

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

Minutes of Regular Board Meeting

June 6, 2017

The June regular meeting of the Board of Trustees was opened at 7:03 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
 - Judy Halsall – Treasurer
 - April Arnold-Daubenspeck – 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, April 2017.** The minutes were read by the board. A motion was made, and seconded, to approve the minutes as written.

- **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 advised the board that he met with the arborist. The arborist submitted a detailed plan concerning trees and landscaping. This document was reviewed by the board. It includes trimming the trees along the berm that are overhanging the roofs, and replacing trees at no charge that are under warranty. The total amount for this project is included in the budget and the board moved to proceed with the plan submitted by the arborist.
 - Our lawn service has begun trimming the shrubs throughout the complex.

- **Maintenance:**
 - New nets for the tennis court, and basketball court, are on order and will be installed when received.
 - Concrete has been marked for replacement.
 - Termite inspection for the entire complex is being scheduled. This is part of our annual termite contract.
 - A-1 concrete lifting has our list for concrete repair and will work to get us on the schedule.
 - Trim painting on the unit exteriors is due to begin soon.
 - We are experiencing a good working relationship with our new maintenance contractor. All work is being quoted, and approved before work begins. Clara reports this is allowing us to more accurately track our maintenance costs.
 - Dana Gang stated that we may need to look at the pitch on some of the gutters and Clara will pass that along to the maintenance contractor.

- **Newsletter/Website:**
 - April Arnold-Daubenspeck was commended on the outstanding job she did in putting together the Spring/Summer newsletter. It has been distributed.
 - Takisha Martin was appointed by the board to be point person for revising/updating our website.

- **Parking:**
 - Several parking violations have been issued. Clara continues to work with the “offenders” to insure they understand the parking rules.

- **Pool:**
 - The pool is open for business.
 - Buckeye Pools is submitting a proposal for adding stairs to the pool. Once the proposal is received the board will review it. The process would include submitting plans to the state, and a minimum \$800 inspection fee to the state.

- **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. Significant progress has been made in collecting past due HOA fees.
 - No units are listed for sale, or for rent, as of the date of the meeting. 1431 and 1487 has been rented this month.

- **Social Events:**
 - There are no social events scheduled at this time.

- **Unfinished Business:**
 - None.

- **New Business:**
 - Clara stated we have begun the process to recertify our homeowner's association as required by the state.

- **Homeowners concerns:**
 - There were no homeowner concerns.

- **The meeting adjourned at 8:11 PM. The next scheduled association meeting will be held on August 1, 2017.**