

In Touch

Winter 2003



The Newsletter of the Sycamore Creek Homeowners' Association (SCHOA), Inc.

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Summary of SCHOA's Annual Meeting

The annual homeowner's meeting was held on October 1, 2002 at the clubhouse. We had over 51% people represented in person or by proxy (a minimum of 51 was needed to hold the meeting). Board members and members at large were introduced and the meeting began. The minutes from the homeowner's meeting in 2001 were reviewed and accepted. Major events of the past year were highlighted by SCHOA president, Mr. William Ziegler. A draft budget has been completed for 2003. There will be a \$5 increase for Condo fees starting January 1, 2003, the fees will be \$100. There were three open positions on the board, no new nominations were submitted. The current board members will continue to serve in those positions. However, one of the board member, Ms. Carol Rossi, resigned from the board due to relocation to her new home. The remaining board members voted to have Mr. Steve Houtchen fill the remaining term of Ms. Carol Rossi. The board members and committee members volunteer their time,

and everyone thanks them for their dedication. The annual meeting ended, and a regular board meeting took place immediately afterwards.

*** Just A Reminder ***

SCHOA has two part-time Association Managers: Ms. Clara Fletcher is responsible for the day-to-day operation, and Mr. Bob Halsall is responsible for the legal and financial matters. Their office hours are posted outside the clubhouse to better serve you.

Please remember, the 2003 SCHOA Condo Fees starting January 1, 2003 is \$100. Please see SCHOA Fees Policy on page 3 for more detail.

Also, the SCHOA common areas property tax per unit share this year is \$28.93. If homeowners itemize their tax returns this year, they should claim this as property tax.

A Message From The President



Mr. William Ziegler

To the residents of SCHOA:

I trust everyone has had a great holiday season. As we welcome in yet another year, let's reflect on the past year; what it has brought, what we could have done differently and what we can achieve in the new year.

We look forward to working with you all and invite you to attend the monthly meeting. It is only through you that this development can survive by participating, paying your dues on time and helping with its overall appearance.

I wish you all the best of luck in the new year.

Goodbye and Thank you

The entire Board of Trustees would like to say our farewell and extend our appreciation to Ms. Carol Rossi and Mr. John Rossi for their hard work and their dedication to make SCHOA an enjoyable place to live. We wish Carol and John the best of everything in their new Shangri La home.

Editor's Comment

Happy New Year!

In this edition of the In Touch Newsletter attempts are being made to highlight and discuss some of the more important issues affecting our community. Also, due to the cost and labor, this newsletter is published in black and white.

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Board of Trustees

Mr. William Ziegler, President

Mrs. Judy Halsall, Vice-President

Mr. Dana Gang, Treasurer

Ms. Bridget Clark, Secretary

Mrs. Jennifer Kochaney, Member-at-Large

Mr. Steve Houtchen, Member-at-Large

Mr. John Rossi, Member-at-Large

Association Managers: Mr. Bob Halsall, Ms. Clara Fletcher

Maintenance Manager: Mr. Dave Martin.

Newsletter Editor— Mr. Thong Tran

Articles provided by: Mr. William Ziegler, Mr. Bob Halsall, Mrs. Judy Halsall, Ms. Bridget Clark, Mr. Thong Tran

Neighborhood News

Welcome to Sycamore Creek,

The Board welcomes all new owners and renters to Sycamore Creek! We encourage you to attend the monthly meeting (the first Tuesday of every month) and become involved.

- **Volunteers.** From time to time volunteers are needed to serve on various committees such as social events, landscaping, etc. You need not be a member of the Board or unit owner to volunteer.
- **Keep it clean.** Anytime is time to pick-up around your unit and help make SCHOA an attractive place to live. Please make sure your unit and the space around it complies with the Association standard. Also, The City of Fairborn collects trash each Tuesday. Trash containers and recycle bins must be kept inside of your garage or closed-in patio and placed outside the unit during the period from Monday evening through Tuesday evening (Tuesday through Wednesday if there is a holiday that week). Any trash or recycle container found outside other than during those times may be collected by the Association for disposal. *This is a violation of Section PM-303.1 adopted by Ord. 71-97, City of Fairborn. The penalty provided for this violation could be as much as \$500.00 PER DAY.*
- **Home sweet home.** Sycamore Creek units are for residential use only – business use is a violation of zoning laws and a violation of SCHOA by-laws.
- **Play nice.** Loud playing of stereos in your unit or automobile is discouraged (sound travels).

