

*Sycamore Creek Homeowners' Association
Board of Trustees
Minutes of Special Board Meeting
December 19, 2002*

Meeting opened at 5:15PM by the President and adjourned at 5:25PM. The meeting was conducted at the Sycamore Creek Homeowners' Association Clubhouse, 1450 Sanzon Drive, Fairborn, Ohio 45324.

- Roll Call was taken.
 1. The following members of the board of trustees were present:
 - President William Ziegler
 - Vice President Judith Halsall
 - Treasurer Dana Gang
 - Secretary Bridget Clark
 - Member-at-Large Jennifer Kochaney
 - Member-at-Large John Rossi
 - Member-at-Large Steve Houtchen
 2. The following members of the management team were present:
 - Office Manager Clara Fletcher
 - Financial/Legal Manager Robert Halsall
 3. The following owners/renters were present:
 - None

- Reading of the minutes: N/A

- Reports of Officers of the board:
 - Treasurer: N/A
 - Secretary: N/A

- Reports of Committees:
 1. Architecture: N/A
 2. Landscape: N/A
 3. Newsletter: N/A
 4. Pool: N/A
 5. Parking: N/A
 6. Social Events: N/A

- Management Report: N/A
- Unfinished Business: N/A

- New Business:
 1. Policy letter listing all fees. Fees charged to association members are listed in various locations and documents. This proposed policy letter puts all fees in one place for ease in reference and identification of fees when

needed. The new policy letter will become effective January 1, 2003. The new policy letter was unanimously approved.

2. Increase in fees for the grounds maintenance contract. The current grounds contractor, Todd Tangeman, has determined that he has underbid the contract by such an amount that he cannot continue. As such, he has given his 15-day notice of contract termination as well as a revised bid should the board elect to keep him for grounds maintenance services. The resided bid is for \$32,000 per year plus tax. The new fees proposal was given unanimous approval given the time of year and the fact that this contract amount is still \$8,000 less than the next proposal received.
3. Dinner for association managers and maintenance person. Custom has been to pay for dinner for the office managers and maintenance person at the annual Christmas dinner. It is proposed to continue this policy with the expenditure of \$15.00 each for the three persons. This proposal was given unanimous approval.

- Announcements: N/A
- Homeowner's Concern(s): N/A
- Adjournment. There being no further business, the meeting was adjourned.

Respectfully submitted:

Secretary

Minutes Accepted:

President – Date: _____