

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, OCTOBER 13, 2003**

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

ATTENDANCE TAKEN: Walter Rugh, Thelma Bikulcius, Rodg Gerhardt, Debbie Wallace, Maurice Trabout and Jay Blount. Jack Dodd 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 September 8, 2003 Board of Trustees Meeting.

GUEST SPEAKER: Jeff Amos from HomeDecorators was scheduled to attend the meeting to discuss the executed contract for the 800 steps and the condition of the 1300 trex steps. Lisa Bloomer updated the Board on the information from the insurance company regarding the 1300 steps. At this time the insurance company does not plan to take any further action.

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. John Britton has agreed to run for the Board.

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

c.) **Budget Committee: The 2004 Budget has already been approved by the Board. A letter will be sent by Management Plus before year end to all homeowners. The letter will include the 2004 budget. The Board agreed 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 funding payment per unit to be placed into the reserve account.**

MANAGEMENT REPORT: The Board approved the management report as written. Balance in the checking account as of September 30, 2003 was \$3,901.44. The balance in the reserve account as of September 30, 2003 was \$67,236.99. 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 winter. Several trees needed immediate service and they have already been addressed. 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 later this fall. The Board would like to meet with HomeDecorators before they start the job. 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 and work has begun. This work is to be paid from the reserve account. If you have any outstanding issues with the painter – please send written notice to Management Plus. If you were not home when they did your doors and you need the door painting completed, please send written notice to Management Plus.**
- 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. This work should be started in the next thirty days.**
- f.) Drainage work 100-200 Building: The Board hired Shayler Creek Landscaping. The work should be started before November 1, 2003. This work is to be paid from the reserve account.**
- g.) Seal coating: The Board hired Southern Ohio Sealcoating and the work has been completed. Discussion took place of the coating not covering markings made on the driveways. This work is to be paid from the reserve account.**
- h.) Garage floor replacement building 100: The engineer re-inspected the floor and has prepared some recommendations. He is recommending that we get bids to replace the garage floor. Management Plus is soliciting bids. 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 insurance company has reported that the markings on the 1300 trex steps are not from the hail damage.**
- j.) 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. The Board will look at other options.**
- k.) Decks the rear of building 600: The decks for units 601 and 602 are the responsibility of the unit owners to maintain. The Board requested that Management Plus hire an engineer to look at the decks and submit a report to the Board. Management Plus has contacted Steve Verssen and a report should be available before year end.**
- l.) Improvement Application 101 new windows: The Board approved the application.**
- m.) Termite treatments: The Board hired Ace Exterminating to treat buildings 900, 1001 and 1100 with the Sentricon system. This expense is to be paid from the reserve account.**
- n.) 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.**
- o.) Gutter and Downspout Replacements: The Board requested that Management Plus solicit bids to replace the gutter and downspouts on the buildings that have not been replaced as of yet.**
- p.) Concrete replacement: The Board requested that Management Plus get some pricing for concrete replacement at 1306, 803-805 and the 1000 Building. The concrete lifters had already checked 1306 and the 800 building and did not recommend concrete lifting to address the problems.**
- q.) Storm door questions: Homeowner of 1101 spoke with Thelma Bikulcius about the storm doors and the use of ½ glass, self storing units. The Board requested that the homeowner submit an improvement application form along with a picture of what she would like to purchase so that the Board could review it.**

- r.) **Annual Meeting:** The Board requested that Management Plus make the reservation for the annual meeting. We have a tentative date of Monday, January 12, 2004 at 7:00 p.m. at the Terwilliger Lodge at 10530 Deerfield Road.
- s.) **Correspondence from Carolyn Kindle 502:** The Board reviewed the letter and asked Management Plus to address the issues.
- t.) **Boulder by 400 Building:** The Board requested that Management Plus have a boulder installed by the 400 building where trucks keep running into the mulch bed.
- u.) **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.**
- v.) **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.
- w.) **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.
- x.) **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 LANDSCPING 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.**

y.) **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.

z.) **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. THE BOARD WOULD LIKE TO TRY SOMETHING NEW – ATTACHED ARE SOME RIBBONS. PLEASE PLACE A RIBBON AT THE LIGHT THAT IS NOT WORKING SO THAT RODG CAN BE SURE TO REPALCE THE CORRECT LIGHT BULB.**

aa.) **Management Plus – emergency phone number – 513-618-8166.
Office phone number - 513-772-2570
Lisa Bloomer – ext. 12 (Lisa@mprs.net)
Pam McGuire – ext. 17
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 8:30 p.m. The next Board Meeting is scheduled for November 10, 2003. The next Board Meeting will be held in the home of Debbie Wallace – 802.

Meeting Schedule:

November 10, 2003 Debbie Wallace 802

December 2003 No Meeting

January 12, 2004 Annual Meeting

THE PAINTERS WERE WORKING IN THE COMMUNITY AND THEY 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	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
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

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	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 2002	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