

SCHOA Records Management Board Meeting Minutes

DATE: ~~July 2, 2002~~ meeting rescheduled for July 9, 2002, 7:00 p.m.

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:
 - overview of software concerns
 - overview of terms ending for BOT positions and elections this October: Bill Ziegler (President), Judy Halsall (Vice President), Bridget Clark (Member-at-large)
 - SCHOA manager RFPs to be posted on bulletin board and on the website prior to the 8/6/02 BOT meeting.
 - reminder that reprints/photocopies of SCHOA documents are charged at \$1.00 per page
- 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 unanimously approved as amended with respect to the persons and the positions they hold on the board of trustees.
- IV. Reports of Officers
 - Treasurer's financial report (as applies)
 - Secretary's report: *request from Mr. Smith, unit 1424, for a phone conference with the Board at the approved time for the scheduled July meeting was cancelled since Mr. Smith was in attendance.*
- V. Reports of Standing Committees and Management
 - Standing Committees*
 - Architecture: *No requests received during this reporting period.*
 - Finance: *Bob Halsall reported eight final letters were issued this reporting period. Of the eight, 5 are resolving their accounts; 3 liens to be filed where lien posting and removal fees are passed to the unit owner. Also, announced that week of July 15th financial data will be converted from QuickBooks to Quicken as a simpler, less robust software program that will enhance ease of use. Fairborn utilities (two billing statements: common areas and clubhouse) not on automatic pay as of this reporting period; likewise with Ameritech (2 billing statements: office & pool emergency phone). It was also indicated that \$500/month will be deposited in the Reserves Account to maintain a safe balance. The refund of approximately \$9000.00 is on hold until clarification as to its purpose is secured from Mark Keller, Nationwide representative. A copy was submitted with the Master BOT packet for July. Bob also issued a reminder that chimney repairs will soon need to be scheduled (tuck-pointer).*
 - Landscape: *remaining arborvitae shrubs scheduled to be removed by 7/31/02.*
 - Newsletter: *Thong Tran submitted a draft of the Fall newsletter for BOT review and comment. Notice of the SCHOA Annual meeting is noted in the newsletter.*
 - Pool: *planned pool party/picnic scheduled for 7/27/02. Notice to be hand carried to all units with a companion notice regarding pool rules.*
 - Parking: *Two notices issued; no towings this reporting period*
 - Social Events: *(this committee to be commissioned as needed)*
 - 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"

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- Status of Tenant Leases - 18/31 on file; 13 outstanding.
- Status of Delinquencies & Liens - (reference Lien Status Report 7/9/02)
- Status of Monthly Receipts & Disbursements - (reference Manager's Report)
- Status of Common Areas improvements - *Dana Gang addressed drainage issues and recommendations (i.e. drainage tile) for units # 1391, 1389, 1468 & 1502.*
- Status of progress on Critical Calendar Tasks & Events - *none reported*
- Status of Complaints & Remedies - *None noted on Manager's report.*
- *Other: (1) 6/28/02 Ad hoc meeting summary was given by Bill Ziegler and (2) Usage Agreement draft was submitted for review and comment by Bill Ziegler.*
- *Action Items: The BOT directed the Manager to*
 - (1) verify water use at unit #1424 from 7/1/01 to 12/31/02 from City of Fairborn records and verify documentation of final sign-off by Nationwide Insurance and the EPA regarding the habitability of units #1424 and #1426.*
 - (2) take care of the watering of transplanted arbor vitae by requesting a city permit (\$25) for use of the fire hydrant and/or the use of a 375 gal. Tank for irrigation of the plantings at a cost of \$15/hr x 8hrs and metered water use, for a total labor cost not to exceed \$360*
 - (3) to notify the City of Fairborn Police Dept. (by letter and follow up phone call) of the unregistered vehicle illegally parked at unit #1352*
 - (4) have the clubhouse front door rekeyed and new keys issued to the BOT marked "do not copy" since Bob Halsall reported confiscating a pirated key from a non-resident using the pool and clubhouse bathrooms. Dana Gang volunteered to investigate the matter further with the unit owner alleged to have permitted unauthorized use of the pool and facilities*
 - (5) where there are matters of violation and/or non-compliance with SCHOA by-laws, covenants and/or rules, the BOT directs the Manager to withhold issuance of pool keys. Note: all keys issued must be signed for and accounted in a master log.*

VI. Election of Inspectors of Election

N/A

VII. Election of Trustees

N/A

VIII. Unfinished (Old) Business

None noted.

IX. New Business

None noted.

X. Home Owners' Concerns

- Owner of unit #1424, contested assessments of a deductible of \$500, and other itemized fees. Since the unit owner is in non-compliance with SCHOA by-laws the BOT indicated that he must remedy the infractions and the BOT will seek further documented verification of water usage at his unit as noted above. Additionally, the BOT referenced the 1/24/02 letter issued by Nationwide Insurance regarding the matter of the source of water damage and alleged resulting growth of mold. The BOT will seek clarification regarding the intent and purpose of the statement in the master policy of "loss of business use", since the unit owner alleged that he had to delay rental of his unit due to the extensive repairs. However, since he had not submitted the copy of the intended rental lease last December as required by SCHOA by-laws, any alleged "loss of revenue" is likely a moot point.
- It is duly noted that the owner of unit #1486 expressed concern over the status of the reserve funds.

XI. Adjournment

With no further business being brought before the BOT, the same was adjourned at 9:55 p.m.

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RESOLUTIONS LOG July 9, 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]	<p>The Board approves the minutes of the June 4, 2002 SCHOA BOT meeting ✓ as submitted ___ as amended.</p> <p>Motion: John Rossi Second: Judy Halsall Outcome: Unanimously approved.</p>
02	[x]	<p>The Board approves costs not to exceed \$360 for the irrigation of the transplanted arbor vitae barrier at Pooh Corner by 7/12/02.</p> <p>Motion: Dana Gang Second: John Rossi Outcome: Unanimously approved.</p>
03	[x]	<p>The Board approves having the front door to the clubhouse re-keyed and new keys issued to the BOT where the keys are marked "do not copy" for a cost not to exceed \$100.</p> <p>Motion: Dana Gang Second: John Rossi Outcome: Unanimously approved.</p>

Total Encumbrance Vouchers presented this meeting: \$460.00

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Submitted as an attachment to the Board Meeting Minutes.

By, Carol M. Rossi, Secretary