

**MONTGOMERY MEADOWS HOMEOWNER ASSOCIATION
ANNUAL MEETING MINUTES
MONDAY, JANUARY 10, 2005**

- 1.) **CALL TO ORDER:** The Annual Meeting was called to order at 7:00 p.m. by Jay Blount. Wally Rugh and Debbie Wallace were absent.
- 2.) **ATTENDANCE:** Board Members: Jay Blount, Thelma Bikulcius, Mo Trabout and John Britton. Wally Rugh, Debbie Wallace and Jack Dodd were absent. In total there were 16 units represented in person or by proxy.
- 3.) **OFFICER OR COMMITTEE REPORTS:**
 - A.) Jay Blount gave a brief presentation and welcomed everyone to the Annual Meeting. Jay Blount thanked all homeowners for attending the Annual Meeting.
 - B.) Thelma Bikulcius – Treasurers Report: Cash in the operating account as of December 31, 2004 was \$3,386.39. Cash in the reserve account as of December 31, 2004 was \$253.68.
 - C.) John Britton – Nominating Committee Chairperson: Nominees are Wally Rugh, Debbie Wallace and Jack Dodd. Three nominees for three open positions on the Board.
 - D.) Lisa Bloomer gave a brief discussion regarding the lack of monies in the reserve account. The additional funding for reserves of \$550.00 per unit for 2005 can be paid in one lump sum or the homeowner can make two installments.
- 4.) **Election of Trustees:**
 - A.) Thank you to Wally Rugh, Debbie Wallace and Jack Dodd for three years of service.
 - B.) Nominees: Wally Rugh, Debbie Wallace and Jack Dodd. There were no nominations from the floor.
 - C.) Election Results: Wally Rugh, Debbie Wallace and Jack Dodd were elected to the Board.

5.) **Old/New Business:**

- A.) **2005 Landscaper – Shayler Creek Landscaping**
- B.) **2005 Snow Removal Company – Shayler Creek Landscaping.** A lengthy discussion took place regarding the big storm of 2004. Please keep in mind that snow removal does not take place until at least two inches of snow has fallen and once all snow has stopped. Prior to two inches of snowfall, until the snow has stopped and until the snow removal crews arrive the homeowner is responsible for any snow and ice removal. If you need additional ice melt product in the garage, please send written notice to Management Plus so they can drop off more snow melt product.
- C.) **Service Request Forms:** Homeowners were reminded to always use a service request form to report routine service needs.
- D.) **Parking/Lottery:** the lottery was held and the following units were awarded parking spots for one year – 802 for parking space A, 303 for parking space B and 203 for parking space C. Each year at the annual meeting the lottery is held and these spaces are for one year.
- E.) **Communications:** A copy of the monthly Board Meeting Minutes are sent to all homeowners and residents. If a homeowner has an individual concern, question or problem that they would like to address with the Board – they should send written notification to Management Plus and can be placed on the agenda for the monthly meeting.
- F.) **Winter Preparation:** Please be sure your home is prepared for winter. Please bring in all water hoses; please be sure your outside spigot is turned off. If your unit does not have water shut off valve we highly recommend that you have one installed at the owner's expense. Please be sure to leave the heat on in your unit when traveling or when the unit is vacant.
- G.) **Insurance:** All homeowners are reminded to check with your insurance agent to be sure that you have adequate insurance protection. Homeowners are encouraged to have the recommended coverage's, additional coverage's may also be recommended by your insurance agent: HO6 insurance policy with loss assessment coverage, water & sewer back-up, flood coverage (surface water), earthquake coverage, glass breakage coverage, betterments and improvements at a minimum of \$20,000.00, special assessment coverage, liability coverage, general umbrella coverage personal contents coverage, etc. Homeowners are responsible for the immediate clean up of the unit.

Homeowners should immediately notify your homeowner's insurance agency when you have claim. Homeowners should immediately notify the Association when you have a claim. Written notification should be followed up with Management Plus. The homeowner would be responsible for any and all deductibles. The minimum deductible is \$1000.00.

