

SCHOA Records Management Board Meeting

SCHOA BOARD MEETING MINUTES

DATE: April 2, 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 and Roll Call (Please see the Minutes cover sheet)
 - *President's comments: Letter of thanks to the responding fire departments to unit 1378 fire was read and unanimously accepted.*
- 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)
The minutes of the March 5, 2002 SCHOA BOT were unanimously approved
- IV. Reports of Officers
 - Treasurer's financial report (as applies): Finance Committee report submitted for BOT review.
 - Secretary's report: (1) proposed Pet Policy (2) "condominium management" - issue of Broker's Lic. *The draft pet policy was reviewed and discussed. Motion to accept the policy was denied. The Secretary briefed the BOT on the matter of the new business card issued by Mr. Paul Daily. The secretary will follow up via phone re: the status of "property management".*
- V. Reports of Standing Committees and Management
 - Standing Committees*
 - Architecture: (1) *follow up on recommendation Unit 1468 - gas tank & line. The BOT approved the recommendation*
 - Finance: *Funds available = \$55,821.48; funds collected this period = \$10,086.36; expenditures this reporting period = \$7,578.25*
 - Landscape: *Line trimming completed; replacement of shrubs for 16 units completed.*
 - Newsletter: *Process for final draft was reviewed; publication prior to next SCHOA BOT meeting. Hand delivery except for non-resident owners – these will be mailed out.*
 - Pool: N/A
 - Parking: N/A
 - Social Events: *(this committee to be commissioned as needed)*

 - Standing Management Report (Written report submitted with further review and discussion tabled until next meeting due to the Manager's absence due to family emergency.)*
 - *Critical Updates: status of repairs to Units 1424 and 1426 (mold); Unit 1378 pursuant to fire; Unit 1352 status of city inspection & inoperable vehicle*
 - *Status of Tenant Leases -*
 - *Status of Delinquencies & Liens -*
 - *Status of Monthly Receipts & Disbursements -*
 - *Status of Common Areas improvements -*
 - *Status of progress on Critical Calendar Tasks & Events -*
 - *Status of Complaints & Remedies -*
 - *Other: At 4/2/02 meeting, Paul Daily to address the "Duties of the Office Manager" (15 min.) Item to be carried over to May 7, 2002 meeting for review & discussion.*
- VI. Election of Inspectors of Election
N/A
- VII. Election of Trustees
N/A

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VIII. Unfinished (Old) Business
N/A

IX. New Business
N/A

X. Home Owners' Concerns
- Reminder: Annual Walk Through, Sat., 4/27/02. Convene at Clubhouse 8:30 a.m. & begin at 9:00
- Water caps still need to be replaced – City of Fairborn appears unresponsive to the request.

XI. Adjournment
With no further business being brought before the BOT, the same was adjourned at 9:30pm.

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RESOLUTIONS LOG

Date of Board Meeting: April 2, 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 (*).

Number	X if Approved	Resolution Statement
01	[X]	The Board approves the minutes of the March 5, 2002 SCHOA BOT meeting __ as submitted X as amended. Motion: Judy H. Second: Bill Z. Outcome: Unanimously approved as amended
02*	[X]	The Board approves provision of refreshments for the Spring Walk Through not to exceed \$30 Motion: Judy H. Second: Dana G. Outcome: Unanimously approved
03	[]	The Board approves the pet policy as written subject to legal review. Motion: Jennifer K. Second: John R. Outcome: Two in favor; Four against; 1 abstained. Motion denied.
04	[X]	The Board approves the Architectural Review Committee's recommendation for approval of the gas tank & line request for unit 1468. Motion: Dana G. Second: Bill Z. Outcome: Unanimously approved.
05*	[X]	The Board approves expense of the Spring/Summer newsletter printing not to exceed \$100. Motion: John R. Second: Bill Z. Outcome: Unanimously approved.

Total Encumbrance Vouchers presented this meeting: \$130.00

Total Encumbrance Vouchers approved this meeting: \$130.00

Submitted as an attachment to the Board Meeting Minutes.

By, Carol M. Rossi, Secretary