

SCHOA Records Management Board Meeting

DATE: August 6, 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** (7:20 pm) and Roll Call (Please see the Minutes cover sheet)
 - President's comments:
 - *Appreciation for the Pool Committee's efforts for the 7/27 Pool Party*
 - *Appreciation for the Newsletter Committee's efforts for the draft Fall Newsletter*
- 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 July 9, 2002 Board of Trustee's meeting were reviewed, amended and unanimously approved.
- IV. **Reports of Officers**
 - Treasurer's financial report (as applies)
 - Secretary's report: *correspondence dated 7/9/2002 and 7/29/2002 from Unit #1468; letter of complaint from Unit #1460 dated 7/30/02 and Secretary's letter of resignation submitted.*
- V. **Reports of Standing Committees and Management**
 - Standing Committees**
 - Architecture: *Chair, Bob Halsall, reported that one request had been received from unit #1466, and approved.*
 - Finance: *Chair, Bob Halsall, indicated that three reports were submitted for this reporting period:(check register, balance sheets and corrections to the register).*
 - Landscape: *Chair, Bob Halsall, reported that exposed orange T.V. cables were to either be removed or buried by the cable company.*
 - Newsletter: *Chair, Thong Tran, shared a draft of the Fall Newsletter inclusive of the modifications per feedback received. The newsletter was approved for publication. Since NOTICE of the ANNUAL meeting is included in the newsletter, it must be mailed out no later than 9/12/02 for anticipated delivery by 9/15/02. Both duplication costs and postage were approved and within budget.*
 - Pool: *Chair, Bridget Clark reported on the 7/27/02 social event indicated that there was a very small turnout this year.*
 - Parking: *Chair, Thong Tran, reported that four warning were issued during the reporting period. Two boats are illegally parked on premises. Warnings were issued to notify owners that non-compliance with parking regulations would result in the vessels being towed.*
 - Social Events: *(this committee to be commissioned as needed)*

Standing Management Report (by SCHOA Manager unless noted otherwise)

- Critical Updates: report on status of major repairs to unit: #1378 related to the fire damage
- Status of Tenant Leases – 23/31 on file; 8 are outstanding
- Status of Delinquencies & Liens – 3 liens were filed this reporting period
- Status of Common Areas improvements – *watering of the transplanted trees was completed and the drainage area off Zink Rd. was repaired; regarding roofing – SCHOA not yet on the fall schedule. It was recommended that funds from T. Rowe-Price be pulled for roofing projects*
- Status of progress on Critical Calendar Tasks & Events - Status of Complaints & Remedies Note, the following items were reviewed: *status of federal income taxes; status of letter to Nationwide Insurance regarding clarification on "loss of business use" paragraph was received; status of "Usage Agreement Letter" for rental units; review of the information from the City of Fairborn regarding water usage 7/1/01 -12/31/01 for unit #1424; status of areas remaining to be mulched (area around unit 1487); status of inoperable/unregistered vehicle at unit #1352.*

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- Status of Monthly Receipts & Disbursements – *(reference financial statements for this period)*

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

- *On behalf of unit 1393, downspout needs to be replaced.*
- *On behalf of unit 1431, siding boards to be replaced or re-positioned as they are loose.*
- *Also, it was noted that the side of the clubhouse needs to be cleaned.*
- *Re: unit 1352, dog not on leash.*
- *Regarding the Annual Meeting, it was recommended that a summary report be submitted along with the Fall Newsletter mailing. Additionally, a budget review committee, was formed to address the preparation of the proposed 2003 budget.*

XI. Adjournment

With no further business being brought before the BOT, the same was adjourned at 10:17pm.

Next meeting to be held on 9/3/2002.

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RESOLUTIONS LOG August 6, 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 July 9, 2002 SCHOA BOT meeting ___ as submitted ✓ as amended. Motion: Judy Halsall Second: Bill Ziegler Outcome: Unanimously approved
02	[X]	The Board approves door prizes (costs not to exceed \$50.00) to be drawn at the Annual Meeting Motion: Dana Gang Second: Judy Halsall Outcome: Unanimously approved.
03	[X]	The Board approves Fall newsletter printing and postage costs not to exceed \$100.00 Motion: Judy Halsall Second: Dana Gang Outcome: Unanimously approved.
04	[x]	The Board approves an increase of \$5.00/month for SCHOA monthly fees owners to be effective by 1/1/2003 Motion: John Rossi Second: Carol Rossi Outcome: Unanimously approved.
05	[X]	The Board approves the financial statements as submitted, subject to audit/audit review. Motion: Judy Halsall Second: John Rossi Outcome: Unanimously approved.
06	[X}	The board approves the resignation of Carol Rossi as secretary. effective 9-5-2002 Motion: Judy Halsall Second: Dana Gang Outcome: Unanimously approved.

Total Encumbrance Vouchers presented this meeting: \$150.00

Total Encumbrance Vouchers approved this meeting: \$150.00

Submitted as an attachment to the Board Meeting Minutes.

By, Carol M. Rossi, Secretary