

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, JUNE 9, 2003**

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

ATTENDANCE TAKEN: Walter Rugh, Maurice Trabout, Thelma Bikulcius, Jack Dodd, Rodg Gerhardt and Jay Blount. Debbie Wallace 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 May 12, 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 May 31, 2003 was \$18,809.87. The balance in the reserve account as of May 31, 2003 was \$65,174.05. The Board reviewed the past due report and the prepaid report. The Board authorized lien to be filed on unit that is past due. 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 inspected the work completed by MVM. They were very pleased with the work. A couple of items still need to be addressed.
- b.) **Tree Trimming:** Management Plus submitted a bid for tree work from Tree Images. Additional bids will be solicited due to the anticipated cost of tree trimming and removal. The engineer recommends that trees be trimmed back or removed that are too close to the buildings. If we cut back and or remove the trees near and against the buildings we can cut down on the number of gutter problems and roof leaks in the community.
- 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:** The Board authorized the replacement of the garage doors for units 1001, 1002, 1003, and 1004. At this time no more garage doors are scheduled for replacement in 2003.
- e.) **Review and tax return for 2002:** The Board hired Flagel, Huber, Flagel & Co.

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- f.) Porches 800: Management Plus provided a proposal from Jeffrey Allen Corporation and HomeDecorators. Dr. Rugh agreed to contact the two contractors to ask some questions.**
- g.) Cable update building 1300: Dr. Rugh still working on this issue.**
- h.) Exterior Painting for 2003: The Board hired Sam Hickman Painting for the exterior painting of buildings 100 – 900.**
- i.) 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.**
- j.) Drainage work 100-200 Building: Management Plus has met with Shayler Creek and will have an approximate price by the next meeting.**
- 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.) Garage floor replacement building 100: The engineer re-inspected the floor and will prepare some recommendations. He is recommending that we get bids to replace the garage floor.**
- m.) Roof leak building 600: The engineer has made some recommendations for the roofer to do – Baker Roofing has been hired. The engineer recommends that larger gutters and downspouts – with gutter guards be installed – the Board approved Better Home Products. The engineer recommends that the trees be removed or drastically trimmed back all around the building 600 – Management Plus has gotten one bid and will be getting more bids. If the trees are not cut back or removed, even with the new gutters, the debris will continue to clog the gutters and the roof to possibly leak.**
- n.) Decks the rear of building 600: The decks for units 601 and 602 are the responsibility of the unit owners to maintain. These decks are in need of replacement and or major repair work. These decks once repaired or replaced should also be cleaned and sealed. 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: 05/01/03 to 05/31/03

Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME:							
06310 Assessment Income	8,285.00	8,695.00	(410.00)	42,695.00	43,475.00	(780.00)	104,340.00
06335 Additional Funding to Reserve	295.00	.00	295.00	16,995.00	23,500.00	(6,505.00)	23,500.00
06340 Late Fee Income	30.00	.00	30.00	280.00	.00	280.00	.00
TOTAL INCOME:	8,610.00	8,695.00	(85.00)	59,970.00	66,975.00	(7,005.00)	127,840.00
EXPENSES:							
07010 Management Fees	611.00	611.00	.00	3,055.00	3,055.00	.00	7,332.00
07140 Accounting Fees	.00	.00	.00	.00	.00	.00	1,500.00
07160 Legal Fees	.00	54.00	54.00	52.50	270.00	217.50	650.00
07260 Postage & Copies	184.86	150.00	(34.86)	1,004.52	750.00	(254.52)	1,800.00
07280 Insurance General	922.30	1,000.00	77.70	6,079.80	6,036.00	(43.80)	9,615.00
07300 Miscellaneous General	.00	20.00	20.00	165.00	100.00	(65.00)	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	126.15	141.00	14.85	690.65	705.00	14.35	1,700.00
08930 Water & Sewer	.00	.00	.00	4,694.03	4,500.00	(194.03)	18,000.00
0 Building Maintenance	1,583.00	1,250.00	(333.00)	3,929.83	6,250.00	2,320.17	15,000.00
0 Lawn Maintenance	1,763.15	1,833.00	69.85	8,815.75	9,169.00	353.25	22,000.00
09700 Trash Removal	481.75	481.00	(.75)	2,408.75	2,408.00	(.75)	5,781.00
09800 Snow Removal	.00	.00	.00	4,425.06	3,500.00	(925.06)	3,500.00
09910 Reserves	1,405.00	1,405.00	.00	7,027.00	7,027.00	.00	16,862.00
09930 Additional Funding to Reserve	.00	.00	.00	.00	23,500.00	23,500.00	23,500.00
TOTAL EXPENSES:	7,077.21	6,945.00	(132.21)	42,572.39	67,595.00	25,022.61	127,840.00
EXCESS RECPT OVER DISBSMT	1,532.79	1,750.00	(217.21)	17,397.61	(620.00)	18,017.61	.00

PREVIOUS BALANCE 04/30/03 \$17,277.08
 EXCESS RECPT OVER DISBSMT \$ 1,532.79
 CASH IN BANK 05/31/03 \$18,809.87

**MONTGOMERY MEADOWS
RESERVE SUMMARY
May 31, 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		3,015.00	-3,015.00	0.00	3,015.00
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	3,210.00			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		2,138.02	12,861.98	0.00	2,138.02
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	9,278.00	1,405.00		10,683.00	4,215.00	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:	68,235.41	1,405.00	5,153.02	64,487.39	7,027.00	15,932.32
Interest:	545.04	141.62	0.00	686.66	686.66	0.00
TOTAL:	68,780.45	1,546.62	5,153.02	65,174.05	7,713.66	15,932.32

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

o.) 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.

p.) 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.

q.) 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

r.) THE SECOND INSTALLMENT OF THE ADDITIONAL FUNDING OF THE RESERVE ACCOUNT FOR 2003 IS DUE JULY 1, 2003.

**s.) Management Plus – emergency phone number – 513-618-8166.
Office phone number - 513-772-2570
Lisa Bloomer – ext. 12 (Lisa@mprs.net)
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 July 14, 2003. The next Board Meeting will be held in the home of Wally Rugh – 805.

Meeting Schedule:

August 11, 2003	Jack Dodd 701
September 15, 2003	Thelma Bikulcius 403
October 13, 2003	Jay Blount 201
November 10, 2003	Debbie Wallace 802
December 2003	No Meeting
January 2004	Annual Meeting

GENERAL REMINDER: Homeowners should not be using the visitor parking spaces to park a vehicle in. Guests only should be using the visitor parking spaces.

Lisa Bloomer will be on vacation from July 22, 2003 – August 4, 2003. Please speak with Karin Nixon if you have any questions or concerns during this period. Have a safe and enjoyable summer.