

Sycamore Creek P.U.D. Homeowners' Association
Board of Trustees
Minutes of Regular Board Meeting
July 8, 2003

The July 2003 regular meeting of the board of trustees opened at 7:10 PM by the President and adjourned at 9:00 PM. The meeting was conducted at the Sycamore Creek Homeowners' Association Clubhouse, 1450 Sanzon Drive, Fairborn, Ohio 45324.

- Roll call was taken.
 - 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 Thong Tran
 - Member-at-Large Sheila Moseley
 - The following members of the management team were present:
 - Office Manager Clara Fletcher
 - Financial/Legal Manager Robert Halsall
 - The following owners/renters were present:
 - Rita Ziegler (1466) and Mike Polovino (1470)
- President's Opening Remarks: The President had no opening remarks at this meeting.
- Reading of the minutes, June 3, 2003. Minutes were read and approved as corrected. A pen-and-ink change was made to the minutes.
- Reports of Officers of the board:
 1. Treasurer: Deferred to the Management Report
 2. Secretary: Deferred to the Management Report
- Reports of Committees:
 1. Architecture: At the last meeting of the board of trustees, the owner of 1419 requested permission to expand her front step to make it wider. She was advised to submit the request in the proper written form. Not having done this, Clara Fletcher was asked to contact the owner and obtain the requested form for committee action.
 2. Landscape: The replacement of bushes at 1454, 1456 and 1458 was discussed. It was noted that the board approved only the removal of the bushes in front of each unit with the understanding that the owners of each unit would provide their own replacement bushes. It was noted by the owner of one unit that this would be accomplished in the fall when the weather is more in favor of planting.

3. Newsletter: The fall edition of the newsletter is being prepared and should be ready for distribution at the beginning of September 2003.
 4. Pool: Melissa Alexicko resigned as the pool maintenance person. Dana Gang has replaced her. Rick and Jennifer Kochaney are also working the pool maintenance. A fourth person is being considered.
 5. Parking: It was reported that there were three cars tagged for parking violations. One car at 1352 and two cars at 1423.
 6. Social Events: The scheduled pool party for July 26, 2003 was cancelled.
- Management Report: The management report was explained and is attached to these minutes.
 1. The large number of units being sold has created an extensive amount of work for the management team in providing documents to realty agents, mortgage companies and title companies. Documents requested in order to prepare for a closing involve the preparation of an extensive Condominium Questioner, Financial Statement, Insurance Certificate and Supplemental Declarations, copy of the H.U.D. letter, respond to questions identified by building inspectors, make arrangements for corrections to problems found during building inspections, and explain association policy and fees to the title company so that they may pass the information to the new owner at closing. These actions are usually requested during the final hours before closing and must be completed in an expeditious manner so as not to delay the closing. They often result in numerous long distance telephone calls with subsequent faxes. It should be noted that the association office does not have long distance service. It has been suggested that a special assessment be added to any unit that sells to cover the added cost in dedicated time to an individual unit. It has been suggested that the cost should be \$35.00 per closing. \$25.00 would go to the management representative handling the closing and \$10.00 would go to the association to cover their costs.
 - Unfinished Business:
 - Legal Actions:
 - Status of court case Nr. 02CVF01021 (Fairborn Municipal Court) concerning a resident and SCHOA. The plaintiff has not filed an appeal. The association attorney reported that this case is closed. The plaintiff owes all costs of this action and a bill has been submitted.
 - Status of court case Nr. 2003CV0233 (Greene County Common Pleas Court) concerning a resident and SCHOA. The plaintiff failed to answer the court on our petition to dismiss the case. The association attorney reports that sufficient time has lapsed to allow the court to respond to our petition. The association attorney will task the court to close this case.
 - Civil actions against 1352. Civil actions against 1352 are on hold pending the outcome of the Sheriff's sale.
 - Sheriff's sale of 1352. The case against 1352 for the Sheriff's sale is being reopened. The successful bidder is still interested in the sale and the sale will go forward.

- Greene County Property Taxes. The association attorney is preparing the legal action regarding this issue. He needs copies of all tax bills during the affected timeframe. The requested information is being gathered.
 - Small Claims Court Action against 1480. Small Claims Court is scheduled for July 23, 2003. Robert Halsall of the management team will represent SCHOA at this court session.
- Drainage issues (Status). The start of repairs has been delayed due to the wet weather. Work will start as soon as the weather permits.
- Chimney inspections/repairs. The start of repairs has been delayed due to the wet weather. Work will begin as soon as the weather permits.
- New resident package. It was reported that several packages have been delivered to new residents. There are still a few new residents that have not received the new package because they have not yet been able to be contacted.
- Termite activity 1425, 1427 and Clubhouse. Orkin was called to inspect the suspected termite activity at these three locations. It was determined that the problem at 1427 and the clubhouse were from ants. There was termite activity at 1425. 1425 was treated by Orkin. To further assure that the problem has been resolved, the flooring over the inside landing will be removed at the owners expense and Orkin will treat the areas directly affected by the termites. The association will repair the damage to the doorframe and the bill will be passed to Orkin for possible reimbursement under guarantee.
- Complaints of unacceptable behavior at 1380 Sanzon Drive. It was reported that no further problems have been received regarding the occupants of 1380. A letter was received from the management company, ManCo, expressing their intent to evict the residents if any further problems were reported.
- New Business:
 1. Letter dated June 9, 2003 from a resident addressing his interpretations of SCHOA policy. The letter from 1468 was reviewed and discussed by the board. It was determined that no further action was appropriate.
 2. Letter dated June 17, 2003 from a resident addressing their reasons why they do not have to follow the rules regarding patio/fence construction. The letter from the owner of 1449 was reviewed and discussed by the board. The outcome was that the fence must be reduced to the size originally approved by the board. A formal response will be prepared and sent to the owner.
 3. Capital Improvement Account @ Provident Bank. Sufficient funds now exist to open the special savings account to segregate the Capital Improvement funds. The new account will be opened on July 9, 2003.
 4. Trash Pick-up Change. It was reported that the new day for trash pick-up is Monday. New resident packages will be amended to reflect this change. There were few problems reported after the first week of this change.
 5. CAI Legal Seminar/Lunch. A report of this seminar was given and a copy is attached to these minutes. The seminar was well received by those that attended. The next seminar will cover “insurance” and will be attended by the same two individuals. The board of trustees approved the expenditure

of \$30.00 each to cover the Legal Seminar and the upcoming Insurance Seminar scheduled for September 2003.

- Announcements: There were no announcements made at this meeting.
- Homeowner's Concern(s): There were no homeowner concerns expressed at this meeting.
- Adjournment.