

# **Sycamore Creek P.U.D. Homeowners' Association Board of Trustees Meeting**

## **Minutes of Regular Board Meeting**

**August 1, 2017**

The August regular meeting of the Board of Trustees was opened at 7:08 PM by the President and adjourned at 8:11 PM. The meeting was conducted at the Sycamore Creek PUD Homeowners' Association Clubhouse, 1450 Sanzon Drive, Fairborn, Ohio 45324.

- **Roll Call was taken:**
  - **The following members of the Board of Trustees were present:**
    - Dana Gang – President
    - Takisha Martin – Vice President
    - Judy Halsall – Treasurer
    - April Arnold-Daubenspeck – Member at Large
    - Ron Nischwitz – Member at Large
    - Rachel Hock – Member at Large
    - Bill Grosscup – Secretary
  - **The following members of the management team were present:**
    - Clara Fletcher – Association Manager
    - Barb Henz – Association Bookkeeper
  - **The following owners were present:**
    - none
- **Presidents Opening Remarks:**
  - There were no opening remarks and the board proceeded to the reading of the minutes.
- **Reading of the minutes, June 2017.** The minutes were read by the board and grammatical changes were made. A motion was made, and seconded, to approve the minutes as amended.
- **Reports of Officers of the Board:**
  - **President:** Deferred to Committee Reports
  - **Vice President:** No Report
  - **Treasurer:** Deferred to Management Team
  - **Secretary:** No Report
- **Reports of Committees:**
  - **Architecture:**
    - No architecture requests have been received by the association.

○ **Landscape:**

- Dana Gang reported that all the items on the arborists list have been completed with the exception of planting 2 arborvitaes.
- Clara Fletcher reported that a dead tree was cut down along the berm. The tree was quite large and was dropping limbs on to patios of the adjoining units. Board members looked at the tree, prior to it being cut down, and felt it was a safety concern.

○ **Maintenance:**

- New nets have been installed on the tennis court, and basketball court.
- Concrete repair is underway. Several sections are complete and Lee's concrete will finish the remaining sections in the near future.
- Painting of the exterior trim of the buildings has begun. Several members of the board have looked at the work and it is satisfactory.
- The clubhouse HVAC system is in need of replacement. It was evaluated and deemed not worth the cost of repair due to its age and condition. The air conditioning can still be used during clubhouse functions but must be off otherwise. The heat portion of the HVAC is still working and can be used through the winter months. We will begin getting estimates for its eventual replacement.

○ **Newsletter/Website:**

- April Arnold-Daubenspeck is gathering articles for the winter newsletter. The board agreed that adding an interview style article about the duties and responsibilities of the Association Manager would be helpful to homeowners/renters. Suggestions for articles can be sent to the Association Manager to pass on to April.
- Takisha Martin is in the process of evaluating our current website, and coordinating on its updating.

○ **Parking:**

- Two parking violations have been issued. Clara continues to work with the "offenders" to insure they understand the parking rules.

○ **Pool:**

- The association received a quote from Buckeye Pools concerning adding steps to the pool. The quote was received just prior to the board meeting, and did not contain enough information for the board to make any type of decision. The association manager will get more detailed information from Buckeye Pools and present it to the board.

○ **Management Report:**

- The income and expenses report was provided to the members of the Board of Trustees and explained.
- Clara continues to communicate with, and monitor, the units that are behind in HOA dues. Progress is being made in collecting past due HOA fees.
- Unit 1393 sold at Sheriff's Sale. It will take about 60 days for the sale to close. At that time the Association will be able to recoup the past association dues and legal fees.
- 1456 is for sale at \$95,700 and is under contract. 1454 is for sale at \$99,900. 1453 and 1484 have been rented.
- The association recertification is complete. This is required every 5 years.

- **Social Events:**
  - There are no social events scheduled at this time.
- **Unfinished Business:**
  - None.
- **New Business:**
  - None
- **Homeowners concerns:**
  - There were no homeowner concerns.
- **The meeting adjourned at 8:11 PM. The next scheduled association meeting will be held on October 3, 2017**