

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, JULY 14, 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, Debbie Wallace 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 June 9, 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 June 30, 2003 was \$20,438.56. The balance in the reserve account as of June 30, 2003 was \$51,705.04. The Board reviewed the past due report and the prepaid report. The Board authorized lien to be filed on the unit that is past due. Management Plus still trying to reach family on the past due account. All mail is being returned from the postal service that is being sent to the unit and to another address. The Board approved the payment of the invoices submitted by Management Plus. Maintenance Report – submitted by Management Plus.

OLD/NEW BUSINESS:

- a.) **Tree trimming and tree removals:** Management Plus is soliciting bids.
- b.) **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. This fall additional buildings should be treated by Ace Exterminating.
- c.) **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. AE Door Sales made a mistake on the order for 1001 – 1004. Once the correct doors come in AE Door will install the correct doors.
- d.) **Review and tax return for 2002:** The Board hired Flagel, Huber, Flagel & Co.
- e.) **Porches 800:** The Board hired HomeDecorators. Management Plus to clarify a couple of items and get onto their schedule.

- f.) Exterior Painting for 2003: The Board hired Sam Hickman Painting for the exterior painting of buildings 100 – 900 work should be started late summer early fall.**
- g.) Landscaping issues: Management Plus has contacted Shayler Creek about maintaining the ivy, keeping it cut back, weeding, the weeds in the community and the leaves needing to be 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.**
- h.) Drainage work 100-200 Building: The Board hired Shayler Creek Landscaping. The work should be done late summer or early fall.**
- i.) Seal coating: The Board hired Southern Ohio Sealcoating.**
- j.) 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.**
- k.) Roof leak building 600: Baker Roofing has addressed the leaks. The engineer made additional recommendations that Baker Roofing will be handling. Better Home Products has been hired to replace the gutters and downspouts and the Board is still reviewing bids for the tree cut backs and tree removals around the 600 building.**
- l.) Improvements: Homeowners are reminded that prior to making improvements such as window and door replacements, landscaping improvements, satellite dishes, etc. that you must fill out an improvement application form and submit to the Board for approval prior to having the work done. Window improvements were made at 1202 without the prior approval of the Board.**
- m.) Visitor parking spaces: Once again we want to remind everyone that the visitor parking spaces are just for the visitors – not the homeowners or the occupants of the units.**
- 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.**

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) **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 August 11, 2003. The next Board Meeting will be held in the home of Jack Dodd – 701.

Meeting Schedule:

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

Montgomery Meadows HOA
GENERAL FUNDS STATEMENT
 Period: 06/01/03 to 06/30/03

Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME:							
06310 Assessment Income	8,830.00	8,695.00	135.00	51,525.00	52,170.00	(645.00)	104,340.00
06335 Additional Funding to Reserve	2,165.00	.00	2,165.00	19,160.00	23,500.00	(4,340.00)	23,500.00
06340 Late Fee Income	30.00	.00	30.00	310.00	.00	310.00	.00
TOTAL INCOME:	11,025.00	8,695.00	2,330.00	70,995.00	75,670.00	(4,675.00)	127,840.00
EXPENSES:							
07010 Management Fees	611.00	611.00	.00	3,666.00	3,666.00	.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	324.00	271.50	650.00
07260 Postage & Copies	45.71	150.00	104.29	1,050.23	900.00	(150.23)	1,800.00
07280 Insurance General	922.30	925.00	2.70	7,002.10	6,961.00	(41.10)	9,615.00
07300 Miscellaneous General	.00	20.00	20.00	165.00	120.00	(45.00)	250.00
07320 Property Tax	.00	25.00	25.00	24.50	50.00	25.50	50.00
07340 Federal Income Tax	.00	.00	.00	200.00	300.00	100.00	300.00
08910 Electricity	119.73	141.00	21.27	810.38	846.00	35.62	1,700.00
08930 Water & Sewer	3,776.24	4,500.00	723.76	8,470.27	9,000.00	529.73	18,000.00
09110 Building Maintenance	271.43	1,250.00	978.57	4,201.26	7,500.00	3,298.74	15,000.00
09610 Lawn Maintenance	1,763.15	1,833.00	69.85	10,578.90	11,002.00	423.10	22,000.00
09700 Trash Removal	481.75	482.00	.25	2,890.50	2,890.00	(.50)	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	8,432.00	8,432.00	.00	16,862.00
09930 Additional Funding to Reserve	.00	.00	.00	.00	23,500.00	23,500.00	23,500.00
TOTAL EXPENSES:	9,396.31	11,396.00	1,999.69	51,968.70	78,991.00	27,022.30	127,840.00
EXCESS RECPT OVER DISBSMT	1,628.69	(2,701.00)	4,329.69	19,026.30	(3,321.00)	22,347.30	.00

PREVIOUS BALANCE 05/31/03 \$18,809.87
 EXCESS RECPT OVER DISBSMT \$ 1,628.69
 CASH IN BANK 06/30/03 \$20,438.56

**MONTGOMERY MEADOWS
RESERVE SUMMARY
June 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		500.00	3,282.00	0.00	500.00
Concrete	0.00			0.00	0.00	0.00
Water & Sewer Lines	-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	12,861.98			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	10,683.00	1,405.00		12,088.00	5,620.00	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		14,500.00	1,546.64	0.00	14,500.00
Totals:	64,487.39	1,405.00	15,000.00	50,892.39	8,432.00	30,932.32
Interest:	686.66	125.99	0.00	812.65	812.65	0.00
TOTAL:	65,174.05	1,530.99	15,000.00	51,705.04	9,244.65	30,932.32