

**VILLAGE ON THE GREEN HOMEOWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING**

Monday July 26, 2010

7:00 PM

AGENDA

- I. Call To Order / Attendance**
- II. Approval of Minutes**
Meeting Minutes from April 26, 2010.
- III. Reports (20 min)**
 - A. Management Reports
 - B. Committee Reports
 - * Finance Committee Report
 - * Preservation / Design and Review Committee
 - * Wildlife Committee
 - * Maintenance Committee Report
 - * Social Committee Report
 - * Pool Committee Report
 - * Neighborhood Watch Committee
 - * Newsletter & Web site
- IV. Old Business**
 - A. Raintree deck washing & sealing review.
 - B. Caesars Creek bid – Approval for minutes
 - C. Club House upper level remodel update.
 - D. Crystal Cove Snow removal Assessment – change & update
- V. New Business**
 - A. FHA approved certification - discussion
 - B. Tennis court surface repair.
 - C.
- VI. Open Forum**
- VII. Next Meeting Date**
September 27, 2010
- VII. Adjournment**

**VILLAGE ON THE GREEN HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
April 26, 2010**

CALL TO ORDER

The meeting was called to order by President, Roy Wergers on Monday, April 26, 2010 at 7:00 p.m. at the Village on The Green Town Hall Clubhouse.

ATTENDANCE

Board Members in attendance were Roy Wergers, Steve Blackburn, Ken Hastings, Julie Haley, Dan Kallmyer and Barb Freudemann.

Board Member Rob Silber with absent with notice.

Management was represented by David Brock of Towne Properties.

APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the November 23, 2009 meeting minutes. A motion was made by Ken Hastings and seconded by Steve Blackburn to accept the minutes as submitted. Motion carried.

The Board reviewed the Executive Meeting Minutes from February 22, 2010. Corrections to be made included: Under New Business, Clubhouse Roof Replacement, the Board requested an addition that the bid was accepted from Molloy Roofing for \$13,250.00. Under 2010 Meeting Dates, the meeting date of June 28th should be changed to July 26th. A motion was made by Ken Hastings and seconded by Steve Blackburn to accept the Meeting Minutes as corrected. Motion carried.

The Board reviewed the Annual Meeting Minutes from February 22, 2010. After review, the Board agreed to accept the 2010 Annual Meeting Minutes as submitted but the minutes will be formally approved at the 2011 Annual Meeting.

MANAGEMENT REPORTS

Financial Report

As of March 31, 2010, the Village on the Green Homeowners Association had \$112,010.17 in operating cash, with a reserve account balance of \$198,400.13. The total income year to date is \$102,041.92 with expenses of \$54,882.87 resulting in a positive variance of \$47,159.05.

As of March 31, 2010, the Salt Run Village had \$979.10 in operating cash, with a reserve account balance of \$146,567.47. The total income year to date is \$24,051.04 with expenses of \$23,542.24 resulting in a positive variance of \$508.80.

As of March 31, 2010, the Raintree Village had \$917.54 in operating cash, with a reserve account balance of \$58,410.39. Total income year to date is \$14,240.49 with expenses of \$15,979.49 resulting in a negative variance of (\$1,739.00).

As of March 31, 2010, Crystal Cove Village had \$999.59 in operating cash, with a reserve account balance of \$416.89. The total income year to date is \$13,702.00 with expenses of \$11,299.47 resulting in a positive variance of \$2,402.53.

Delinquency Report

The Delinquency balance as of March 31, 2010 was:

Village on The Green	\$14,162.48
Salt Run Village	\$ 1,871.11
Raintree Village	\$.00
Crystal Cove Village	\$.00

CD Reports:

The CD balances as of March 31, 2010 are:

Village on the Green	\$135,582.06
Salt Run	\$ 92,881.52
Raintree	\$ 35,180.94

COMMITTEE REPORTS

Finance Committee

Ken Hasting will present his financial report under New Business.

Preservation/Design & Review Committee

Barb Freudemann stated that they have been very successful in reviewing and approving Exterior Improvement Applications. She wanted to remind everyone that improvement applications are only valid for six months and asked that an application be submitted any time an exterior improvement or change is made.

Wildlife Committee

Julie Haley had no report.

Maintenance Committee

Dan Kallmyer stated that Brickman Landscaping is scheduled to mulch Salt Run, Raintree and Crystal Cove in 2010. He also stated that the irrigation system is ready to go and that the Maintenance Committee is getting bids for minor landscaping projects which will be presented to the Board in the near future.

Social Committee

Roy Wergers stated that the Garage Sale is scheduled for June 4th and 5th and that the admission fee per house to be part of the Garage Sale is \$6.00.

Pool Committee

Barb Freudemann stated that the cover is off the pool and the pool will open on May 29th and close on September 6th.

Neighborhood Watch Committee

Kathy Hastings had no report.

Newsletter Committee

Rob Silber was absent and had no report.

Website Committee

Rob Silber was absent and had no report.

