

Meeting Minutes Report

Meeting Purpose	Monthly Trustees Meeting	Date	1/17/2008, 19:00 – 21:30 EST
Meeting Attendees	Len Fisher – Trustee Neil Wheeler - Trustee Ann Moore – Trustee J.D Barlow - Trustee Raveesh Dewan – Trustee (absent)	Location	Len's House

Meeting Minutes:

1. Len called the meeting to order.
2. Len provided Neil an invoice from Green Shoes. Neil will follow up on the dates for the treatments, and whether there are any additional outstanding invoices. It is our anticipation that this will be the final invoice from Green Shoes.
3. We discussed the 2006 Audit. Ann has most of the missing items. Some of the questions are for early in 2006 where we do not have the receipts. Ann will document the reason for the missing receipts. Len will give the documents to Raveesh tomorrow.
4. We discussed the tax filings. We received the interest statement from Chase. We are not sure who filed the taxes last year. Len will follow up with Marty on what we need to do.
5. We reviewed the minutes from the last Trustees meeting. There were no questions. The minutes were accepted.
6. We discussed the Treasurers Report. Ann presented the final 2007 Treasurers Report. We were at 89% of budget. We have a surplus of \$19,900. 93% of dues were received. We now have 22 homeowners past due with 2006 and 2007 dues. The past due letters for 2007 went out to the homeowners in December. Ann will check the PO Box to make sure there are no late receipts and then the list will be turned over to the Collection Agency. The 33% collection fee will be added to the amount due. The collection agency has collected three accounts to date. The Treasures Report was accepted.
7. We discussed PayPal. JD has updated the account with the \$185 amount (plus \$8.00 for PayPal fee) and the year. He will confirm the \$8.00 fee will cover the increase dues form last year.
8. We discussed the 2007 audit. As soon as Ann closes the books, she will provide Raveesh the documents.
9. We discussed the Block Watch. Natalie Ross volunteered to be on the committee.
10. We discussed the Storage unit. One was acquired HOLD MORE SELF STORAGE, 5530 Columbus Pike. Len and Shannon will have the keys for access. This will be used to store the signs, documents, and other materials. Neil will find something to raise the papers off the floor to prevent water damage, if it occurs.
11. We discussed new Policy Statements. The Basketball and Swing Set Policy was reviewed and approved. The Mailbox and Shed Policies were reviewed and approved. There was a motion to accept the policies as written. All approved. These will be posted on the website.
12. We discussed the Maintenance and Landscape Committee. The committee is meeting on January 27 to discuss 2008 plans for the Clean-up day and other activities, and provide a report to the Trustees in February as to their goals and focus for 2008. Ann mentioned about lids for the recycle bins to prevent trash blowing around. Len mentioned that Orange Township has lids. The committee will look into this.
13. We discussed the Upkeep and Use Committee. The committee is meeting on January 27 to discuss 2008 plans and provide a report in February to the Trustees as to their goals and focus for 2008.
14. We discussed the status of the 9-acre parcel. There was a meeting on December 12 about the Library. Mary Ann from the Library came to talk about the library. There were many good questions. The next meeting will be to meet with a pool subject matter expert. After all the meetings, there will be meeting to discuss with the homeowners the committees recommendation. The next committee meeting is January 23. Len asked about if we should use our electronic survey tool. All agreed to wait until the committee had their recommendations organized.
15. We discussed the Winter Newsletter. JD presented the topics. We discussed that the dues invoices will be ready for the newsletter mailing. We discussed that the past due balances will not be included on the invoices, but a note about the past due balances sent to Collections will be noted. We will do an envelope stuffing on February 9 at 1:00 PM. Ann will do invoices and a copy of the budget. JD will do the newsletter. Neil will talk to Marty about the information sheet. We discussed the envelopes will have a window for the homeowner address, and labels for return address. Len will get envelopes printed with the return address, notice of dues, and self-sealing tabs for ease of stuffing. Ann will get stamps and email an example invoice to Len so he can get the right envelope.
16. We discussed the website. JD's and Raveesh's recommendation is to go to the new portal tool. There will be public and private areas that can be controlled by password. There are message boards

available, and classifieds can be set up. While very functional, it seems easy to update and maintain with more control. We could do surveys and have an online directory. Email is available. Privacy for authorized homeowners is controlled by unique passwords. The cost is the same. The current website expires 2/21/08 so they need to move quickly if we want to change providers. The recommendation is to move our existing website to the new provider. There was a motion and all approved. JD and Raveesh will move forward with the cutover. The plan will be to get the existing functionality up first. Added, more complex functionality will be done later.