- H.) **Correspondence:** All mail for Management Plus should be mailed to 285 Northland Boulevard Cincinnati, Ohio 45246, sent by fax to 513-326-2554 or sent by e-mail to Lisa.Bloomer@mprs.net.
 - I.) **Homeowner Fees:** All payments should be mailed to Management Plus at 285 Northland Boulevard Cincinnati, Ohio 45246. Homeowners are encouraged to participate in the direct debit program.
 - J.) **Emergency Answering Service – 513-618-8166.**
 - K.) **The major accomplishments of 2004 were reviewed.**
 - L.) **The homeowners were given an updated copy of the reserve study of 2001 – 2005. The Board plans to update the reserve study before 2006.**
 - M.) **Exterior Common Lighting:** Rodg Gerhardt of 101 will continue to take care of the common exterior light bulb replacement. If you need a new light bulb, please contact Rodg Gerhardt at 792-9222. Thank you to Rodg for all his help and savings to the Association by taking care of the exterior light bulb replacements.
 - N.) **The community gave special thanks for the Board for all their hard work.**
- 6.) **Adjournment:** with no further business to discuss, the meeting adjourned at 7:35 p.m.
 - 7.) **Organizational Meeting:** The organizational meeting took place on Monday, February 14, 2005.

Walter Rugh	President
Debbie Wallace	Vice President
Thelma Bikulcius	Treasurer
John Britton	Secretary
Maurice Trabou	Member at Large
Jack Dodd	Member at Large
Jay Blount	Member at Large

MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
ANNUAL MEETING
MONDAY, JANUARY 10, 2005
AGENDA

- 1.) Call to order: 7:00 p.m. by Vice - President Debbie Wallace
- 2.) Introductions:
 - a.) Board Members: Debbie Wallace, Wally Rugh, Thelma Bikulcius, Jack Dodd, Jay Blount, Mo Trabout and John Britton.
 - b.) Complete Property Management Group, Inc. D.B.A. Management Plus Realty Service – Lisa Bloomer.
 - c.) Introduction of all homeowners.
- 3.) Attendance Taken: To determine if we have enough units represented in person or by proxy to have a quorum.
- 4.) Proof of Notice: See attached
- 5.) Approval of Minutes – January 12, 2004: See attached
- 6.) Officer or Committee Reports:
 - a.) Debbie Wallace for Wally Rugh – Presidents Report
 - b.) Treasurer Report - Balance 12/31/2004
- 7.) Election of Trustees:
 - a.) Thank you to Board Members: Terms are complete for Jack Dodd, Wally Rugh and Debbie Wallace.
 - b.) Nominees: Jack Dodd, Wally Rugh and Debbie Wallace – Three positions available for a three-year term.
 - c.) Nominations from the floor
 - d.) Brief introduction from nominees
 - e.) Election Results
- 8.) Old Business: A brief question and answer period will be held to address issues that concern all members of the Association – not individuals. Any homeowner that has an individual question, concern or complaint should contact Lisa Bloomer at Management Plus. If an individual homeowner has concerns he/she wishes to address with the Board they may come to the monthly Board Meeting or set up an appointment with the Board to discuss their concerns. An extra service request form is attached to your packet if your concern is a maintenance-service item.
 - a.) Lottery – drawing to take place for three lottery parking spaces.
- 9.) New Business:
- 10.) Adjournment:

MANAGEMENT REPORT:

Complete Property Management Group; Inc. D.B.A. Management Plus Realty Service manages your community. The property manager is Lisa Bloomer. Joan James and Harry Bloomer assist in the daily management of your community. Joan James is my administrative assistant and she is available for routine questions and concerns. Ryann Bloomer and Katie Smith handle the accounting needs of the community and they are available to discuss any payment concerns. Harry Bloomer heads our service department. Pete Thoms, Bill Hammond, Scott Irvine, Troy Meyer and Mitch Spencer take care of your routine service needs. During busy spring and summer months additional part time help is hired to handle routine service calls and major projects in the communities. Many outside contractors are used to handle your service needs and especially for major projects.

Cash in the operating account as of 12/31/2004 was \$3,386.39. Cash in the reserve account as of 12/31/2004 was \$253.68.

