

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

Minutes of Regular Board Meeting

February 6, 2018

The February regular meeting of the Board of Trustees was opened at 7:00 PM by the President and adjourned at 8:27 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
 - Bill Grosscup – Secretary
 - Rachel Hock – Member at Large
 - **The following members of the management team were present:**
 - Clara Fletcher – Association Manager
 - **The following owners were present: None**
- **Presidents Opening Remarks:**
 - The president made no opening remarks but yielded the floor to Tyrone Collier, our American Family Insurance representative. Tyrone presented the yearly update on our insurance coverage. He also stated that our premium would not increase for the upcoming policy period. He left information on other insurance programs for the board to consider.
- **Reading of the minutes, December 2017.** The minutes were read by the board and a motion was made to approve the minutes as read.
- **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.

- **Landscape:**
 - There were no landscaping issues.
- **Maintenance:**
 - The sign light at the entrance to Sycamore Creek is awaiting repair.
 - A security light adjacent to unit 1388 was replaced.
 - A section of damaged fence was repaired.
 - A minor roof repair was made at unit 1466
- **Newsletter/Website:**
 - It was agreed that the Spring/Summer newsletter would be distributed during the month of May.
- **Parking:**
 - Clara reported that there has been a slight increase in parking violations and the offenders are being ticketed.
- **Pool:**
 - The pool is now closed.
- **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.
 - Clara spoke to the board concerning a potential roof issue and our maintenance contractor is going to do further investigation.
 - Two water leaks were detected in the past several weeks. After coordination with the City of Fairborn, a plumbing contractor, and a leak detection company, the source of both leaks were identified. One was the responsibility of the HOA and has been repaired. The second leak was actually inside a unit and the homeowner was notified and is responsible for that repair.
- **Social Events:**
 - No planned social events.
- **Unfinished Business:**
 - We are still obtaining quotes for replacing the clubhouse HVAC system in the spring.
- **New Business:**
 - None
- **Homeowners concerns:**
 - There were no homeowner concerns.
- **The meeting adjourned at 8:27 PM. The next scheduled association meeting will be held on March 6, 2018. The annual association meeting will be held immediately after the regular meeting.**