

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

Minutes of Regular Board Meeting

October 3, 2017

The October regular meeting of the Board of Trustees was opened at 7:00 PM by the President and adjourned at 8:09 PM. The meeting was conducted at the Sycamore Creek PUD Homeowners' Association Clubhouse, 1450 Sanzon Drive, Fairborn, Ohio 45324.

- **Roll Call was taken:**
 - **The following members of the Board of Trustees were present:**
 - Dana Gang – President
 - Judy Halsall – Treasurer
 - April Arnold-Daubenspeck – Member at Large
 - Ron Nischwitz – Member at Large
 - Bill Grosscup – Secretary
 - **The following members of the management team were present:**
 - Clara Fletcher – Association Manager
 - Barb Henz – Association Bookkeeper
 - **The following owners were present:**
 - none
- **Presidents Opening Remarks:**
 - There were no opening remarks and the board proceeded to the reading of the minutes.
- **Reading of the minutes, August 2017.** The minutes were read by the board and a motion was made to approve the minutes as read.
- **Reports of Officers of the Board:**
 - **President:** Deferred to Committee Reports
 - **Vice President:** No Report
 - **Treasurer:** Deferred to Management Team
 - **Secretary:** No Report
- **Reports of Committees:**
 - **Architecture:**
 - One architecture request was made by Unit 1380. The request was to enclose their patio. The request was approved by the board.

- **Landscape:**
 - Dana Gang reported that all the items on the arborists list have been completed with the exception of planting 2 arborvitaes.

- **Maintenance:**
 - Painting of the exterior of the units continues.
 - Concrete repair is underway. There are two sections still to be replaced this year.
 - Three quotes for replacing the clubhouse HVAC were reviewed. Other suggestions for HVAC contractors were discussed and additional quotes will be requested. As the heating portion of the HVAC is still functioning, this will become a budgeted item for 2018.
 - There are two roof sections remaining to be replaced this year.

- **Newsletter/Website:**
 - April Arnold-Daubenspeck is gathering articles for the winter newsletter. The board approved mailing the newsletter to all owners, and renters.
 - Clara is going to contact our current website hosting company so we can begin the process of transitioning to a new website.

- **Parking:**
 - One vehicle was reported to Fairborn Police for illegal parking on Sanzon Drive.

- **Pool:**
 - The pool is now closed.
 - The board discussed Buckeye Pools quote for installing stairs in the pool. The board asked Clara to obtain additional information from Buckeye Pools about the quote.

- **Management Report:**
 - The income and expenses report was provided to the members of the Board of Trustees and explained.
 - Clara continues to communicate with, and monitor, the units that are behind in HOA dues. Progress is being made in collecting past due HOA fees.

- **Social Events:**
 - There are no social events scheduled at this time.

- **Unfinished Business:**
 - None.

- **New Business:**
 - None

- **Homeowners concerns:**
 - There were no homeowner concerns.

- **The meeting adjourned at 8:09 PM. The next scheduled association meeting will be held on December 5, 2017**