

*Sycamore Creek Homeowners' Association
Board of Trustees
Minutes of Regular Board Meeting
May 6, 2003*

The May 2003 regular meeting of the board of trustees opened at 7:00PM by the President and adjourned at 8:55 P.M. 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 Steve Houtchen
 - Member-at-Large Thong Tran
 - One vacancy exists on the board
 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), Mike Polovino (1470), and Sheila Buhr. No other owners or residents were in attendance.

The President opened the meeting with comments regarding a letter that he has sent to the City of Fairborn Prosecutor regarding the driving habits of one of our residents. A letter regarding this issue was also sent to the board of trustees.

- Reading of the minutes: The minutes of the April 1, 2003 regular meeting were not read.
- 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: Robert Halsall briefed the board on a written request made by the owner of 1434 to install a new garage door. The proposed door meets all of the board's requirements and was approved for installation. The owner of 1434 will be notified of the approval by the association management.
 2. Newsletter: An initial draft of the summer 2003 newsletter was distributed to members of the board of trustees. Additional articles were solicited. The distribution of the summer newsletter is expected to be prior to July 4, 2003.
 3. Pool: Dana Gang reported on the selection of Melissa S. Alexicko as the primary point of contact for the pool operations this summer. Clara Fletcher

reported that she had contacted Steve Helsinger to schedule the pool preparations for opening on Memorial Day weekend. Steve will start draining and cleaning the pool during the week of May 12th. Melissa needs to contact the Greene County Health Department to schedule the initial pool inspection before the Memorial Day weekend.

4. Parking: It was reported that the inoperative van at 1352 was towed and subsequently returned to the property three days later. The van will once again be towed from SCHOA property.
 5. Social Events: The annual SCHOA pool party/pick-nick will be held on July 26, 2003. All residents and their guests are invited to attend. The association grill will be made available near the pool area for anyone wishing to use it on the weekends of Memorial Day, 4th of July, Labor Day, and the annual pool party. It was reminded that no alcoholic beverages are permitted in the pool area.
- Management Report: The management report is attached to these minutes. In summary, income received this month is as follows: Regular assessments \$9,915.99, special assessments \$34.01, late fees \$45.00, interest (from units) \$0.00, interest (Provident Bank) \$4.57, clubhouse rental \$25.00 for a total of \$10,024.57. Total expenditures were \$9,883.88. Funds on hand are: General operating funds \$3,110.21, capital improvement funds -\$8,300.00, clubhouse rental funds \$500.00, and Undeposited funds \$0.00. Total funds available \$3,610.21. It was noted that the capital improvement funds were borrowed against for concrete repairs and will be replaced over the next 2-3 months. There were eleven (11) units in arrears on association fees. One lien was filed this month. The total of liens on file is 7. There were seven (7) units on the market for sale this month and five (5) units were sold. There are three units for rent. Details of all communications are in the attached management report.
 - Unfinished Business:
 1. Status of court case 02CVI01021 an owner v. Sycamore Creek HOA in Fairborn Municipal Court. No change in status from the last report.
 2. Status of court case 2003CV0233 concerning a resident and SCHOA in the Greene County Common Pleas Court. No change in status from the last report.
 3. Greene County Property Taxes. A response was received from the county auditor to our request for correction of taxes. The response did not address the overpayment of taxes for the past 18 years. A new letter was sent to the auditor asking for a complete response.
 4. Changing of towing companies. It was reflected that the new towing company has been used once since the change last month.
 5. Spring walk-about. The success of the spring walk-about was discussed. The event was considered to be a success.
 6. Drainage issues. It was reported that the proposal from Paine Drainage was signed and returned. The work should be accomplished in mid to late summer. One more area was identified during the spring walk-about to be added to next years work.

7. Request to install additional fixtures at 1448. The board approved the requested architectural changes at 1448 subject to the signed/written approval of the neighbor.
- New Business:
 1. Letter dated April 5, 2003 from a resident concerning the drainage schedule and other complaints. Letter was discussed and no further actions were required. An acknowledgement letter should be sent to the originator, which will also advise of the policy regarding the use of the association power washer.
 2. Letter dated April 9, 2003 from a resident concerning a dog defecating on the common area and issues with SCHOA management. Letter was discussed and it was determined that the response previously sent acknowledging the letter was sufficient.
 3. Termite activity at 1425 and 1427. It was reported that active termite activity has been noticed at these two units. Orkin was contacted to do an inspection and retreat as necessary under our contract.
 4. For Sale/For Rent signs. The placement of for sale and for rent signs was discussed. It was determined by the board that as long as the lawn service provider does not complain about signs being placed on the lawns, we would continue to allow this practice. If the signs start to present a problem with the lawn mowing, we will go back to the earlier policy regarding the placement of signs.
 5. Legal action against unit 1352. It was reported that legal action is being taken regarding the unacceptable mess around that unit.
 6. Chimney inspections/repairs. Several chimneys were inspected for necessary repairs. The cost to do a complete restoration averaged \$2,500 per chimney. This cost was excessively high compared to the last couple of chimneys completed by the same contractor. It was directed that two additional bids be obtained to compare cost factors as well as the extent of work required.
 7. Recruitment of proxies. It was reported that with the recent sale of several units, we may not have sufficient proxies to hold the annual meeting in October. It was directed that a letter be sent to all units that do not have a proxy on file explaining the purpose of a proxy and requesting that they submit one.
 8. New Board Members. They're being a vacancy on the board; nominations were taken to fill that position. Sheila Buhr of 1454 was nominated and elected to serve the remaining portion of the vacancy opened by the resignation of John Rossi. Also, Steve Houtchen submitted a resignation from the board as he had sold his unit and is moving out of state.
 9. New resident package. It was reported that the new resident package is in preparation by Thong Tran and Clara Fletcher. The package should be ready for distribution to new residents soon.
 10. Signature cards for new bank account for clubhouse rental. Signature cards were signed by officers of the board and management to open a new savings

account to segregate funds obtained from the rental of the clubhouse. These funds are for the future replacement of clubhouse furnishings.

11. Maintenance of gutters. It was reported that Dave Martin has installed screens in the gutters of several units along the tree line between SCHOA and Meijers. Permission was given by the board to complete the remaining units.
12. Stray cats. Clara Fletcher has contacted the Fairborn Animal Control regarding the use of live cages to capture these stray cats that have been disturbing several of our residents. The cage will be obtained this Friday and will be placed in a place where the cats hang around.

- Announcements: There were no announcements.
- Homeowner's Concern(s): There was no homeowner concerns provided.
- Adjournment. There being no further business, the meeting was adjourned.

Respectfully submitted:

Secretary

Minutes Accepted:

President – Date: _____