

Cheltenham HOA's Executive Committee Meeting Minutes

Date/Time: 8/30/11 7 p.m.

Location: Calvin Frank's home

Members Present: Calvin Frank, President; Corinne Smith, First Vice-President; Cathy Frank, Treasurer; Carrie Ellzey, Secretary; Leda Potente, out-going President and Walter Baab, guest.

Agenda Items

1. Open Positions on Board

- Jenie Curell, although not present at this meeting, has expressed a desire to stay on in the position of Second V.P. Corinne Smith has agreed to take the First V.P. position while Carrie Ellzey will assume the role of Secretary. Nominations will continue to be solicited for November's Annual meeting.

2. Contact Information for Website

- Calvin, Corinne and Carrie will all have a Cheltenham email address assigned to them that will route HOA related emails to their private accounts. Carrie and Corrine were ok with their home phone numbers being posted, as well.

3. Frequency & Date(s) for Future Meetings

- The Executive Committee agreed to meet every other month. Mondays seem to be the best day for everyone to meet.
- Our next executive board meeting will be on Monday, Oct. 3rd at 7pm when we will prepare for our Annual meeting to be held in November.
- Calvin will look into an available date at the St. Francis of Assisi Church for the Annual meeting. The third Thurs in November was suggested as a possible date.
- The board must put out an agenda for the Annual meeting at least 30 days in advance. Volunteers will be solicited to distribute this information to community members' mailboxes.

4. Tree Update

- An infestation of bugs has been killing trees along the entrance ways into the neighborhood. A horticulturist has marked 16 trees that need to be removed. Several others are bad but may continue to grow another year or two.
- \$840 will be spent in both Sept and Oct (total of \$1680) to spray the surrounding trees to help prevent further infestation. This does not include any trees near the ponds.

- Calvin will get an estimate on how much it will cost to remove the trees, however, he and Walter are willing to do it themselves to save the HOA money.
- Leda advised Calvin to get volunteers helping in the tree removal to sign a waiver of liability for potential injuries. The HOA does not have insurance to cover any accidents.
- The board voted and agreed to purchase a new chainsaw to be used for this project and then stored for future use.
- There was discussion of replacing only one of the trees on Penridge. A flowering bush may be preferable to another tree. A large tree would block the street light. The rest of the trees are currently planted so close together that it should look ok and may even be healthier for the surrounding trees if we do not replant. Any replanting will need to wait a year for the soil to be ready.

5. Welcome Committee

- Sharon Armstrong would like to step down as our Welcome Greeter.
- The use of gift cards to a local restaurant was discussed as an alternative to a gift basket. Gift baskets are currently purchased and put together by the greeter and cost approx. \$40-\$50. Walter and Corrine will check with Barleycorn's and Buffalo Wild Wings to see if they can get the owners to donate gift cards or give us a deal on them. The board agreed to purchase gift cards, as needed.
- The welcome greeter(s) will present new homeowners with the gift cards and a copy of the covenants, as well as, spend time talking with them about the community and how to be involved.
- Sharon has mentioned that it can be difficult to find the new homeowners at home. The board discussed how often the greeter(s) should attempt a personal visit (maybe 2-3x) before mailing the gift card and following up with a phone call.
- Carrie Ellzey and her neighbor, Brandy Gorham, may be interested in sharing the position. Carrie will take this info back to Brandy and let the board know if they would like to do it.

6. Treasurer Update

- Treasurer's Report: Savings \$28,595.32 and Checking \$1,567.78 for a current total of \$30,166.10.

7. Open Discussion

- Concern was noted over the number of contractors in the neighborhood and the increase in traffic/speeding. Cal will follow-up with the Centerville City Police again.

- Leda commented that Marcia Heben, our current Neighborhood Watch Coordinator, may be interested in stepping down if someone was interested in the position.
- There was a brief discussion on monitoring compliance with HOA regulations (i.e., weeds, on street parking, broken street lights). Calvin will be making copies of the compliance request for all board members to have on hand. Nobody is specifically in charge of monitoring compliance and it was suggested that we may want to develop a more formal procedure for passing these out and keeping records of what's been done.
- Leda will get a copy of the Buckeye Ohio contract (landscaping) to Calvin. We are currently paying for "a la carte" services, as needed.
- The City of Centerville put a moratorium on lawn signs after the hail storm last spring. This moratorium is ending on Sept 1st. The City will be removing them and charging fines. Signs may only be posted in a homeowner's yard if work is currently being performed.