

# SCHOA Records Management Board Meeting

## SCHOA BOARD MEETING Minutes

DATE: Feb. 5, 2002

LOCATION: SCHOA Clubhouse

TYPE OF MEETING: Regular BOT Meeting

### *The Order of Business (Pursuant to SCHOA By-Laws Exhibit "A")*

- I. Call to Order (Chair) and Roll Call (Secretary). Please see the Minutes cover sheet  
- President's comments **(5 min.)**  
*With a quorum present, the President called the meeting of the SCHOA BOT to order at 7:05 pm. The President acknowledged the efforts of the Finance Committee in reconciling the 2001 financial statements, specifically the many hours dedicated by Bob Halsall. The President also requested an executive session be held due to recent legal matters before the BOT.*
- II. Proof of notices of meeting or waiver of notice (Secretary)  
N/A
- III. Reading and approval of the Minutes of the previous meeting (Secretary) **(5 min.)**  
*With the exception of a few grammatical corrections, the BOT unanimously approved the minutes of the January SCHOA BOT meeting. Motion: Judy H.; seconded: Dana Gang.*
- IV. Reports of Officers **(10 min.)**  
- Treasurer's financial report  
*In lieu of a Treasurer's report, a financial status report was included in the Management Report. A quote proposal was requested from Copeland to complete the roofing of the 6 remaining buildings and clubhouse in 2002.*
- V. Reports of Standing Committees and Management **(20 min.)**  
Committees  
- Architecture: N/A  
- Finance: *Bob Halsall provided an overview of the findings of arrearages, penalties and interest accrued in 2001 for a total of \$21, 595.83.*  
- Landscape: *Prioritization of box bush replacements will be made subject to the Spring Walk through which is scheduled for Sat., April 27, 2002 to begin at 9:00 a.m.. All interested to congregate at the clubhouse at 8:30 a.m.*  
- Newsletter: N/A - *next issue scheduled for publication in June 2002*  
- Pool: N/A  
- Parking: *An inoperative vehicle was reported at #1352. Paul Daily was authorized to take action and seek local law enforcement assistance as needed.*  
- Satellite: N/A  
- Social Events: N/A  
Management  
The Management report submitted by Paul Daily included the following:
  - *Update on Nationwide Insurance Claim related to Units 1424 and 1426*
  - *Statement of accounts; expenditures and collections. Total funds available per amendment: \$42,630.80; arrearages \$21,595.83, four liens posted; additional action anticipated within the next 30 days; clubhouse rental use fund \$175*
  - *Tenant lease: current census indicates 32 active rental units; only 8 copies of leases received*
  - *Legal action pending against units 1352 & 1490*
  - *Status of Arrearages: reported in conjunction with the Finance Committee report, above.*
  - *Common areas proposed improvements: awnings (\$1800); pruning rear tree line (\$2450); pool/lot signage (\$495); common area landscape (\$500 ea.). Determination tabled until March meeting.*
  - *BOT directed P. Daily to ensure that a new lock be installed on pool gate since a number of resident access keys are unaccounted for; also to have pool/tennis court lighting redirected so as to maximize lighting to the area vs. purchasing additional lighting.*

## **SCHOA Records Management Board Meeting**

- *Log of letters of complaint*
- *Maintenance requests: #1480, repair chimney leak*

VI. Election of Inspectors of Election  
N/A

VII. Election of Trustees

*- Carol Rossi was nominated and appointed by unanimous vote to fulfill the remainder of the term of Secretary vacated by Jennifer Kochaney. Jennifer will continue to serve on the BOT as a Member-at-Large.*

VIII. Unfinished (Old) Business **(10 min.)**

*- Roof replacements: Six buildings and clubhouse remain to be completed in 2002. The BOT directed P. Daily to get on Copeland's schedule ASAP*

*- Status #1352 Foreclosure -City of Fairborn. Bob Halsall gave a summary of the foreclosure proceedings per Attorney Noel McKeown.*

IX. New Business **(5 min.)**

*- P. Daily reported the need to schedule verification of termite control. The BOT recommended that this be postponed until early April due to anticipated wide fluctuations in temperatures. At that time, further investigation of black/carpenter ants to be conducted. Additional treatment for the latter by Orkin is estimated at \$1300 to cover all units.*

*- P. Daily reported that the associated fees for either direct payment or credit card would be comparable. No overall cost savings to the SCHOA would be feasibly realized.*

X. Home Owners' Concerns **(10 min.)**

*- Letter read from resident of #1468. P. Daily was directed to reply on behalf of the BOT.*

*- Concerns raised regarding unsanitary conditions surrounding unit #1352. P. Daily was directed to request inspection by the city of Fairborn and review record of previous citations.*

*- Mr. Tran, as proxy, reported his concern that unit #1468 still has transmission fluid leaking from vehicle after prior warnings; also that same resident has a gas tank on patio which allegedly was inspected by the City of Fairborn; however, no record of architectural change request was ever submitted to the BOT and approved prior to installation as required by the by-laws.*

*- Executive session: the BOT entered an executive session requested by the President to review matters related to the Nationwide Insurance claim. Letters dated 1/8/02 and 1/15/02 from resident of unit #1424 to Mr. Ziegler were reviewed by the BOT.*

XI. Adjournment

*With no further business being brought before the BOT, the same was adjourned at 9:17 p.m.*

**SCHOA Records Management  
Board Meeting**

**Attachments:** Refer to Board Meeting cover sheet.

**RESOLUTIONS LOG**

**Date of Board Meeting: Feb 5, 2002**

**Instructions: The Secretary will record motions submitted, seconded and will check the box to denote motion carried. Where expenditures are proposed for approval, the resolution will be duly referenced with an (\*).**

<b>Number</b>	<b>X if Approved</b>	<b>Resolution Statement</b>
01	[ X ]	The Board approves the minutes of the January SCHOA BOT meeting as amended. Motion: Judy Halsall                      Second: Dana Gang  Outcome: Unanimously approved
02	[ ]	The Board approves  _____  _____  Motion:                                              Second:  Outcome: _____
03	[ ]	The Board approves  _____  _____  Motion:                                              Second:  Outcome: _____
04	[ ]	The Board approves  _____  _____  Motion:                                              Second:  Outcome: _____

**Total Encumbrance Vouchers presented this meeting: \$00.00**  
**Total Encumbrance Vouchers approved this meeting: \$00.00**

**Submitted as an attachment to the Feb. 5, 2002 Board Meeting Minutes.**  
**By, Carol M. Rossi, Secretary**