

## Meeting Minutes Report

<b>Meeting Purpose</b>	Monthly Trustees Meeting	<b>Date</b>	12/19/2007, 19:00 – 22:00 EST
<b>Meeting Attendees</b>	Len Fisher – Trustee Neil Wheeler - Trustee Ann Moore – Trustee (absent) J.D Barlow - Trustee Raveesh Dewan – Trustee	<b>Location</b>	Len's House

### Meeting Minutes:

1. The meeting was originally scheduled for 12/18/07, but due to scheduling conflicts, it was moved to 12/19/07.
2. Len called the meeting to order.
3. We reviewed the minutes from the last General Meeting and Trustees meeting. The minutes were accepted.
4. We discussed the Treasurers Report. Anne was not at the meeting so no report was presented.
5. We discussed the 2006 Audit. Raveesh has provided the audit report to Ann and is waiting for feedback from Ann on a few items needing receipts. At this point, there are no large issues to be concerned with.
6. We discussed the status of the 9-acre parcel. Ann provided a written update. The committee met with the library on 12/12. The meeting was informative. There is a plan to meet with other entities, but they have not yet been scheduled.
7. We discussed the 2008 budget. Andy Lynch, JD, Ann, and Len met on 12/11/08 to prepare the budget. There was discussion about the budget and how the numbers were derived. The dues will be \$185, which is a 5.1% increase. There was discussion about raising the dues the allowable 10%, but all agreed to stay with the recommendation. There was a motion to accept the budget as written. There was a motion to have the homeowners who are late with the 2007 dues, be assessed an additional 33% late fee on top of the \$25 late fee as previously discussed in the 5/4/07 Trustee Meeting. The motion passed. JD asked about updating PayPal to reflect the new fees. He will speak to Ann on how to do this and get the amount and description changed. He will also confirm the PayPal transaction fee.
8. We discussed the swing set complaint and reviewed the new Trustee Policy for swing sets and basketball hoop installation. Neil will update the draft policy and send to the Trustees for their approval and subsequent posting to the website.
9. We discussed the Property Upkeep Policy. A motion was made to accept it. The motion passed.
10. We discussed a complaint about upkeep on a pool. Len has spoken to the homeowner and they are making efforts to clean up the area.
11. We discussed the March General Meeting. We discussed a date of March 19, 2008 for the March General Meeting. Len will arrange for the room. We will discuss at the January Trustees meeting about getting the nomination forms out to the HOA and the Agenda for the March General Meeting. Raveesh will send a test vote out to the email list to test our ability to do online voting. There was discussion about what needs to be done to be ready to offer online voting. The key is to guarantee only one vote per household. JD will talk to Marty about suggestions around cleansing the email list. We discussed how to have only one email per household. Raveesh will send a survey asking the interest in online voting and asking for which email address they want to receive the vote. If we can get a good email list and there is enough interest, we will work to offer online voting in March. Raveesh suggested we offer a gift certificate as a prize in a drawing for everyone who provides an email for online voting. All agreed that was a good idea.
12. We discussed the Pond contract. Len has an estimate for 2008. It is the same as 2007. All approved of going with Aqua Doc. Aqua Doc will stock the ponds with Amure for \$16/per fish (1 foot in length). Neil had an estimate for \$9.50 per fish, but did not know the length. Neil will follow up with Jones Fish Hatchery and get back to Len on which way we want to go. Jones recommends 8 - 15 fish per acre of pond.
13. We discussed the insurance renewal premium. Len stated the premium went down from last year due to an incorrect assessment for the property management company (that we know longer have).
14. We discussed the Block Watch. Cheryl and Meg are heading up the committee. We discussed the safety tip emails from Officer Vogel. JD has the tips on the home page of the website and on the safety tip page. JD sent Cheryl a name for block watch captain.
15. We discussed the storage unit. Ann has turned it over to Len due to personal time constraints. Len and Shannon will make the decision before the January Trustees Meeting.
16. Neil reported that the Snow Removal Program has already been used. Ken Hagen and Neil cleared one driveway last week. Neil has a short list of volunteers but would like a few more names.

