | 5,259.40          | 4,500.00            | (759.40)         | 4,500.00          |
| 09910 Reserves                      | 1,491.00          | 1,487.00              | (4.00)          | 13,419.00         | 13,387.00           | (32.00)          | 17,848.00         |
| 09930 Additional Funding to Reserve | .00               | .00                   | .00             | 20,680.00         | 25,850.00           | 5,170.00         | 25,850.00         |
| <b>TOTAL EXPENSES:</b>              | <b>12,535.80</b>  | <b>12,267.00</b>      | <b>(268.80)</b> | <b>103,085.35</b> | <b>112,819.00</b>   | <b>9,733.65</b>  | <b>135,830.00</b> |
| <b>EXCESS RCPT OVER DISBSMT</b>     | <b>(2,710.80)</b> | <b>(3,102.00)</b>     | <b>391.20</b>   | <b>5,804.65</b>   | <b>(4,484.00)</b>   | <b>10,288.65</b> | <b>.00</b>        |

PREVIOUS BALANCE 08/31/05    \$11,901.84  
 EXCESS RCPT OVER DISBSMT    \$(2,710.80)  
 CASH IN BANK 09/30/05        \$ 9,191.04

*Balance of Reserves*  
*September 30, 2005 - \$18,428.90*