

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, MAY 12, 2003**

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

ATTENDANCE TAKEN: Walter Rugh, Maurice Trabout, Thelma Bikulcius, Debbie Wallace, Jack Dodd, Rodg Gerhardt and Jay Blount. 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 April 14, 2003 Board of Trustees Meeting.

COMMITTEE REPORTS: None

MANAGEMENT REPORT: The Board approved the management report as written. Balance in the checking account as of April 30, 2003 was \$17,277.08. The balance in the reserve account as of April 30, 2003 was \$68,780.45. The Board reviewed the past due report and the prepaid report. The Board approved the payment of the invoices submitted by Management Plus. Maintenance Report – submitted by Management Plus.

OLD/NEW BUSINESS:

- a.) **Storm Damage:** The Board hired MVM to work with the insurance company on the claim. The Board agreed to inspect the work done by MVM so that payment could be made to them for the work that has been completed.
- b.) **Tree Trimming:** Management Plus is to solicit bids for the trimming of trees away from the buildings, gutters and downspouts when the weather improves.
- c.) **Termites:** If you notice any termites, please contact Management Plus at 772-2570 ext 12 or send in a service request form to Lisa@mprs.net or by fax at 513-326-2554. Ace Exterminating will be handling any new treatments of the Sentricon system.
- d.) **Garage Doors:** Board to look at garage doors during the walk through that need to be replaced. The Board held a lengthy discussion of handles vs. no handles.
- e.) **Review and tax return for 2002:** The Board hired Flagel, Huber, Flagel & Co.
- f.) **Porches 800:** Management Plus provided a proposal from Jeffrey Allen Corporation. Management Plus has requested a bid from HomeDecorators but it has not come in yet.

- g.) 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.**
- h.) Cable update building 1300: Dr. Rugh agreed to work with the cable company on this issue.**
- i.) Exterior Painting for 2003: The Board hired Sam Hickman Painting for the exterior painting of buildings 100 – 900.**
- j.) Ivy problems: Management Plus has contacted Shayler Creek about maintaining the ivy, keeping it cut back, weeding, and the leaves cleaned up. Remember that if the ivy is in your four foot area that the homeowner is responsible for the maintaining of the ivy and you need to keep the ivy weeded, cut back off the buildings and other items, and all leaves cleaned up from the ivy.**
- k.) Seal coating: Management Plus requested that Southern Ohio Sealcoating give a price to sealcoat, crack fill and stripe the parking lot area that was not done last year.**
- l.) Warranties with Complete Termite and Pest Control: The Board agreed not to renew these warranties and only to use Ace Exterminating for future termite services.**
- m.) Information about Web site from Brian Dwyer: The Board reviewed the information.**
- n.) Landscaping & trimming: The Board discussed the services of Shayler Creek. The summer trimming of shrubs and bushes should be started in June 2003.**
- 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 it must first be approved by the Board. 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.) Walk through – Scheduled for 9:00 a.m. May 17, 2003 – weather permitting.**
- q.) THE SECOND INSTALLMENT OF THE ADDITIONAL FUNDING OF THE RESERVE ACCOUNT FOR 2003 IS DUE JULY 1, 2003.**
- r.) Management Plus – emergency phone number – 513-618-8166.
Office phone number - 513-772-2570
Lisa Bloomer – ext. 12 (Lisa@mprs.net)
Vivian Berry – ext. 17
Karin Nixon – ext 10
Fax number – 513-326-2554
Office address – 285 Northland Boulevard Cincinnati, Ohio 45246**

If Lisa Bloomer is not available – please speak with Karin Nixon

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 Board Meeting is scheduled for June 9, 2003. The next Board Meeting will be held in the home of Rodg Gerhardt.

GENERAL REMINDER: HOMEOWNERS NEED TO KEEP THE FOUR FOOT AREA AROUND YOUR UNIT CLEANED UP AT ALL TIMES. HOMEOWNERS ARE RESPONSIBLE FOR THE TRIMMING OF THE BUSHES, REPLACEMENT OF THE BUSHES, MULCHING, WEEDING, FLOWER PLANTING, ETC. OF THIS FOUR FOOT AREA ALL AROUND YOUR UNIT. IF YOU WISH TO MAKE IMPROVEMENTS IN THIS FOUR FOOT AREA AN IMPROVEMENT APPLICATION FORM MUST BE SUBMITTED TO MANAGEMENT PLUS AND WAIT FOR APPROVAL PRIOR TO MAKING THE IMPROVEMENT. HOMEOWNERS MUST KEEP YOUR FOUR FOOT AREA CLEANED UP AND LANDSCAPING OUT OF THE GUTTERS AND DOWNSPOUTS AND OUT OF YOUR NEIGHBORS AREA AND OFF THE SIDEWALKS. THE GUTTERS AND DOWNSPOUTS MUST BE FREE OF DEBRIS FROM LANDSCAPING/TREES.

HOMEOWNERS OF THE 600 BUILDING MUST MAINTAIN YOUR REAR DECKS – THEY SHOULD BE CLEANED AND SEALED ON A REGULAR BASIS AND THE WOOD REPLACED AS NEEDED. ALL ROTTEN WOOD MUST BE REPLACED NO LATER THAN AUGUST 31, 2003 AND THE DECKS SHOULD BE CLEANED AND SEALED NO LATER THAN SEPTEMBER 30, 2003.

