

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

## **Minutes of Regular Board Meeting**

**September 4, 2018**

The September regular meeting of the Board of Trustees was opened at 7:00 PM by the President and adjourned at 8:10 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 – Vice President
    - Lenny Davis – Treasurer
    - April Daubenspeck – Member at Large, Acting as Secretary
    - Ron Nischwitz – Member at Large
    - Rachel Hock – Member at Large
  - **The following members of the management team were present:**
    - Clara Fletcher – Association Manager
    - Barb Henz – Association Bookkeeper
  - **The following owners were present:**
    - Tran Thong - 1486
- **Presidents Opening Remarks:**
  - Mr. Randy Coppick, owner of our contracted landscaping service, was introduced. He answered questions about our current landscaping services.
  - Mr. Brett Sutton was introduced as the property manager for unit 1442. See unfinished business for details on this discussion.
- **Reading of the minutes, August 2018.** The minutes were read by the board and approved as written.
- **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:**
    - No architecture requests.
  - **Landscape:**
    - Homeowners' and Board questions, and concerns, were addressed by owner of SCHOA's contracted landscaping company.

- **Maintenance:**
  - The association manager is arranging painting and miscellaneous repairs throughout the development.
  - Concrete will be repaired in 14 areas starting in October.
- **Newsletter/Website:**
  - No report
- **Parking:**
  - Problem areas were discussed. Homeowners/tenants have been informed of issues.
- **Pool:**
  - Pool will be closed September 5.
  - The letter regarding adding walk in steps to the pool was mailed. 40% of responses have been received as of September 4. The association manager will follow up with remaining homeowners until a majority vote is achieved.
- **Management Report:**
  - The year-to-date financial report was provided by the association bookkeeper.
  - The remainder of the management report was provided by the association manager.
- **Social Events:**
  - The Air Force Museum outing has been postponed.
  - The next social event will be a train ride in Lebanon followed by dinner at the Golden Lamb. This is scheduled for October 27, 10:00 am. Further information can be obtained from Lenny.
- **Unfinished Business:**
  - The discussion on updating the clubhouse furniture was continued. Additional options will be presented by Judy, Lenny, and Bill next meeting.
- **New Business:**
  - The property maintenance contract was evaluated by Dana and the Board of Trustees. It was determined that the contract terms are being met.
  - The property manager for unit 1442 stated that the owner is waiting to receive 3 estimates for the repairs. However because the board has emphasized the need to replace the window (so that the remainder of the unit's exterior can be repaired by the association and the unit will be secured against inclement weather), the owner will proceed with getting the window replaced first, then proceed with choosing the best bid.
- **Homeowners concerns:**
  - A list of areas needing miscellaneous repairs was brought to the Board of Trustees and association manager's attention.
- **The meeting adjourned at 8:10 PM. The next scheduled association meeting will be held on October 2, 2018.**