Major work accomplished in 2004 was termite treatments and termite renewals, exterior painting of buildings 1000-1300, concrete replacements, replacement of garage door, road repairs, siding repairs, roofing, installation of larger gutters and downspouts, tree trimming and removal, and miscellaneous. During 2004, you spent \$70,717.53 on major improvements to the community.

2005 Landscaping Contract has been awarded to Shayler Creek Landscaping.

2005 Snow Removal Contract: The contract was awarded to Shayler Creek Landscaping. Snow shoveling and snow plowing is done at two inches or more. Snow removal is not done until the snow has terminated. Homeowners should be prepared to take care of any snow up to two inches and until the snow removal crews can arrive. Homeowners should also be prepared to take care of ice removal. Ice product is stored in the garages – if you need more, please contact Management Plus.

Service Request Forms: These forms should be used to request exterior maintenance and landscaping needs at your unit or in the community. Extra forms are available from Management Plus. If you requested work to be done and it has not been done, please fill out another form and send to Management Plus.

Exterior Common Lighting: Rodg Gerhardt of 101 takes care of the common exterior light bulb replacement. If you need a new light bulb please contact Rodg at 792-9222. Thank you to Rodg for all his help and savings to the Association by taking care of the exterior light bulb replacements.

2005 Budget: The Board approved the 2005 Budget. The monthly condominium fees remained at \$195.00 per unit per month. Monthly condominium fees should be made payable to Montgomery Meadows and mailed to 285 Northland Boulevard Cincinnati, Ohio 45246.

Additional funding to the Reserve Account: The Board approved an additional \$550.00 per unit for the year 2005. This fee is an annual fee – not monthly. Payment arrangements can be made with Management Plus. These funds will be placed into the reserve account in order to pay for reserve expense items. The Board has discussed the following work to be looked at during 2005 gutter and downspouts replaced and new gutter guards installed on several buildings, review and

determination if any garage doors should be replaced, roofing repairs, termite renewals and additional termite Sentricon installations, and underground drainage replaced as needed.

Attached is an updated copy of the reserve study 2001 – 2005 approved by the Board at the October 2003 Board Meeting. This report reflects the 2001, 2002, 2003 and 2004 actual expenses as well as the anticipated expenses for 2005. As you can see from this updated reserve study in order to maintain the property additional funding to the reserve account will be necessary each year. Each year it is up to the individual Boards to decide the amount of annual funding needed and how the fees will be assessed and collected. This year the Board plans to prepare a new five-year plan for the community. Our balance in the reserve account is very low and we have many anticipated repairs and replacements needed over the next five years. We will need to fund for these anticipated replacements.

Parking: The Board has hired a tow company and the community has been posted for authorized towing. Parking violators can be towed, with no further notice, at the expense of the vehicle owner.

Lottery: A drawing will be held this evening for the three lottery parking spaces.

Communications: A copy of the Minutes to the monthly Board Meetings are sent to all homeowners each month.

Winter preparation: Please be sure that your home is prepared for winter such as your outside spigot is turned off. Please be sure that you have brought in your hoses. We do hope that all homeowners know where the water shut off is for your unit. If you do not have a water shut off valve in your unit, you may wish to contact a plumber to see about having one installed. If you have the building water shut valve, please contact Management Plus.

Semi-annual walk through of the community: The Board and Management Plus hold a walk through of the community twice a year. One walk through is held in April/May and the other walk through held in October/November to review the condition of the community and to determine what work must be done. Homeowners are welcome to attend the walk through. If you notice anything that you would like the Board to look at, please send written notice to Management Plus Realty Service.

Improvement Application Forms: Homeowners are reminded that any exterior improvements made such as window and door replacement, lighting replacement or additional lighting installed, shrubbery replacement, handrails replaced or installed, etc. must first be submitted and approved through the architectural committee and the Board of Trustees. Attached is the paper work that must be submitted and approved prior to the work being done. Please do not hire your contractor until you have received written approval from the Board of Trustees and the Committee.

