

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

Minutes of Regular Board Meeting

March 7, 2017

The March regular meeting of the Board of Trustees was opened at 7:24 PM by the President and adjourned at 8:56 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:**
 - Lenny Davis Unit 1470
 - Thong Tran Unit 1486
 - Tom Hock Unit 1446
- **Presidents Opening Remarks:**
 - The President welcomed Rachael Hock as a newly elected Board Member.
- **Reading of the minutes, January 2016.** 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 request have been received by the association.

- **Landscape:**
 - Landscape work is currently underway. The overgrowth along the berm has been trimmed back. Mulch is in the process of being laid. Judy Halsall expressed a concern as to weeds not being pulled prior to the application of the mulch. Clara stated she has noted some concerns and is meeting with the landscaper to address these concerns. Clara also asked about extending the downspouts so they do not drain into, and wash away the mulch. The board authorized Clara to investigate extending the downspouts.
- **Maintenance:**
 - Clara reported that our current maintenance person has tendered his resignation. A representative from a new maintenance company is being interviewed on Wednesday 8 March at 5:00PM. Interested board members are welcome to attend. Clara also asked the board for recommendations of other possible maintenance people.
 - **Concrete:** Dana reported that five spots (driveways) have been identified for repair/replacement. The estimate from Lee's concrete is \$18,750. There is \$20,000 budgeted for this repair. There is \$3,500 in the budget for A-1 Concrete Leveling to continue work on leveling the porches/sidewalks that were identified last year.
 - **Painting:** We have received one quote for painting of the exterior wood trim on all the units, and are continuing to solicit bids.
- **Newsletter:**
 - Thong Tran stated that he would no longer be able to do the newsletter. April Arnold-Daubenspeck volunteered to be in charge of the newsletter. Rachael Hock volunteered to assist in publishing the newsletter. The board decided we would publish a newsletter twice a year. Once in the spring, and once in the fall.
- **Parking:**
 - Clara reported that cars have been towed recently. When a renter is involved Clara is contacting the owner of the unit to inform them they are in violation of homeowner policy, as they have ultimate responsibility for what occurs at the unit they own. Clara asked that parking violations be reported to her when they are happening.
- **Pool:**
 - The pool is closed. Clara is continuing to investigate adding steps to the pool and has two pool contractors she hopes to meet with in the future. One of the issues she is running into is that most contractors work on residential pools only and ours is considered a commercial pool. Also all modifications to our pool must be approved by Greene County.
- **Management Report:**
 - The management report was provided to the members of the Board of Trustees and explained.
 - The income and expenses report was provided to the members of the Board of Trustees and explained. We saw a decrease in our real estate taxes as the assessment for repair/replacement of sidewalks has been paid off.
 - There are several units that are behind in dues. All of these have a payment plan in place and are adhering to the payment plan. All units that are behind have received a letter and Clara is in contact with them.
 - There is one unit for sale (1440), and one unit (1435) just sold for \$89,900.

- There is one unit pending foreclosure. The association was notified by the mortgage holder and our attorney has responded. The unit has no unpaid HOA fees so no lien is being filed at this time.
- After investigation the long distance service was removed from the clubhouse phone. Also cable has been disconnected to the clubhouse TV. An over the air HD antenna was purchased and installed. The TV now gets 22 channels at no charge.
- New LED lighting was installed in the clubhouse. It was done at minimal cost, with homeowner donated labor. The new lighting is much more efficient and should reduce the utility bill for the clubhouse.

- **Social Events:**
 - Lenny Davis stated that the next social event is to be held at The Hawthorne Grill in Kettering. It will take place on March 22, at 6:30PM.

- **Unfinished Business:**
 - None.

- **New Business:**
 - The board moved to make a donation to the Diabetes Association in memory of Hobart “Hobbie” Hall, an association member that passed away recently.
The President made the following appointments to the Board of Trustees:
Dana Gang – President
Juld Halsall – Treasurer
Takisha Martin – Vice-President
Bill Grosscup – Secretary
April Arnold-Daubenspeck – Member at Large
Ron Nischwitz – Member at Large
Rachael Hock – Member at Large
The following dates were established for Board of Trustee Meetings in 2017:
April 4, 2017
June 6, 2017
August 1, 2017
October 3, 2017
December 5, 2017
The 2018 Annual Meeting of the Association is scheduled for March 6, 2018.
A date for the spring walk through of the complex will be discussed at the next meeting on April 4, 2017.

- **Homeowners concerns:**
 - April Arnold-Daubenspeck questioned at what point action is taken when trees start to overhang units. The President responded that the trees are evaluated by the arborist every spring.

- **The meeting adjourned at 8:56 PM. The next scheduled association meeting will be held on April 4, 2017.**