

**MONTGOMERY MEADOWS HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
MONDAY, NOVEMBER 10, 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 Jack Dodd. Jay Blount had an excused absence. Lisa Bloomer represented Complete Property Management Group, Inc. D.B.A. Management Plus Realty Service. Jeff Amos from HomeDecorators attended the meeting to discuss the trex product already installed on building 1300 and the approved contract for installation of the trex product on building 800.

APPROVAL OF MINUTES: The Board of Trustees approved the Minutes of the October 13, 2003 Board of Trustees Meeting.

GUEST SPEAKER: Jeff Amos from HomeDecorators attended 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. The insurance company and Management Plus have inspected the decks and feels we are dealing with a mold/mildew issue on the trex product on the 1300 Building. Lisa Bloomer reviewed the information supplied by HomeDecorators and it was agreed that mold/mildew needed to be removed from the 1300 steps. Management Plus to handle as soon as possible. No decision was reached regarding the 800 trex step contract.

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

c.) **Budget Committee: The 2004 Budget has already been approved by the Board. A letter was sent by Management Plus to all homeowners. The letter included 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 October 31, 2003 was \$6,666.37. The balance in the reserve account as of October 31, 2003 was \$43,577.65. 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.) **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.) **Porches 800:** The Board hired HomeDecorators. No firm decision was reached regarding this matter. Board would like to discuss once the porches of the 1300 building have been cleaned. This work is to be paid from the reserve account.
- c.) **Exterior Painting for 2003:** The Board hired Sam Hickman Painting for the exterior painting of buildings 100 – 900. This work has been 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.
- d.) **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. Management Plus to contact Shayler Creek – the Board is not satisfied with the location of the six bushes.
- e.) **Drainage work 100-200 Building:** The Board hired Shayler Creek Landscaping. The work is in process. Additional work has been added onto the project. This work is to be paid from the reserve account.

- f.) 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.**
- g.) Moles: Dr. Rugh has someone from the country club that he would like to try on the moles. Management Plus to also contact Shayler Creek again. Management Plus supplied a bid for mole treatments but the Board agreed not to take this route at this time.**
- h.) Decks the rear of building 600: 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.**
- i.) Improvement Application 1101 doors and storm doors: Approved by the Board.**
- j.) Termite treatments: Ace Exterminating treated buildings 900, 1001 and 1100 with the Sentricon system. This expense is to be paid from the reserve account. The following buildings must still be treated: 101-103, 201-204, 301-303, 601-603, 701-703, and 801-805. In 2004, the Board plans to treat additional units.**
- k.) 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.**
- l.) 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.**
- m.) Concrete replacement: The Board requested that Management Plus get some pricing for concrete replacement.**
- n.) 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.**
- o.) Walk thru: The Board scheduled the semi-annual walk through on Saturday, November 15, 2003 at 9:00 a.m.**
- p.) 1306 Sidewalk: Landscaper to lower the area and install a small drain due to water sitting on the sidewalk.**

- q.) **Request from 803 Amy Darrah:** The homeowner would like to see another outgoing mailbox installed by the 800 Building. The Board does not agree to install anymore outgoing mailboxes in the community. The homeowner may use one of the outgoing mailboxes in the community or a regular mailbox next door. The Board requested that Management Plus contact the post office about installing an outgoing mailbox in the community. The Board is quite concerned about identity fraud.
- r.) **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.
- s.) **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.

- t.) **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.
- u.) **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**