Homeowners are responsible for the care, maintenance and upkeep of the landscaping within four foot of the unit. Homeowners are responsible for the trimming, mulching, removal of leaves, and the replacement of all landscaping, etc. within four foot of the unit. Prior to replacing and or removing the landscaping within the four foot area of the unit the homeowner must first submit an improvement application form and wait for approval from the Board and the Architectural Committee. Please do not remove and or replace any landscaping without getting approval in writing first.

Direct Debit Program: Homeowners are encouraged to participate in the direct debit program. Attached is the paperwork to sign up for the automatic withdrawal from your bank account for the monthly assessment fees. You can sign up for the program at any time. Homeowners that pay by personal check will no longer receive a cancelled check with your monthly bank statement. The bank is converting all checks to an ACH electronic transaction.

Insurance: All homeowners are encouraged to contact your insurance agent to be sure that you have adequate insurance protection. The following is a list of recommended coverage's – your insurance agent may recommend additional coverage's: HO6 policy with loss assessment coverage, water & sewer back-up coverage, flood coverage – surface water protection, earthquake coverage, glass breakage coverage, special assessment coverage, betterments and improvements at a ***minimum*** of \$20,000.00, all risk coverage, liability coverage, personal property coverage, etc. If you have damage to your unit the homeowner is responsible for the immediate clean up of the unit. Please contact your own insurance agent immediately of the possibility of an insurance loss. Please contact the management company immediately and report the possibility of an insurance loss. Follow up in writing with the management company with all the details. The management company will notify the insurance company for the Association. The minimum deductible for the policy for the Association has a \$1,000.00 deductible. The coverage for the flood plan – surface water protection has a \$5,000.00 deductible. The coverage for the earthquake coverage has a 5% per building deductible. The homeowner will be responsible for all insurance deductibles. (In other words the first (\$1,000.00, \$5,000.00 or 5% per building) of damage the homeowner is responsible for.) All claims are paid based upon the Declaration of Montgomery Meadows. Please be sure you have adequate protection to cover the items the homeowner is responsible for and to cover the deductible.

Correspondence to Management Plus: All correspondence should be sent to our main office: 285 Northland Boulevard Cincinnati, Ohio 45246, by fax at 513-326-2554 or by e-mail at Lisa.bloomer@mprs.net.

Our emergency phone number (twenty-four hours a day) is 618-8166.

We, at Management Plus would like to take this opportunity to thank the current Board of Trustees for all their hard work in 2004. We are looking forward to a very productive 2005.

Respectfully,
Complete Property Management Group, Inc.
D.B.A. Management Plus Realty Service

Important Information:

Complete Property Management Group, Inc.
D.B.A. Management Plus Realty Service
285 Northland Boulevard
Cincinnati, Ohio 45246
513-772-2570 – Office
513-326-2554 – Fax

Lisa Bloomer	ext. 12 – Property Manager
Joan James	ext. 17 – Administrative Assistant
Ryann Bloomer	ext. 20 - Accounting Department
Harry Bloomer	ext. 13 – Service Manager
Katie Smith	ext. 16 – Accounting Manager

EMERGENCY PHONE NUMBER – ANSWERING SERVICE

513-618-8166

Mariemont Insurance – Craig Ferrall 5725 Dragon Way Cincinnati, Ohio 45227
513-271-4060 or fax at 513-271-4398