17. We discussed the 2008 Landscape Contract. Neil presented the recommendation from the Landscaping and Maintenance Committee to proceed with Ohio Estate Lawn Care. After discussion, the Trustees approved the recommendation. Neil will follow up with Ohio Estate Lawn Care and Buckeye Landscape on the decision. He will also finalize the 2008 contract with Ohio Estate Lawn Care. Neil will provide an electronic copy of the recommendation to JD to post on the website.
18. Neil reviewed the Issue/Action List with the Trustees and updates are provided below.
19. Raveesh suggested we negotiate with vendors to provide discounts for lawn mowing, fertilization, aeration, etc. Raveesh made a motion and it was accepted. Raveesh will contact some companies and be point on this. He will use the electronic survey tool to find out what the homeowners may want.
20. JD asked about why we do not decorate the entrances for Christmas. Len shared that it had been discussed in past years and decide not to do it since we have a diverse population. We discussed to do a survey to get homeowner input.
21. Len asked if any homeowner thought they could not vote on HOA matters if they are not US citizens. We will address this in the winter newsletter. JD will bring a list of Winter Newsletter topics to the next Trustees Meeting.
22. We discussed the next Trustees meeting will be on January 17, 2008 at 7:00 PM at Len's house.
23. The meeting was adjourned.

### Issues / Action Items:

Issue/Action	Owner	Status	Comments
2008 budget development and presentation to the Trustees	Len/Ann/Andy	Completed	
Send out final Dues letters in December	Ann	Completed	
Pick a Landscaping vendor for 2008	Trustees	Completed	
Send email asking or Block Watch Captain	JD	Completed	
Develop a Swing set and Basketball Hoop Policy	Neil	Completed	
Decide on a Block Watch. Need a homeowner volunteer to head the program	Trustees	Completed	Discussed at the General Meeting. Cheryl Luxeder and Meg Patton will head the program.
No Parking at the South entrance on Parklawn	Neil	Completed	A no parking zone will require too many signs that will be unsightly to the entrance. This will not be pursued.
Follow up on pool landscaping	Len	Completed	
Follow up on swing set	Neil	Completed	
Explore options for the nine acres	Ann	In Process	The committee is meeting and is working
Speak to the affected homeowners and get feedback on the Library proposal and other options	Ann	In Process	This will be done by the committee
Audit the 2006 books	Raveesh/Ann	In Process	
Follow up with the lawyer on the status of the fence lawsuit	Len	In Process	
Determine next steps with a storage unit	Len/Shannon	In Process	

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Issue/Action	Owner	Status	Comments
Document the website update processes	JD/ Raveesh	In Process	
Update PayPal with 2008 dues amount	JD	In Process	JD to work with Ann on getting this done
Validate PayPal processing fee for 2008 dues	JD	In Process	
Update swing set policy and post to website	Neil	In Process	
Reserve room for March General Meeting 3/19/08	Len	In Process	
Send test survey	Raveesh	In Process	
Identify ways to cleanse the email list for only email per household.	JD	In Process	
Organize drawing for email addresses	Raveesh	In Process	
Validate price of Amure for the ponds	Neil	In Process	
Notify Buckeye Landscape and Ohio Estate Lawn Care of the selection	Neil	In Process	
Finalize 2008 Landscaping contract	Neil	In Process	
Post Landscaping recommendation on the website	JD	In Process	Neil to send to JD
Send survey asking homeowner interest in getting group rates on services	Raveesh	In Process	
Find companies willing to give discounts to the HOA	Raveesh	In Process	
Send survey for homeowner interest in decorating the front entrances at Christmas	Raveesh	In Process	
Determine topics for Winter Newsletter	Trustees	In Process	
Analyze the hit rates on the website	JD	In Process	JD has some information and is analyzing
Understand current website subscription	JD	In Process	Up for renewal in February 2008. JD and Raveesh will make a recommendation in January.
Create and distribute the Winter Newsletter	JD	Not Started	Waiting on topic approval
Send 2007 past dues to Collection Agency	Ann/Len	Not Started	Scheduled for January 2008
Phase One Storm Sewer Maintenance	Neil	On Hold	Will bring this up in 2008.

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Remove mounds from the street signs	Neil/Mark	On Hold	This will be done next year after the dirt has time to settle.
By-Law changes to restrict Trustee powers	Trustees	On Hold	
Decide about pictures of the Trustees on the web site	Trustees	On Hold	
Review Deed Restrictions	Trustees	On Hold	Waiting on nine-acre decision
Look at distributing the dues collection and monitoring responsibilities for 2008	Trustees	On Hold	Review in 2008
Rental Home Guidelines	Scott Crow	On Hold	
Determine if bench replacement is cheaper than refinishing	Trustees	On Hold	
Refinish or replace the park benches	Len	On Hold	