

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

Minutes of Regular Board Meeting

June 7th 2016

The June regular meeting of the Board of Trustees was opened at 7:00 PM by the President and adjourned at 8:58 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
 - **The following members of the management team were present:**
 - Clara Fletcher – Association Manager
 - Barb Henz – Association Bookkeeper
 - **The following owners were present:**
 - Lenny Davis 1470
 - Thong Tran 1484
 - Sally Miller 1419
 - Shawn Smith 1423
- **Presidents Opening Remarks:**
 - The president opened the meeting by asking board members, and attending owners, to not talk over each other while making presentation. This enables clearer communication, and understanding of the topics being discussed.
- **Reading of the minutes, April 2016.** The minutes were approved.
- **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:**
 - 1 architecture request was submitted by the owner of 1426. The request was to add to the existing fence on the patio for a complete enclosure. The request was approved.

- **Landscape:**
 - Dana Gang met with the Arborist to determine a priority for replacing dead trees and bushes. All work that is on the list is in the process of being done. The cost for this work is under the budgeted amount. Dana shared a proposal for landscaping the areas where trees have been removed, and installing drainage adjacent to units 1500 and 1502. This would include installing a swale and dry creek to eliminate the water issue that has continued to worsen in this area. The cost is \$2,100 and would be paid for from areas where we are under budget. The board approved moving ahead with this proposal.

- **Newsletter:**
 - The next newsletter to go out will be in the fall.

- **Parking:**
 - No parking tickets were issued.

- **Pool:**
 - The pool is open. It was decided earlier this month, after consultation with pool maintenance personnel, and the board, that the pool would not be painted prior to opening this year. The pool will be painted prior to opening for the 2017 season. Some pool wall plumbing fixtures were replaced and there does not appear to be any further leaks in the pool. The water level will be closely monitored. The board discussed the instillation of concrete steps into the pool. Several residents has expressed a difficulty with using the ladders due to age of the residents and physical limitations. Sally Miller and Lenny Davis have volunteered many hours in researching various types of steps. It has been determined that prefabricated steps will not work with the design of our pool. A representative from Heat Wave Pools visited the site earlier this month and made a proposal for installing concrete steps into the pool. An attempt was made to contact the representative, by phone, during the board meeting but was unsuccessful. The board came up with a list of questions to be asked of Heat Wave before proceeding. If the board's questions can be answered satisfactorily, the board will consider adding the instillation of the steps to the 2017 budget. Clara and Sally Miller will follow up with Heat Wave pools concerning the boards questions.

- **Maintenance Report:**
 - The spring walk through was completed and Clara is in the process of compiling the results for presentation at a later meeting.
 - Painting is continuing.

- **Management Report:**
 - The management report was provided to the members of the Board of Trustees and explained.
 - Work is complete on five roof sections.
 - Barb reports that income is in line with the budget forecast and expenses are running at, or under, budgeted amounts in almost all areas.
 - 1445 was listed for sale and is under contract with a closing date at the end of June. There are no units listed for rent.
 - Clara requested that we eliminate the posted office hours for the association manager. Office hours will be by appointment and a sign will be posted on the clubhouse door. As Clara is now on site most of the day appointments will be easier, and more convenient by using phone or email to schedule. The board approved the request.

- Clara requested permission to send a letter to several of the units where children are playing in the driveways. This letter would be sent to the homeowner, and tenants. SCHOA By Laws prohibit children from playing in driveways for the children's safety. The board agreed this is a safety concern and approved sending the letter. It was asked that the letter include alternative areas for the children to play such as, parks and bike paths.

- **Social Events:**
 - Lenny Davis has scheduled a dinner get together to be held at CoCo's on June 22nd. If you would like to carpool meet at the clubhouse at 6PM.
 - Simmer dinner events will be held on Wednesdays to accommodate more peoples schedules.
 - Lenny, Tran, and Clara are going to work on plans for a 4th of July cook out to be held at the pool area. The board approved purchasing food as in past years. Sally Miller volunteered to compose the flyers for the event.

- **Unfinished Business:**
 - None

- **New Business:**
 - There is a water leak along Sanzon Drive that the city has been working on for several days. The area is between 1441 and 1443. As of 6/8/16 the leak appears to have stopped and we will coordinate with the city as to the status of the leak and repairing of the lawn.
 - Mosquitos and Ticks – The Secretary checked with the Greene County Public Health department about guidelines for mosquito control. The guidelines are to eliminate standing stagnant water and report mosquitos' issues to the Health Department. The reporting form is available on the Greene County Public Health website. If you are experiencing issues with mosquitos or ticks the board recommends purchasing over the counter products that will protect you and your pet. A list of these products is also available on the Greene County Public Health website. We have never treated for ticks or mosquitos in the past.
 - Trash Cans – Several owners have expressed concerns about the use and storage of the new trash cans. Multiple contacts have been made with the City of Fairborn and Waste Management. The City has agreed to revisit this issue in September. For the time being the trash cans must be stored by the homeowners. You must store the trash cans but there is no requirement that you use the trash cans. Here are the steps we are taking:
 - A petition has been submitted to the city by one of our residents. The petition was signed by approximately 40 homeowners.
 - The board recommends every homeowner contact the city to voice their issues with the trash cans.
 - Attend a City Council meeting to voice your concerns. Council meetings are held the first Tuesday of the month at 7:00 PM.
 - The board president will send a letter to the city stating the board's issues with the trash cans and how their storage conflicts with our Rules and Regulations.
 - The board is looking at an area to store trash cans that cannot be stored by residents. A letter will be sent to all residents explaining how this would work. Storage of the trash cans by the association would be a courtesy to the homeowners, and homeowners would continue to be responsible if the trash cans were damaged or stolen. Each trash can has a unique number on it and is tied to your water bill. The cost for replacing on of the trash cans is \$89.00.

- **Homeowners concerns:**
 - Security light was reported out and a work order has been submitted.

- Power washing of the north faces of the units, where mold is growing, will be accomplished by volunteers, using HOA supplies. The work will be done as the volunteers have time.
 - Painting mailboxes is on the maintenance schedule.
 - Cleaning up the landscaping in front of the clubhouse will be investigated.
 - The dryer vent at 1435 needs cleaned and a work order will be submitted. The HOA maintenance team will clean dryer vents from the outside only. If the homeowner wants the entire vent cleaned that is a homeowner responsibility, at the expense of the homeowner.
- **The meeting adjourned at 8:58 PM. The next scheduled board meeting is August 2nd 2016.**