

*Sycamore Creek Homeowners' Association  
Board of Trustees  
Minutes of Board Meeting  
January 7, 2003*

Meeting opened at 7:00PM by the President and adjourned at 8:30PM. 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:
    - Rita Ziegler (1466)
  
- Reading of the minutes: Reading of the minutes of the December 2002 meeting was tabled to a later meeting do to the minutes not being available in a form acceptable for board action
  
- Reports of Officers of the board:
  - Treasurer: No report (See management report)
  - Secretary: No report (See management report)
  
- Reports of Committees:
  - Architecture: No report
  - Landscape: Shrub replacement will start up in the spring of 2003. Several units had shrubs removed in the late fall, but replacement was stopped due to the ground freezing. Replacement will be made in the spring. Additional units are scheduled to get new shrubs in 2003, but final commitment will be based on available budget.
  - Newsletter: The Newsletter will be distributed the weekend of January 10-12, 2003.
  - Pool: No report
  - Parking: No report
  - 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 \$9,408.84, special assessments \$1,484.00, late fees \$155.00, interest (from units) \$10.51, interest (Provident Bank) \$26.30, clubhouse rental \$75.00 for a total of \$11,159.65. Total expenditures were \$33,987.96. Funds on hand are: General operating funds \$11,448.40, capital improvement funds \$6,300.00, clubhouse rental funds \$400.00, and Undeposited funds \$2,031.82. Total funds available \$20,180.22. There were eight (8) units in arrears on association fees. One lien was filed this month bringing the total of liens on file to 6. There was one unit on the market for sale this month and no units were sold. There was one unit for rent and no units were rented. No new owner/tenant agreements were received. The final five (5) roofs were completed this month. The three-year project of roof replacement is completed. Details of all communications are in the attached management report.
- Unfinished Business: None reported
- New Business: John Rossi presented the board with his letter of resignation. Thanks was given to John for his support to the association during his period of service.
- 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: \_\_\_\_\_