Montgomery Meadows HOA
GENERAL FUNDS STATEMENT
 Period: 04/01/03 to 04/30/03

Description	Current Period			Year-To-Date			Yearly Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
INCOME:								
06310	Assessment Income	8,325.00	8,695.00	(370.00)	34,410.00	34,780.00	(370.00)	104,340.00
06335	Additional Funding to Reserves	435.00	.00	435.00	16,700.00	23,500.00	(6,800.00)	23,500.00
06340	Late Fee Income	45.00	.00	45.00	250.00	.00	250.00	.00
TOTAL INCOME:		8,805.00	8,695.00	110.00	51,360.00	58,280.00	(6,920.00)	127,840.00
EXPENSES:								
07010	Management Fees	611.00	611.00	.00	2,444.00	2,444.00	.00	7,332.00
07140	Accounting Fees	.00	.00	.00	.00	.00	.00	1,500.00
07160	Legal Fees	17.50	54.00	36.50	52.50	216.00	163.50	650.00
07260	Postage & Copies	21.88	150.00	128.12	819.66	600.00	(219.66)	1,800.00
07280	Insurance General	922.30	801.00	(121.30)	5,157.50	5,036.00	(121.50)	9,615.00
07300	Miscellaneous General	.00	20.00	20.00	165.00	80.00	(85.00)	250.00
07320	Property Tax	.00	.00	.00	24.50	25.00	.50	50.00
07340	Federal Income Tax	.00	.00	.00	200.00	300.00	100.00	300.00
08910	Electricity	125.78	141.00	15.22	564.50	564.00	(.50)	1,700.00
08930	Water & Sewer	.00	.00	.00	4,694.03	4,500.00	(194.03)	18,000.00
09110	Building Maintenance	50.00	1,250.00	1,200.00	2,346.83	5,000.00	2,653.17	15,000.00
09610	Lawn Maintenance	1,763.15	1,833.00	69.85	7,052.60	7,336.00	283.40	22,000.00
09700	Trash Removal	481.75	482.00	.25	1,927.00	1,927.00	.00	5,781.00
09800	Snow Removal	2,382.82	500.00	(1,882.82)	4,425.06	3,500.00	(925.06)	3,500.00
09910	Reserves	1,405.00	1,405.00	.00	5,622.00	5,622.00	.00	16,862.00
09930	Additional Funding to Reserves	.00	.00	.00	.00	23,500.00	23,500.00	23,500.00
TOTAL EXPENSES:		7,781.18	7,247.00	(534.18)	35,495.18	60,650.00	25,154.82	127,840.00
EXCESS RECPT OVER DISBSMT		1,023.82	1,448.00	(424.18)	15,864.82	(2,370.00)	18,234.82	.00
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PREVIOUS BALANCE 03/31/03 \$16,253.26
 EXCESS RECPT OVER DISBSMT \$ 1,023.82
 CASH IN BANK 04/30/03 \$17,277.08

**MONTGOMERY MEADOWS
RESERVE SUMMARY
April 30, 2003**

Expense Category	Beginning Bal.	Transfer In	Withdrawals	Ending Bal.	YTD	
					Transfer In	Withdrawals
Road Resurface	0.00			0.00	0.00	0.00
Seal Coating	3,782.00			3,782.00	0.00	0.00
Concrete	0.00			0.00	0.00	0.00
Water & Sewer Lines	0.00			0.00	0.00	0.00
Roofs	2,545.64			2,545.64	0.00	0.00
Gutters/Downspouts	6,693.84			6,693.84	2,812.00	3,772.00
Gutter Guards	2,000.00			2,000.00	0.00	0.00
Chimney Flashing/Caps	0.00			0.00	0.00	0.00
Garage Doors	8,545.00		5,335.00	3,210.00	0.00	6,790.00
Garage Windows/Side Dr	3,992.64			3,992.64	0.00	0.00
Shutters	0.00			0.00	0.00	0.00
Trim Garages	0.00			0.00	0.00	0.00
Drainage/Undergrounds	4,607.25			4,607.25	0.00	0.00
Tree Trim/Removal	891.32			891.32	0.00	0.00
Landscape Improvements	0.00			0.00	0.00	0.00
Hemlocks	0.00			0.00	0.00	0.00
Termite Renewal	64.50			64.50	0.00	217.30
Termite New	15,000.00			15,000.00	0.00	0.00
Lighting (front doors)	0.00			0.00	0.00	0.00
Lighting (balance)	0.00			0.00	0.00	0.00
Soffits, Rake, etc.	0.00			0.00	0.00	0.00
Siding	0.00			0.00	0.00	0.00
Painting	7,873.00	1,405.00		9,278.00	2,810.00	0.00
Mailboxes	0.00			0.00	0.00	0.00
Allen Block Wall	0.00			0.00	0.00	0.00
Rock Walls	0.00			0.00	0.00	0.00
Rock Fronts	0.00			0.00	0.00	0.00
Brick Veneer Buildings	0.00			0.00	0.00	0.00
Miscellaneous	0.00			0.00	0.00	0.00
Building 100 Garage	0.00			0.00	0.00	0.00
Front Steps	0.00			0.00	0.00	0.00
Electrical Box Covers	0.00			0.00	0.00	0.00
Electrical Wiring Transfor	0.00			0.00	0.00	0.00
Additional Funding 2002	0.00			0.00	0.00	0.00
Contingency	123.58			123.58	0.00	0.00
Insurance Claim	16,046.64			16,046.64	0.00	0.00
Totals:	72,165.41	1,405.00	5,335.00	68,235.41	5,622.00	10,779.30
Interest:	396.53	148.51	0.00	545.04	545.04	0.00
TOTAL:	72,561.94	1,553.51	5,335.00	68,780.45	6,167.04	10,779.30

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 WITH NO 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 Harry@mprs.net