Shayler Creek Landscaping – 1294 Batavia Pike Batavia, Ohio 45103, 772-2570

Monthly payments sent to: 285 Northland Boulevard Cincinnati, Ohio 45246

MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
2004 vs. 2005

ITEM	2004 ACTUALS	2004 BUDGET	2005 BUDGET
INCOME:			
ASSESSMENT	\$ 106,368.04	\$ 109,980.00	\$ 109,980.00
2004 FUND RESERVE	\$ 23,115.00	\$ 23,500.00	\$ -
LATE FEE	\$ 530.00	\$ -	\$ -
2005 FUND RESERVE	-	\$ -	\$ 25,850.00
MISCELLANEOUS	\$ 33.00	\$ -	\$ -
LEGAL FEE REIMBURS	\$ 770.00	\$ -	\$ -
TOTAL INCOME	\$ 130,816.04	\$ 133,480.00	\$ 135,830.00
 EXPENSES:			
MANAGEMENT FEES	\$ 7,332.00	\$ 7,332.00	\$ 7,332.00
ACCOUNTING FEES	\$ 1,100.00	\$ 1,500.00	\$ 1,600.00
LEGAL FEES	\$ 2,461.50	\$ 650.00	\$ 1,000.00
POSTAGE & COPIES	\$ 1,934.90	\$ 1,800.00	\$ 1,800.00
INSURANCE	\$ 10,395.90	\$ 11,270.00	\$ 11,500.00
MISCELLANEOUS	\$ 300.00	\$ 250.00	\$ 250.00
PROPERTY TAXES	\$ 25.83	\$ 50.00	\$ 50.00
FEDERAL INCOME	\$ 100.00	\$ 300.00	\$ 300.00
ELECTRICITY	\$ 1,617.66	\$ 1,700.00	\$ 1,800.00
WATER & SEWER	\$ 16,329.97	\$ 18,000.00	\$ 18,000.00
MAINTENANCE	\$ 11,841.48	\$ 15,000.00	\$ 15,000.00
LANDSCAPE SERVICE	\$ 26,038.47	\$ 22,000.00	\$ 23,000.00
TRASH REMOVAL	\$ 5,789.88	\$ 5,796.00	\$ 6,000.00
SNOW REMOVAL	\$ 2,307.36	\$ 4,500.00	\$ 4,500.00
RESERVES	\$ 21,484.00	\$ 19,832.00	\$ 17,848.00
EXTRA FUND RESERVE	\$ 23,115.00	\$ 23,500.00	\$ 25,850.00
TOTAL EXPENSES:	\$ 132,173.95	\$ 133,480.00	\$ 135,830.00
EXCESS:	\$ (1,357.91)	\$ -	\$ -
2004 BEGINNING BALANCE \$4,744.30			
BALANCE IN OPERATING ACCOUNT 12/31/2004 WAS \$3,386.39			

MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
RESERVE STATEMENT
12/31/2004

Reserve Balance 12/31/2003 was \$26,087.47

Item	Income	Expenses	Balance
Funds from Checking	\$21,484.00		
Extra Funding Reserves 2004	\$23,115.00		
Interest	\$284.74		
Termite Treatments & Renewals		\$ 10,720.33	
Seal coating		\$ 600.00	
Roofing		\$ 9,804.00	
Painting - 1001 - 1300		\$ 9,230.00	
Concrete		\$ 5,989.25	
Garage Doors		\$ 575.00	
Gutters and Downspouts		\$ 20,892.00	
Tree Trimming & Removal		\$ 10,576.95	
Siding		\$ 980.00	
Contingency - railings		\$ 1,350.00	
Totals:	\$44,883.74	\$ 70,717.53	\$253.68

