

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, SEPTEMBER 8, 2003**

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

ATTENDANCE TAKEN: Walter Rugh, Thelma Bikulcius, Jack Dodd, Rodg Gerhardt, Debbie Wallace, Maurice Trabout 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 August 11, 2003 Board of Trustees Meeting.

COMMITTEE REPORTS:

a.) **Nominating Committee:** Anyone interested in serving on the Board, please send written notification to Management Plus or contact Mo Trabout at 103 Shakerdale. The nominating committee consists of Mo Trabout, Debbie Wallace and Jack Dodd. The terms are up for Rodg Gerhardt and Thelma Bikulcius.

b.) **Architectural Committee:** No update.

c.) **Budget Committee: The Budget Committee met and prepared a proposed budget for the Board to review. The Budget Committee made a recommendation to the Board to increase the monthly fees by \$10.00 per month (a monthly fee of \$195.00 effective January 1, 2004) and to have an additional \$500.00 payment per unit for the unit to be placed into the reserve account. The Board approved this recommendation.**

MANAGEMENT REPORT: The Board approved the management report as written. Balance in the checking account as of August 31, 2003 was \$28,840.69. The balance in the reserve account as of August 31, 2003 was \$48,089.51. 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. 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:** The Board hired Tree Images. Work to be done this fall or winter. Several trees need immediate service and will be

addressed prior to the other work being started. Tree trimming and removal expense will be paid from the reserve account.

- b.) Review and tax return for 2002: The Board hired Flagel, Huber, Flagel & Co.**
- c.) Porches 800: The Board hired HomeDecorators. Work to be done late this fall. This work is to be paid from the reserve account.**
- d.) Exterior Painting for 2003: The Board hired Sam Hickman Painting for the exterior painting of buildings 100 – 900 work should be started in the fall. This work is to be paid from the reserve account.**
- e.) 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. The Board approved ornamental grasses to be planted near the 400 building in the common area. The Board approved the planting of six burning bushes along the roadway.**
- f.) Drainage work 100-200 Building: The Board hired Shayler Creek Landscaping. The work should be done early fall. This work is to be paid from the reserve account.**
- g.) Seal coating: The Board hired Southern Ohio Sealcoating. Work to be done this fall. This work is to be paid from the reserve account.**
- h.) 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. This work is to be paid from the reserve account.**
- i.) Insurance Claim: The Board requested that Management Plus check on the discoloration of the 1300 trex steps. The Board would like to investigate this matter with the insurance company before starting the 800 step replacements.**
- j.) 600 Building: Additional work was done at the 600 Building such as new gutters and downspouts and roof repairs. At this time no additional downspouts are going to be installed on this building. The tree work still needs to be done at this building.**

- k.) **Moles:** The Board received a complaint about moles in the community. The Board is aware of that. The landscaper is working on the mole treatments but at this time not much has been successful.
- 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.
- 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.** The Board requested that Management Plus hire an engineer to look at these decks.
- o.) **Improvement Application 101 new windows:** The Board agreed that Thelma should double check the color and if the color is correct the application could be approved. Since the meeting Thelma double checked the color and could not approve the application. Thelma and the homeowner are still working on this issue.
- p.) **Termite treatments:** This fall the Board will pick three more buildings to be treated with the Sentricon system. This expense is to be paid from the reserve account.
- q.) **Roofing Repairs:** The engineer has recommended that roofing repairs to be made to each of the buildings where a possible leak problem can occur due to the original design of the buildings. The shingles should be removed, ice guard product installed and shingles reinstalled. Management Plus to get a bid from Baker Roofing. This expense is to be paid from the reserve account.
- r.) **2004 Budget: The Board approved the 2004 budget. The monthly fees will be \$195.00 per unit per month effective January 1, 2004. The Board also approved additional funding of the reserve account of \$500.00 per unit effective January 1, 2004. Homeowners will be permitted to pay \$250.00 in**

January 2004 and \$250.00 in July 2004. Additional information regarding the budget and the additional funding of the reserve account will be sent to all homeowners prior to January 1, 2004.

- s.) **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.**
- t.) **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.

- u.) **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.**
- v.) **Management Plus – emergency phone number – 513-618-8166.**

Office phone number - 513-772-2570

Lisa Bloomer – ext. 12 (Lisa@mprs.net)

Fax number – 513-326-2554

Office address – 285 Northland Boulevard Cincinnati, Ohio 45246

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 Board Meeting is scheduled for October 13, 2003. The next Board Meeting will be held in the home of Jay Blount - 201.

Meeting Schedule:

November 10, 2003	Debbie Wallace	802
December 2003	No Meeting	
January 2004	Annual Meeting	

THE PAINTERS HAVE BEEN WORKING IN THE COMMUNITY AND HAVE NOTICED SEVERAL UNITS WITH ROTTED WOOD DOOR FRAMES, ETC.

