

SCHOA Records Management Board Meeting

SCHOA BOARD MEETING Minutes

DATE: May 7, 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)
 - The meeting was called to order at 7:05p.m.
 - President's comments: Special thanks to all who participated in the Spring Walk Through. Follow up issues addressed under the Manager's Report below.

- 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 were read and approved unanimously. Motion: Judy Halsall; Second: Bill Ziegler

- IV. Reports of Officers
 - Treasurer's financial report (as applies) -None submitted
 - Secretary's report: (1) Correspondence received since last SCHOA BOT meeting: 2 items/Unit 1468. Each item was reviewed and addressed. (2) Request per SCHOA Manager to review current By-Laws for consequences related to violations. The BOT directs Paul Daily to enforce the By-Laws consistent with directive issued 3/5/02.

- V. Reports of Standing Committees and Management
Standing Committees
 - Architecture: No requests received this reporting period and no report submitted
 - Finance: No additional report submitted with monthly financial statements.
 - Landscape: Reminder that the BOT would not replace the arborvitae that were removed. Paul Daily was asked to put together a sample sheet of low maintenance/low cost perennials that would be issued to unit owners as options to select from at their cost to replace the arborvitae.
 - Newsletter: The BOT extends its sincere thanks to this committee for publishing the Spring/Summer 2002 issue.
 - Pool: Information on opening the pool for the season. Bridget Clark will assist in getting the inspection and permit for the pool opening. The BOT requests that Paul Daily ensure that all necessary inspections and permits are in place for Memorial Day weekend opening.
 - Parking: It was noted that the City of Fairborn will not remove vehicles unless they are in violation of city code. The Pool Committee will plan a Pool Party for July 27, 2002
 - Social Events: *(this committee to be commissioned as needed)- Preliminary discussion regarding holding a Block Party in June.*

Standing Management Report

- Critical Updates: Reports concerning the repairs to Units were given: 1424 and 1426 (mold); Unit 1378 pursuant to fire; Unit 1352 status of city inspection & inoperable vehicle
- Status of Tenant Leases - (submitted in Manager's report)
- Status of Delinquencies & Liens - (submitted in Manager's report)
- Status of Monthly Receipts & Disbursements - (submitted in Manager's report)
- Status of Common Areas improvements - (see Resolutions Log)
- Status of progress on Critical Calendar Tasks & Events - ***Spring Walk-Through report***
- Status of Complaints & Remedies - (submitted in Manager's report)
- *Other*: Carried over from 4/2/02 meeting, Paul Daily addressed the "Duties of the Office Manager" (15 min.); The BOT directed Paul Daily to add an inventory of items confiscated each reporting period and to issue notice of storage fee and disposal to each unit owner as applies.

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VI. Election of Inspectors of Election
N/A

VII. Election of Trustees
N/A

VIII. Unfinished (Old) Business
- None

IX. New Business

- Spring Walk Through notice to unit owners to be issued by Paul Daily by 5/13/02. Bill Ziegler requested that the Follow-up Walk Through be scheduled for 5/24 (later changed to 5/23) at 5:30pm.
- Paul Daily to issue assignments to Dave Martin pursuant to the Spring Walk Through as needed.
- Pool gate was re-keyed. Unit owners/residents will be issued new keys upon request and contingent upon being current with unit account.
- Bill Ziegler requested that Paul Daily prepare a list of all rental units and respective status of lease on file
- Manager's review: the BOT will consider the administrative time involved in handling recent insurance claims; update of financial statements, etc. in addressing compensation for the SCHOA Manager above and beyond the contract stipulation of 2% of claims filed in excess of \$7500.

X. Home Owners' Concerns

- Unit 1420, requests response related to pest control of carpenter/black ants by Orkin prior to the next BOT meeting.
- The BOT to provide feedback by COB 5/9/02 to the Secretary in reply to letter from unit #1468 dated 5/1/02

XI. Adjournment

With no further business being brought before the BOT, the same was adjourned at 9:27 p.m.

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RESOLUTIONS LOG

Date of Board Meeting: May 7, 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	[]	<p>The Board approves the minutes of the April 2, 2002 SCHOA BOT meeting <u>_X_</u> as submitted <u>__</u> as amended.</p> <p>Motion: Judy Halsall Second: Bill Ziegler Outcome: Unanimously approved</p>
02	[X]	<p>The Board approves the difference of cost associated with publishing the Spring/Summer Newsletter, not to exceed \$45. It was noted that since refreshments were donated, the finds of \$30 which had been approved for Spring Walk Through refreshments be re-allocated to the Newsletter publication.</p> <p>Motion: Jennifer Kochaney Second: Bridget Clark Outcome: Unanimously approved.</p>
03	[X]	<p>The Board approves the additional clubhouse landscaping with low maintenance/low cost perennials not to exceed \$250.00</p> <p>Motion: Carol Rossi Second: Dana Gang Outcome: Unanimously approved.</p>
04	[X]	<p>The Board approves the purchase of additional PC memory (from 128 MB to 256 MB) not to exceed \$100</p> <p>Motion: Jennifer Kochaney Second: Bridget Clark Outcome: Unanimously approved.</p>

Total Encumbrance Vouchers presented this meeting: \$395.00

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Submitted as an attachment to the Board Meeting Minutes.

By, Carol M. Rossi, Secretary