

*Sycamore Creek Homeowners' Association
Board of Trustees
Minutes of Regular Board Meeting
December 3, 2002*

Meeting opened at 7:09PM by the President and adjourned at 8:40PM. 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:
 - Vice President Judith Halsall
 - Treasurer Dana Gang
 - Member-at-Large Bridget Clark
 - Member-at-Large Jennifer Kochaney
 - Member-at-Large John Rossi
 - Member-at-Large Steve Houtchen
 2. The following members of the board of trustees were excused
 - President William Ziegler
 3. The following members of the management team were present:
 - Office Manager Clara Fletcher
 - Financial/Legal Manager Robert Halsall
 4. The following owners/renters were present:
 - Chad Harshman-Smith (1424), Thong Tran (1486), and Mike Polovino (1470)

- Reading of the minutes: Reading of the minutes of the November 2002 meeting were read and unanimously approved as presented.

- Reports of Officers of the board:
 1. Treasurer: No report (See management report)
 2. Secretary: No report (See management report)

- Reports of Committees:
 1. Architecture: No report
 2. Landscape: Shrubs were removed at sixteen (16) units. Replacement will begin in spring 2003.
 3. Newsletter: The winter newsletter will be distributed in early January 2003.
 4. Pool: No report
 5. Parking: Discussions were held regarding parking on grass and common areas.
 6. Social Events: No report

- Management Report: The management report is attached to these minutes. In summary, income received this month is as follows: Regular assessments \$7,519.29, special assessments \$367.52, late fees \$75.00, interest (from units) \$28.99, interest (Provident Bank) \$25.67, clubhouse rental \$25.00 for a total of \$8,041.47. Total expenditures were \$7,026.85. Funds on hand are: General operating funds \$37,353.61, capital improvement funds \$5,800.00, clubhouse rental funds \$325.00, and Undeposited funds \$0. Total funds available \$43,478.61. There were seven (7) units in arrears on association fees. One lien was filed this month bringing the total of liens on file to 7. There were two units on the market for sale this month and one unit was sold. There was one unit for rent and no units were rented. No new owner/tenant agreements were received. Details of all communications are in the attached management report.
- Unfinished Business: A lengthy discussion of the insurance deductible for the water/mold claim against units 14241426 was held. No decision was reached other than that the board would, once again, provide requested proof of origin of water/mold damage. Mr. Smith stated that he would take this matter to court, but wanted to speak to the board first.
- New Business: A new policy letter was presented to the board on records review. The proposed policy letter was approved unanimously.
- Announcements: None given
- Homeowner's Concern(s): None reported
- Adjournment. There being no further business, the meeting was adjourned.

Respectfully submitted:

Secretary

Minutes Accepted:

President – Date: _____