GENERAL GUIDELINES FOR MAINTENANCE AND REPAIR – REVISED JANUARY 2001:

Homeowner's individual maintenance, repair and care responsibility include, but is not limited to:

Entrance door replacement (with Board approval), including all locks, molding, trim, hardware, hinges, weather stripping, door frame, sills, etc.

Storm door repair and replacement (with Board approval).

All windows, frames, hardware, locks, weather stripping, etc. their maintenance, replacement (with Board approval) and cleaning.

We highly recommend that you check your door frames and window frames to be sure that you have no areas that need to be replaced. Many homeowners in the community have already replaced doors and windows due to rotten wood. When you replace your doors and windows be sure that the installer will be installing new frames and molding, etc.

Please use an improvement application form to get Board approval to replace your doors, storm doors and windows.

Montgomery Meadows HOA
GENERAL FUNDS STATEMENT
 Period: 09/01/03 to 09/30/03

Description	Current Period			Year-To-Date			Yearly Budget	
	Actual	Budget	Variance	Actual	Budget	Variance		
INCOME:								
06310	Assessment Income	8,855.00	8,695.00	160.00	78,750.00	78,255.00	495.00	104,340.00
06335	Additional Funding to Reserve	.00	.00	.00	22,915.00	23,500.00	(585.00)	23,500.00
06340	Late Fee Income	30.00	.00	30.00	505.00	.00	505.00	.00
TOTAL INCOME:		8,885.00	8,695.00	190.00	102,170.00	101,755.00	415.00	127,840.00
EXPENSES:								
07010	Management Fees	611.00	611.00	.00	5,499.00	5,499.00	.00	7,332.00
07140	Accounting Fees	500.00	1,500.00	1,000.00	500.00	1,500.00	1,000.00	1,500.00
07160	Legal Fees	402.50	54.00	(348.50)	700.00	486.00	(214.00)	650.00
07260	Postage & Copies	40.24	150.00	109.76	1,510.84	1,350.00	(160.84)	1,800.00
07280	Insurance General	922.30	804.00	(118.30)	9,769.00	9,615.00	(154.00)	9,615.00
07300	Miscellaneous General	.00	20.00	20.00	165.00	180.00	15.00	250.00
07320	Property Tax	.00	.00	.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	122.69	141.00	18.31	1,181.25	1,269.00	87.75	1,700.00
08930	Water & Sewer	3,806.38	4,500.00	693.62	12,276.65	13,500.00	1,223.35	18,000.00
09110	Building Maintenance	680.16	1,250.00	569.84	7,290.36	11,250.00	3,959.64	15,000.00
09610	Lawn Maintenance	1,763.15	1,833.00	69.85	16,065.85	16,501.00	435.15	22,000.00
09700	Trash Removal	482.49	481.00	(1.49)	4,337.97	4,335.00	(2.97)	5,781.00
09750	Extermination	173.34	.00	(173.34)	173.34	.00	(173.34)	.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	12,647.00	12,647.00	.00	16,862.00
09930	Additional Funding to Reserve	22,915.00	.00	(22,915.00)	22,915.00	23,500.00	585.00	23,500.00
TOTAL EXPENSES:		33,824.25	12,749.00	(21,075.25)	99,680.82	105,482.00	5,801.18	127,840.00
EXCESS RECPT OVER DISBSMT		(24,939.25)	(4,054.00)	(20,885.25)	2,489.18	(3,727.00)	6,216.18	.00
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PREVIOUS BALANCE 08/31/03 \$28,840.69
 EXCESS RECPT OVER DISBSMT (\$24,939.25)
 CASH IN BANK 09/30/03 \$ 3,901.44

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

Expense Category	Beginning Bal.	Transfer In	Withdrawals	Ending Bal.	YTD Transfer In	YTD Withdrawals
Road Resurface	0.00			0.00	0.00	0.00
Seal Coating	3,282.00			3,282.00	0.00	500.00
Concrete	0.00			0.00	0.00	0.00
Water & Sewer Lines	-5,316.28	1,405.00		-3,911.28	4,215.00	8,126.28
Roofs	2,545.64			2,545.64	0.00	0.00
Gutters/Downspouts	3,733.84			3,733.84	2,812.00	6,732.00
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	2,240.00		1,024.25	1,215.75	0.00	8,784.25
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		1,721.63	-1,657.13	0.00	1,938.93
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	12,088.00			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 2003	0.00	22,915.00		22,915.00	22,915.00	0.00
Contingency	123.58			123.58	0.00	0.00
Insurance Claim	1,546.64			1,546.64	0.00	14,500.00
Totals:	44,661.11	24,320.00	2,745.88	66,235.23	35,562.00	42,719.48
Interest:	930.35	71.41	0.00	1,001.76	1,001.76	0.00
TOTAL:	45,591.46	24,391.41	2,745.88	67,236.99	36,563.76	42,719.48

**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@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: _____

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FOR BOARD USE ONLY: DATE APPL. REC'D. _____ REC'D BY: _____
DATE APPROVED: _____ SIGNED: _____
DATE DISAPPROVED: _____ SIGNED: _____
DATE NOTIFICATION LETTER SENT: _____