

SCHOA Records Management Board Meeting

SCHOA BOARD MEETING MINUTES (DRAFT COPY)

DATE: June 4, 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: Special thanks to all who participated in the Spring Walk Through. Follow up issues addressed under the Manager's Report.
 - The President circulated articles of interest concerning Home Owners' Association Management.
- 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 reviewed and approved as amended.
- IV. **Reports of Officers**
 - Treasurer's financial report. None presented this accounting period
 - Secretary's report: Correspondence received since last SCHOA BOT meeting (1) letter to and message from Mr. Smith , Unit 1424 as reviewed by Bill Ziegler. Regarding May 1, 2002 letter from Mr. Lyons Unit #1468 as presented at the May 7th BOT meeting, the BOT directed C. Rossi to reply based on current BOT feedback received to date.
- V. **Reports of Standing Committees and Management**
 - Standing Committees**
 - Architecture: No requests received this reporting period
 - Finance: No report submitted in addition to the financial statements this reporting period
 - Landscape: Arborvitae by unit #1432 to be relocated to tree barrier at the Pet Corner; weeding needed at the arborvitae line; catch basin near unit #1482 to be inspected and repaired for safety concerns on or by 6/10/02; mulching to be completed for remaining 10 units; pruning of bushes near chimney to be completed before the next BOT meeting at units #1459 & 1463
 - Newsletter: next issue to be released in Sept. 2002 in time for Annual Meeting Notice
 - Pool: Pool Committee will hold a POOL PARTY on July 27th beginning at 1:00 p.m. Jennifer Kochaney noted that the pool needs to be checked for a possible leak.
 - Parking: On-going concern reported regarding the inoperable van parked at Unit 1352; assistance from Fairborn Police limited to expired tags; child and/or pet endangerment.
 - Social Events: (*this committee to be commissioned as needed*) See Pool Party notice above. Pool Committee to provide BBQ and soft drinks; residents in attendance will be asked to contribute a covered dish or other consumable picnic item.
 - Standing Management Report (by SCHOA Manager unless noted otherwise)**
 - **Critical Updates:** Status of major repairs to units: #1378 related to the fire damage; cost estimates of tile for water drainage; other items on "hold" as noted in the Management Report
 - **Status of Tenant Leases** - lease collection remains at 17/31. The BOT directed Paul Daily to include the following in the next report: Identify non-compliant units; record on pool key log and deny pool privileges to units in arrears or that don't have a copy of their rental agreements on file.
 - Status of Delinquencies & Liens - (refer to Management Report)
 - Status of Monthly Receipts & Disbursements - (refer to Management Report)
 - Status of Common Areas improvements - Care of the flower beds is needed near the Clubhouse.
 - Status of progress on Critical Calendar Tasks & Events based on *Second Spring Walk-Through report was submitted by Bill Ziegler. Office copy given to Paul Daily for follow-up action items during this Accounting Period*
 - Status of Complaints & Remedies - (Refer to Management Report)
 - *Other:* the SCHOA Manager's request for additional compensation for administrative work related to insurance claims beyond the terms of the current contract was denied .

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- Corrections to the Manager's Report:
 - add Unit #1372 to the list of units needing drainage tile
 - units # 1389, 1391 and 1468 will likely require drainage work; four units may require more extensive drainage tile work.
 - gutter cleaning to be completed at minimum, once yearly, for end units along the tree line.
 - a copy of the lease for Unit 1424 is needed since it is now being rented out.

VI. Election of Inspectors of Election
N/A

VII. Election of Trustees
N/A

VIII. Unfinished (Old) Business - None presented

IX. New Business
- Paul Daily had scheduled a meeting w/ SCHOA's legal council for this afternoon. Legal council session will be handled by Bill Ziegler. It was determined that filing liens is an in-house management responsibility and does not require legal counsel to do so.

X. Home Owners' Concerns
- The BOT requested that the SCHOA Manger continue to try to obtain copies of the leases from all rental units.
- Mr. Thong Tran offered his gas grill to SCHOA for use throughout the year.
- complaint from Unit #1350 - there is a hole in the wall above the garage door that must be repaired
- complaint against Unit #1352 regarding inoperable vehicle. Letters of complaint should be courtesy copied to Jim Tillot, City of Fairborn
- regarding unit #1420, mortar between roof fascia needed
- regarding unit #1370 - the window screen will need to be replaced
- regarding unit #1362, rugs hanging over the fence to be removed.

XI. Adjournment

With no further business being brought before the BOT, the same was adjourned at 9:50pm

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RESOLUTIONS LOG June 4, 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	[]	The Board approves the minutes of the May 7, 2002 SCHOA BOT meeting __ as submitted ✓ as amended. Motion: Dana Gang Second: John Rossi Outcome: Unanimously approved
02	[✓]	The Board approves Daily's Maintenance to install drainage tiles to 19 units, not to exceed \$665.00 Motion: Judy Halsall Second: Dana Gang Outcome: Unanimously approved
03	[✓]	The Board approves gutter cleaning of each of the 8 end units bordering the tree line to be completed, minimally once per year preferably in November not to exceed \$320.00 (approx. \$40 / person) Motion: Jennifer Kochaney Second: Judy Halsall Outcome: Unanimously approved
04	[✓]	The Board approves a Pool party to be held 7/27/02 beginning at 1:00 pm with total refreshments not to exceed \$320.00 Motion: Jennifer Kochaney Second: Bridget Clark Outcome: Unanimously approved

Total Encumbrance Vouchers presented this meeting: \$1035.00

Total Encumbrance Vouchers approved this meeting: \$1035.00

Submitted as an attachment to the Board Meeting Minutes.

By, Carol M. Rossi, Secretary