New Landscaping contractor

The contract expired for Daily's Landscaping on October 31, 2002. The board did an extensive search for a contractor by submitting requests for bids to eleven Dayton area landscape companies. Bids were received from four companies.

"Tangeman and Sons Landscaping" which started work on November 1, 2002 submitted the winning bid. Their contract will expire on December 31, 2003. We have already seen a marked improvement with their snow removal. We look forward to having a successful working relationship with Todd and his crew.

If there are any questions or concerns regarding landscape services, please call the association office and leave a message for either Clara or Bob.



Landscaping/Concrete/Roofing Report

We started replacing Globe Arbor Vitas in mid November by removing plants at 16 units with the intention of having the replacement Boxwood plants in within the next week. Winter set in much sooner than we expected and the ground froze. We will now have to wait until spring to replace the plants. We apologize for any inconvenience this may cause anyone. We plan to replace the same plants at an additional 16 units in the spring. This extra plant replacement was made possible due to the new landscape contractor negotiating a less costly contract.

While we had to cancel concrete replacement for year 2002, we plan to do a significant amount of concrete replacement this coming summer. Work on concrete should start sometime in late summer. We will notify those that will be affected by the construction work.

Roofing replacement on the final six buildings is well underway. As of the time we write this article, three of the six buildings have been completed and an additional building is under work. This leaves two more buildings to be completed yet this year. Again, the winter weather is putting a hold on this work several days a week. But, work will continue as weather permits.

Condo Insurance Update

Are you properly covered by insurance? Yes, the association has insurance coverage on the structure of your unit, but do you have sufficient insurance to cover all of your personal belongings in case of fire, theft, or water damage?

The association insurance coverage generally stops at the paint or wallpaper. What about your carpet, tile flooring, or furniture? None of these items are covered by the association policy. Please note the association's deductible is \$1,000, this may increase later in 2003.

Check with your insurance carrier to make sure that you are properly protected. If you have an event that requires insurance processing, contact your own insurance agent and then notify the Association Manager at 937-426-8960.

The Association Manager will notify the association's agent. The two agents will work together to determine which company pays for what damage. The Association manager will help if you have questions.

SCHOA Clubhouse Rental Reminder

Club House Rental: A non-refundable \$25 fee + \$100 refundable deposit. If you rent the clubhouse, you are responsible for leaving the clubhouse clean. The pool does not come with the clubhouse rental. Please, no smoking inside the clubhouse!

SCHOA Assessments, Special Assessments And Fees Policy Update

While the charges/special assessments contained in this revised rules and regulations have been in force for some time, they are now compiled under one policy letter for clarity and effective January 1, 2003.

1. The monthly association fee is \$100.00 per month. This assessment is due on the 1st of each month and is considered to be late if not paid by the 10th. After the 10th, late fees of \$15.00 will be added each month until there is a zero balance. After the last day of the month, interest is added at the rate of 18% APR and is cumulative in nature until there is a zero balance.
2. A special assessment is a charge that is levied either against one unit, or all units collectively. As examples: if we have a need to satisfy a development wide problem that cannot wait such as termite inspection and treatment a special assessment is levied to all units on an equal basis. If we have a need to accomplish a special event for one unit, such as replace their skylights, the actual charge is a special assessment against only that one unit.
3. Returned check fees of \$30.00 will be applied to any account having a check returned from the bank for any reason.
4. Any copies of official documents of the association that are requested by any unit will be duplicated at \$1.00 per page.

No document may leave the association office for any reason at any time.

5. Mileage is chargeable at the rate of \$.32 per mile. This includes any mileage incurred by a member of the board of trustees or association management to go to the post office to collect certified mail, trips to an attorney's office, court or other mileage in support of a single unit.
6. Court time and visits to attorney's offices for association management and board of trustees personnel are chargeable at the rate of \$40.00 per hour, travel time inclusive.
7. Cost for association management personnel in attendance at records review in excess of one hour is chargeable at the rate of \$40.00 per hour.
8. The insurance deductible for any claim by a single unit is a special assessment for that unit. The association insurance deductible is currently \$1,000.00.

Any attorneys fees or court costs incurred by the association because of a single unit is a special assessment of that unit. Actual charges will apply.

Review of SCHOA Records Update

The books and records of the Association are available for viewing by members of the association under authority of the Declaration of Covenants, Conditions and Restrictions, Article 6, H. Books and Records of the Association. This authority is further defined by order of the Board of Trustees and approved for implementation at the meeting of the board on December 3, 2002 and is effective January 1, 2003.