Reserve Balance 12/31/2004 was \$253.68

MONTGOMERY MEADOWS RESERVE STUDY 2001-2005

Description	Estimated Total Life	Estimated Remaining Life	Estimated Cost to Replace or Repair	Year 2001 ACTUALS	Year 2002 ACTUALS	Year 2003 ACTUALS	Year 2004 ACTUALS	Year 2005
Road Resurface	15 Years	5 years	\$ 50,000.00					
Seal Coating	3 Years	2 Years	\$ 15,000.00		\$ 6,218.00	\$ 6,419.00	\$ 600.00	
Concrete	30 Years	10 Years	\$ 100,000.00				\$ 5,989.25	
Water & Sewer Lines	50 Years	30 Years				\$ 6,598.23		
Roofs	20 Years	14 years (84000sf)	\$ 168,000.00	\$ 987.00	\$ 2,069.74	\$ 2,826.50	\$ 9,804.00	
Gutters/Downspouts	20 Years	1 Year	\$ 50,000.00	\$ 6,367.00		\$ 6,732.00	\$ 20,892.00	\$ 20,000.00
Gutter Guards	10 Years	1 Year	\$ 20,000.00				see above	see above
Chimney Flashing/Caps	20 Years	2 Years	\$ 10,000.00					\$ 10,000.00
Garage Doors	20 Years	1 Year	\$ 30,000.00			\$ 8,730.00	\$ 575.00	
Garage Windows/Side D	25 Years	1 Year	\$ 38,000.00			\$ 1,636.00		
Shutters	20 Years	1 Year	\$ 6,000.00			\$ 1,766.73		
Trim Garages	20 Years		\$ 8,500.00	\$ 4,750.00				
Drainage/Undergrounds	20 Years	1 Year		\$ 8,800.60	\$ 2,742.75	\$ 7,237.78		
Tree Trim/Removal	20 Years	1 Year	\$ 4,000.00		\$ 5,355.00		\$ 10,576.95	
Landscape Improvement	1 Year	1 Year	\$ 2,000.00	\$ 753.66				
Hemlocks	15 Years	1 Year	\$ 20,000.00					
Termite Renewal	1 Year	1 Year	\$ 2,000.00		\$ 1,718.20	\$ 1,938.93		
Termite New & Renewal	1 Year	1 Year	\$ 15,000.00	\$ 4,563.60	\$ 15,287.38	\$ 6,824.62	\$ 10,720.33	\$ 12,000.00
Lighting (front doors)	15 Years	15 Years	\$ 6,000.00					
Lighting (balance)	15 Years		\$ 15,000.00					
Soffits, Rake, etc.	20 Years		\$ 30,000.00					
Siding	30 Years	29 Years	\$ 100,000.00			\$ 1,742.00	\$ 980.00	
Painting	6 Years	5 Years	\$ 80,000.00	\$ 1,250.00	\$ 532.00	\$ 18,900.00	\$ 9,230.00	
Mailboxes	10 Years	15 Years	\$ 8,000.00					
Allen Block Wall	20 Years	20 Years	\$ 10,000.00					
Rock Walls	20 Years		\$ 20,000.00					
Rock Fronts	50 Years	30 Years						
Brick Veneer Buildings	50 Years	30 Years						
Miscellaneous	1 Year	1 Year	\$ 1,000.00	\$ 27,911.69	\$ 17.95		\$ 1,350.00	\$ 1,000.00
Building 100 Garage			\$ 5,000.00					
Front Steps	30 Years		\$ 47,000.00					
Electrical Box Covers	15 Years		\$ 15,000.00					
Electrical Wiring Transformer								
Insurance Claims						\$ 21,028.05		
Total:			\$ 875,500.00	\$ 55,383.55	\$ 33,941.02	\$ 92,379.84	\$ 70,717.53	\$ 43,000.00
updated October 2003 for 2004 from finance committee.								
Balance reserves 12/31/2002 was \$73,392.71								
Balance reserves 12/31/2003 was \$26,087.47								
Balance reserves 12/31/2004 was \$253.68								

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID_DS
MONTME1

DATE (MM/DD/YYYY)
12/12/05

PRODUCER
Mariemont Insurance, Inc.
5725 Dragon Way #200
Cincinnati OH 45227-4519
Phone: 513-271-4060 Fax: 513-271-4398

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Montgomery Meadows Homeowners Management Plus
9912 Windisch Rd.
West Chester OH 45069

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	St. Paul Travelers	39357
INSURER B:	Ohio Casualty Group	
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	I-680-2786W329-TIA-0601/01/06	0601/01/06	01/01/07	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 300,000	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	I-680-2786W329-TIA-0601/01/06	0601/01/06	01/01/07	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY: EA ACC AGG	\$
B	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	UJO-0653162158	01/01/05	01/01/06	EACH OCCURRENCE	\$ 10,000,000
					AGGREGATE	\$ 10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
A	PROPERTY FLOOD \$100,000	I-680-2786W329-TIA-0601/01/06	0601/01/06	01/01/07	BUILDING	5,602,445
					EARTHQUAK	6,471,562

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Directors and Officers Liability - \$1,000,000/\$1,000,000
 Unit Owner: Brian and Mary Ellen Dwyer
 Unit Address: 302 Shakerdale Road Cincinnati, Ohio 45242
 Loan Number: 0057491268

CERTIFICATE HOLDER

302 SD
 Wells Fargo Bank NA
 ISAOA ATIMA
 P.O. Box 5708
 Springfield OH 45501-5708

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
 Craig R. Ferrall

November 22, 2004

Dear Homeowners of Montgomery Meadows Homeowners Association:

The Board of Trustees approved the 2005 Budget. Attached you will find a copy of the 2005 Operating Budget. The monthly fees effective January 1, 2005 will remain at \$195.00.

