

Sycamore Creek P.U.D. Homeowners' Association Board of Trustees Meeting

Minutes of Regular Board Meeting

September 11, 2007

The September regular meeting of the Board of Trustees opened at 7:00 PM by the President and adjourned at 9:02M. The meeting was conducted at the Sycamore Creek PUD Homeowners' Association Clubhouse, 1450 Sanzon Drive, Fairborn, Ohio 45324.

o **Roll Call was taken:**

o **The following members of the Board of Trustees were present:**

- o President William Ziegler
- o Vice President Judith Halsall
- o Secretary Douglas Raiford
- o Treasurer Hobert Hall
- o Member-at-Large Ron Nischwitz
- o Member-at-Large Christine O'Dell

o **The following members of the management team were present:**

- o Financial/Legal Manager Robert Halsall
- o Office Manager Clara Fletcher

o **The following owners/renters were present:**

- o Rita Ziegler (1466)
- o Pennie Atkins (1464)
- o Thong Tran (1486)
- o Paul Wever (1389)

o **Reading of the minutes, August 7, 2007.** The minutes were approved as amended.

o **Reports of Officers of the Board:**

- o **Treasurer:** Deferred to the Management Report
- o **Secretary:** Deferred to the Management Report

o **Reports of Committees:**

o **Architecture :** (R. Halsall)

- o Trim painting is completed for the year. There will be nine buildings painted next year, and then the process will begin again two years after that.

o **Newsletter:** (T. Tran)

- o A draft of the fall newsletter was handed-out to the board. Comments must be returned to Tran within two weeks.

o **Pool** (D. Gang)

- o Pool is closed and winterized. A small leak is being repaired in the pump and the weather seal needs replacing under the pump-room door. A small amount of concrete work will also be required around the pool area before next year's opening. The winter lock will be placed on gate.

o **Parking:** (T. Tran)

- o One warning letter was sent. Two warning stickers were given-out.

o **Social events:** (Pat Zimmerman)

- o A dinner outing was planned for Thursday September 20th, 7:00PM, at McCormick & Schmick's Seafood Restaurant (at the Greene).

- **Management Report:** The management report was provided to, and reviewed by the members of the Board of Trustees.
- **Unfinished Business:**
 - Legal Review:
 - Garnishment of salary has been initiated against the owner of the unit that was foreclosed on and had no takers at the Sheriff's sale.
 - A lien has been filed against another unit that is in arrears.
 - Foreclosure action has been initiated against another unit that is in arrears. A lien had previously been filed.
 - Entry sign lighting: a replacement for the missing solar panel has been obtained; however, the original model has been discontinued and is no longer available. The new solar panel is much larger and has no attaching method. The situation is being investigated with the manufacturer.
 - Roof repair and venting issues: four new turbo vents have been purchased. Roofing repairs are being made at 1447/1449 with the new vents being installed. Temperature checks will be taken after the repairs are completed.
 - Community Associations Institute (CAI) seminar: a summary report was provided to the board.
 - The board decided not to enter this year's CAI community awards program.

New Business:

- Competing proposals were examined for the following services for 2008
 - Ground Maintenance: a motion was moved, seconded, and carried that the grounds maintenance contract would be awarded to GroundMaster. The cost is a little more than the existing contract with Diamond Landscape and Design; however, it is anticipated that the quality of service will improve leading to better lawn conditions in 2008.
 - Snow removal: the board approved next year's contract through Diamond Landscape and Design for snow removal. The contract will be under the hourly, instead of the tiered, pricing structure.
 - Sign landscaping: a proposal for the sign landscaping was discussed. The board asked for two more bids before making a decision.
 - Bush replacement: competitive bids were discussed, and the bush replacement contract was awarded to Diamond Landscape and Design.
- The proposed budget was distributed to the board for examination prior to approval at the October or November meeting.
- Letter from the owner of 1468 Sanzon Drive dated June 26, 2007
 - The issues presented were addressed previously.
- **Adjournment**

Minutes accepted by the Board of Trustees at their regular meeting on October 2, 2007

William Ziegler

President

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