17. We talked about pond stocking. The Maintenance and Landscaping Committee will discuss this and report to the Trustees.
18. We discussed the Recreation and Social Committee. We have some nice games that have never been used. The Recreation Committee needs some additional members to plan for the many activities that could be done. Ann volunteered to help with this. We will put this in the Newsletter to promote the committee and ask for help. We discussed the picnic and suggested a May/June date. The HOA will provide hamburgers, hotdogs, and buns. Homeowners will bring drinks, side dish, plates, and utensils. This should keep the cost down. Len will communicate the details to Shannon and Ann will help.
19. We discussed the March General Meeting. The agenda will be 1) Ohio Estate Lawn Care introduction to the homeowners, 2) Nine-acre update, 3) Treasurers report, and 4) Trustee Elections. March 19 is the date for the meeting. Nominations will be due by March 7. Nominees will introduce themselves and take questions from the homeowners. There was discussion about how the Board officers (President, Vice President, etc) are elected. The By-Laws state that the Trustees elect the officers, not the homeowners. Signs will be put out a week in advance. Len has a Trustee Nomination Form and will give to JD to post on the website.
20. Neil reviewed the Issue/Action List with the Trustees and updates are provided below.
21. We discussed the next Trustees meeting will be on February 28, 2008 at 7:00 PM at Len's house.
22. The meeting was adjourned.

Issues / Action Items:

Issue/Action	Owner	Status	Comments
Determine next steps with a storage unit	Len/Shannon	Completed	We now have a storage facility at HOLD MORE SELF STORAGE, 5530 Columbus Pike
Validate price of Amure for the ponds	Neil	Completed	For 14+ fish, the total price is \$14. Aqua Doc can provide 1 ft fish for \$16.
Notify Buckeye Landscape and Ohio Estate Lawn Care of the selection	Neil	Completed	
Finalize 2008 Landscaping contract	Neil	Completed	
Post Landscaping recommendation on the website	JD	Completed	
Reserve room for March General Meeting 3/19/08	Len	Completed	
Document the website update processes	JD/Raveesh	Completed	The website will be cutover to a new provider.
Update PayPal with 2008 dues amount	JD	Completed	
Update swing set policy and post to website	Neil	Completed	
Send test survey	Raveesh	Completed	
Identify ways to cleanse the email list for only one email per household.	JD	Completed	

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Issue/Action	Owner	Status	Comments
Determine topics for Winter Newsletter	Trustees	Completed	
Analyze the hit rates on the website	JD	Completed	
Understand current website subscription	JD	Completed	Up for renewal in February 2008. JD and Raveesh will make a recommendation in January.
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	
Audit the 2007 books	Raveesh/ Ann	Not Started	Waiting on closing the 2007 books
Follow up with the lawyer on the status of the fence lawsuit	Len	In Process	
Validate PayPal processing fee for 2008 dues	JD	In Process	
Organize drawing for email addresses	Raveesh	In Process	
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	
Create and distribute the Winter Newsletter	JD	In Process	
Send 2007 past dues to Collection Agency	Ann/Len	In Process	
Follow up with Marty on tax filing	Len	In Process	
Find a raised floor for the storage unit	Neil	In Process	
Landscape and Maintenance Committee report	Neil	In Process	To be presented in February
Upkeep and Use Committee report	Neil	In Process	To be presented in February
Get a copy of the Information Sheet from Marty	Neil	In Process	
Get the enveloped for the dues mailing	Len	In Process	

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Issue/Action	Owner	Status	Comments
Get the stamps for the dues mailing	Ann	In Process	
Convert the web site to the new provider and test before 2/21/08	JD/ Raveesh	In Process	
Summer Picnic Planning	Shannon/ Ann	In Process	
Post the Trustee Nomination Form on the web site	JD	In Process	
Phase One Storm Sewer Maintenance	Neil	On Hold	Will bring this up in 2008.
Remove mounds from the street signs	Neil/Mark	On Hold	This will be done in 2008 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	This will be determined when the new Trustees are elected
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	