1. Records available for review by association members are limited to that which pertains to the association as a whole and not that of an individual unit. All files will be viewed in hard copy only.
2. Owners may view the unit files pertaining to their own unit.
3. Requests to inspect the files of the association must be submitted

in writing.

4. Inspection of the files must be done in the presence of both a representative of the association management and a member of the board of trustees..
5. Inspection of the files will be limited to normal business hours as posted on the association door. Any time requirement beyond one hour is chargeable at \$40.00 per hour (payable in quarter hour increments) to cover the additional cost for the association manager present.
6. Copies of files will be chargeable at \$1.00 per page. No files may leave the association office at any time.
7. Inspection of files is limited to no more than twice per calendar year per unit.

Parking

We need your help! Parking is a problem—complaints from homeowners/residents have been brought to the Board of Trustees attention. Random walk through are being conducted and parking rules will be enforced. **Rules as stated in the Association Policy Letter as follows:**

Residents are allowed to park:

- On Sanzon Drive
- Inside your garage or in the driveway immediately in front of your unit's garage. (In front of your garage)
- Short-term parking to load or unload vehicles.

Violations that require vehicle to be towed:

- Parking on grass (immediate tow—no warning given)
- Parking in turn-around (one warning issued—second violation—immediate tow)

- Parking illegally overnight (immediate tow)
- Non-licensed, non-operating and/or abandoned vehicles are subject to tow.
- If a person blocks other vehicle(s), it is subject to an immediate tow.

If your vehicle is towed, be prepared to pay approximately \$95.00 towing charge plus \$12.00 a day storage.

Homeowners and guests are again reminded to:

- Instruct their tenants about the Association's Parking Policy, It is **your** responsibility to make sure **your** tenants are aware of SCHOA's Parking rules.
- Homeowners are responsible for the payment for the repair to any grass damaged as a result of illegally parked vehicles. Our property maintenance contractor will provide the estimate, make the required repairs, and the homeowner will be billed.



1450 Sanzon Drive Drive
 Fairborn, Ohio 45324
[Http://www.siscom.net/~schoa/](http://www.siscom.net/~schoa/)
 Phone: 937-426-8960
 Email: schoa@siscom.net

To: SCHOA Resident(s)/Homeowner(s)

Important phone Numbers

Police/Fire/Emergency.....911
 SCHOA Office.....937.426.8960

Fairborn Police Department.....937.754.3000
 Fairborn Fire Department.....937.754.3000
 Greene Memorial Hospital.....937.429.3200
 Fairborn Post Office.....937.878.4648
 Fairborn Utility Billing Office.....937.754.3007
 Fairborn City School.....937.878.3961
 DP&L—Fairborn.....937.331.3900
 Time Warner Cable—Fairborn.....937.294.6400
 SBC Ameritech Phone Service.....800.660.1000
 Meijer Pharmacy.....937.427.6164
 Wright-Patterson Air Force.....937.257.1110
 Mall At Fairfield Commons.....937.427.4300
 Wright State University.....937.775.3333

CALENDAR OF EVENTS

| | |
|-------------------|----------------------------------|
| January 1, 2003 | Happy New Year! |
| January 7, 2003 | SCHOA January Meeting |
| January 20, 2003 | Martin Luther King Jr's Birthday |
| February 4, 2003 | SCHOA February Meeting |
| February 14, 2003 | Valentine Day |
| March 4, 2003 | SCHOA March Meeting |
| March 5, 2003 | Ash Wednesday |
| April 1, 2003 | SCHOA April Meeting |
| April 18, 2003 | Good Friday |
| May 6, 2003 | SCHOA May Meeting |
| May 26, 2003 | Memorial Day |
| June 3, 2003 | SCHOA June Meeting |

Winter Reminders !!!



- The porch area is not to be used for storage even if items are in storage containers. Grills are to be kept on the patio. Also, nothing is to be fastened to the outside structure of you unit. One exception is a porch swing that has been approved by the Association. The Association reserves the right to remove unapproved items and will store items for up to 30 days at the owner's expense. Storage fees are \$10.00/day. After 30 days the unredeemed items will be disposed of.
- No wood may be stored directly on the pavement of the front porch or contact any siding. All wood must be stored in appropriate metal racks. Keep wood away from the unit to keep termites away. Also, keep firewood off the grass areas next to your unit.
- This winter, please be patient, it takes time for our contractor to come out for snow removal, cleanup and salt our driveways. Remember, two inches accumulation is needed before snow removal is accomplished.