The Board of Trustees approved additional funding to the reserve account in 2005 of \$550.00 per unit effective January 1, 2005. The following payment schedules will be available to all homeowners:

1.) First payment of \$275.00 due January 1, 2005. Payment should be made with the January 2005 monthly assessment fee. If full payment of \$275.00 is NOT received by, January 15, 2005 you will be assessed a late fee penalty.

2.) Second payment of \$275.00 due July 1, 2005. Payment should be made with the July 2005 monthly assessment fee. If full payment and or any other balance due are NOT received by, July 15, 2005 you will be assessed an additional late fee penalty.

No payment coupons will be mailed to you for the additional funding of the reserve account in 2005 of \$550.00.

A coupon payment book for your monthly assessment fees of \$195.00 per month will be mailed to you prior to January 1, 2005. PLEASE DO NOT PAY YOUR JANUARY 2005 MONTHLY ASSESSMENT FEE OR THE ANNUAL ADDITIONAL FUNDING OF THE RESERVE ACCOUNT UNTIL JANUARY 1, 2005. Please include the coupon with your payment and list your unit number on the payment. Please continue to make your checks payable to Montgomery Meadows HOA and mail payments to:

**MANAGEMENT PLUS REALTY SERVICE
MONTGOMERY MEADOWS HOA
285 NORTHLAND BOULEVARD
CINCINNATI, OHIO 45246**

If you need any service or landscaping needs, please fill out a service request form and return to Management Plus Realty Service at 285 Northland Boulevard Cincinnati, Ohio 45246, by fax at 513-326-2554 or by e-mail at Lisa.bloomer@mprs.net. All routine service requests must be in writing.

Please mark your calendars: The Annual Meeting will be held Monday, January 10, 2005 at 7:00 p.m. The meeting will be held at the Terwilliger Lodge at 10530 Deerfield Road. The purpose of the Annual Meeting is to elect members to the Board of Trustees for a three-year term, discuss the financial affairs of the Association and the budget for 2005. Additional information regarding the Annual Meeting will be sent to everyone. Anyone interested in serving on the Board, please send written notice to Management Plus prior to December 10, 2004. Anyone interested in participating in the annual parking space lottery, please send written notice to Management Plus.

Our direct debit program has been a success. Management Plus has the ability for payments to be electronically withdrawn from your bank account on the fifth of the month for payment of the monthly assessment fees. We encourage all homeowners to participate in this program. Please see attached information. If you are already on the program, there is no need to send us a new form for 2005. The system rolls over automatically each year.

Please remember to bring in your outside hoses and disconnect them from the building. If you have a shut off for your outside spigot, please turn it off for the winter.

If your unit is vacant or you plan to travel over the winter, please leave the heat on in your home.

If you plan to make any improvements such as window/door replacements, satellite installation, handrail installation, landscaping improvements, please fill out an improvement application form and submit to the Management Company. Please do not place your order or purchase your improvement until you have received written approval from the Board.

If you notice lights out in the community, please contact Rodg Gerhardt at 101 - 792-9222.

Four foot area around your unit. Please be sure that you have trimmed your bushes, weeded, and removed all leaves, etc. from the four foot area around your unit. We want to be sure that the area is cleaned up for the winter. The homeowner is responsible for maintaining the four foot area around the unit.

Please be sure that you have insurance protection for your home. Additional riders that you may wish to consider are back-up of sewer and drains, loss assessment coverage at a minimum of \$1000.00, special assessment coverage, surface and water protection - flood coverage, glass breakage coverage, betterments and improvements at a minimum of \$20,000.00, all risk coverage, personal property coverage, liability coverage, 100% replacement cost coverage, etc. Please speak with your insurance agent to be sure that you have adequate insurance protection for your entire home. You want to be sure that you have protection for everything in your home, (including all your personal property as well as everything that makes up your home) no matter what happens to it.

I have an administrative assistant for your community and her name is Joan James. I will continue to be the property manager for your community. Joan is available to assist all homeowners with routine questions or concerns when I am out of the office or unavailable to take your phone call. Joan can be reached at 513-772-2570 ext. 17. Our office hours are Monday - Friday 8:00 a.m. - 4:00 p.m.

Thank you for your continued support. We have enjoyed serving you this past year and look forward to 2005. We do hope that you and your family have a safe and enjoyable holiday season.

If you have any questions, please feel free to contact Joan or me at 513-772-2570 ext. 17 or ext. 12, by fax at 513-326-2554 or by e-mail at Lisa.bloomer@mprs.net.

Respectfully

Lisa A. Bloomer
Property Manager

**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: _____

Dear Homeowner,

As a service to you Management Plus Realty Service has the ability to provide you with Direct Debit for payment of your association dues. This is the electronic withdrawal from your account on the first of the month for payment of assessment fees.

If you are interested please fill out the enclosed form completely and return to our office at 285 Northland Blvd., Cincinnati, Ohio 45246. We must receive it by the 15th of the month in order to process it for the first of the next month. Below is a brief description of each blank to help clarify any questions:

Financial Institution: Your bank name.

Transit # or Routing #: This is found on the bottom of your check, this is the first set of numbers between these marks.

Checking account #: The account number from which you want this withdrawn.

Amount: The amount of your monthly fee.

Name: Your name.

Community Name: The name of your Association.

Unit number or address: Self-explanatory.

Thank you for taking advantage of this service.

If you have any questions please contact me at 772-2570.

Respectfully,

Katherine P. Smith

**COMPLETE PROPERTY MANAGEMENT GROUP, INC.
DBA MANAGEMENT PLUS REALTY SERVICE
DIRECT DEBIT
AUTHORIZATION AGREEMENT**

I here by authorize COMPLETE PROPERTY MANAGEMENT GROUP, INC. DBA MANAGEMENT PLUS REALTY SERVICE to initiate electronic debit entries, and, if necessary, credit entries to reverse erroneous debit entries to my account(s) at:

Financial Institution _____

Transit or Routing #: _____

Checking Account Number _____

Amount _____

PLEASE ALSO PROVIDE A VOIDED CHECK FOR PROCESSING.

This authority shall remain in full force and effect until COMPLETE PROPERTY MANAGEMENT GROUP, INC., DBA MANAGEMENT PLUS REALTY SERVICE and the bank has a reasonable opportunity to act upon the termination request.

Name: _____

Community Name _____

Unit Number or address _____

Signature: _____ **Date:** _____

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

THE MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION

REMINDER NOTICE OF ANNUAL MEETING

JANUARY 10, 2005

PROXY/BALLOT

PLEASE TAKE THE TIME TO VOTE: YOUR VOTE IS VERY IMPORTANT!

The undersigned represents that he/she is unable to attend the Montgomery Meadows Homeowners Association Meeting on Monday, January 10, 2005 at 7:00 p.m. at Terwilliger Lodge at 10530 Deerfield Road, and hereby authorizes the use of this Proxy Ballot to represent my vote as indicated at said Meeting or at any adjournments thereof.

THREE POSITIONS AVAILABLE: VOTE FOR NO MORE THAN THREE NOMINEES: Place an (x) next to the three names:

Jack Dodd _____

Wally Rugh _____

Debbie Wallace _____

If you plan to attend the Homeowners Meeting on MONDAY, JANUARY 10, 2005, please bring this ballot with you. This will be your way to cast your vote.

Signature of Unit Owner: _____

Address: _____

Phone Number: _____

Date: _____

RETURN BALLOT TO MONTGOMERY MEADOWS BALLOT C/O
MANAGEMENT PLUS REALTY SERVICE 285 NORTHLAND BOULEVARD
CINCINNATI, OHIO 45246

If you wish to participate in the lottery, send written notice to Management Plus prior to the annual meeting.

Effective immediately all payment checks will be converted to an ACH electronic transaction and processed through the bank. You will not receive a cancelled check with your bank statement.