OLD BUSINESS

Pool Gate Replacement Update

Roy Wergers stated that the pool gate has been contracted to be installed by Ashley Fencing on May 15, 2010. The gate should now be stronger and have a better locking system.

Clubhouse Upper Level Remodeling Update

Julie Haley stated that the painting, carpeting and the deck doors are all completed. The furniture has been ordered. The chairs are next to be changed and then followed by the window treatments. The target date for completion is the end of June.

Salt Run Proposed Construction by Bill Brisben

Barb Freudemann, the spokesperson for Salt Run homeowners, stated that the owners as a group are opposing the developers proposed zoning change by Bill Brisben. She also stated that the Township Meeting is scheduled for May 10, 2010 where the rezoning request will be reviewed.

Pool Update

Steve Blackburn stated that the pool's new surface has a couple holes in it and that the contractor, Better Built Pools, will come out before the pool is full and repair these spots. They are scheduled to come out next week and repair these spots under warranty.

NEW BUSINESS

Raintree Deck Washing and Sealing

Management stated that we have bids from Towne Properties and On Deck Services for deck washing and sealcoating. After reviewing the two bids, a motion was made by Dan Kallmyer and seconded by Steve Blackburn to accept the bid from Towne Properties to wash and sealcoat the fifteen (15) decks at Raintree for \$4,500.00. Motion carried. It was also noted that the contractor should consider using Olympic Water Sealer instead of Thompsons. Management will check with the contractor to be sure this is considered.

Clubhouse Flag Pole Installation

The Board reviewed and discussed the project of installing a thirty-foot flagpole with a monument rock in front of the Clubhouse. This project will be completed with all volunteer work and funds and donations for this project will be collected outside of the Associations finances. The project is scheduled to be completed by July 4, 2010. The Board was in agreement regarding the flagpole installation.

Board of Trustees Appointment Resolution

A Resolution was drawn up by Attorney Don Schneider as requested by the Board to state that any open Board position that is filled by Board appointment in the middle of a term will still be elected into that position at the next Annual Meeting. A motion was made by Ken Hasting and seconded by Steve Blackburn to accept the Resolution. Motion carried.

Crystal Cove Assessment

After review of the Crystal Cove financials being over budget due to snow removal for 2010, it was determined that the needed amount was \$7,350.00. A motion was made by Ken Hastings and seconded by Julie Haley to assess the homeowners a one-time assessment of \$147.00. Motion carried.

OPEN FORUM

John Fryant stated that he was considering painting the trim of his house in Crystal Cove and asked if it was necessary to submit an Exterior Application for this change. The Board responded that it was necessary that an application be submitted.

Nancy Weist stated that she has skunks in the backyard. Management stated that he would call a trapper.

Barb Skelton stated that she had noticed satellite dishes at units at Salt Run in the common area on the ground, particularly at 7625 and 7621 Lakepoint. Management will investigate.

Roscoe Beatty asked who is responsible for landscape maintenance for the area under the decks at Salt Run. The Board and Management stated that it was a homeowner responsibility.

Next Meeting Date – The next meeting was scheduled for Monday, July 26, 2010 at the Village on The Green Town Hall Clubhouse.

ADJOURNMENT

There being no further business to come before the Board, a motion was made and seconded to adjourn the meeting at 8:15 p.m. Motion carried.

MANAGEMENT REPORT

DATE: July 26, 2010
TO: VOG Board of Trustees
FROM: David Brock, Towne Properties

Financial Information

As of June 30, 2010 the Village on the Green Homeowners Association had \$181,931.66 in operating cash, with a reserve account balance of \$188,040.72. The total income year to date is \$208,977.92 with expenses of \$91,984.88 resulting in a positive variance of \$116,993.04.

As of June 30, 2010 the Salt Run Village had \$2,805.24 in operating cash, with a reserve account balance of \$152,763.46. The total income year to date is \$45,164.54 with expenses of \$42,829.60 resulting in a positive variance of \$2,334.94.

As of June 30, 2010 the Raintree Village had \$837.53 in operating cash, with a reserve account balance of \$59,647.17. Total income year to date is \$26,021.49 with expenses of \$27,840.50 resulting in a negative variance of \$(1,819.01).

As of June 30, 20109 Crystal Cove Village had \$542.50 in operating cash, with a reserve account balance of \$416.89. The total income year to date is \$26,186.00 with expenses of \$24,240.56 resulting in a positive variance of \$1,945.44.

Delinquency Report:

As of June 30, 2010:

Village on The Green = \$ 22,847.15
Salt Run Village = \$ 2,352.00
Raintree Village = \$ 277.20
Crystal Cove Village = \$ 552.50

CD Report:

Balances As of March 31, 2010

VOG = \$135,939.64
Salt Run = \$ 93,021.29
Rain Tree = \$ 35,275.05

CAESARS CREEK CONTRACTING

Proposal/Contract

Proposal No. 0065

FROM 5323 Harveysburg Road
WAYNESVILLE, OHIO 45068
513-897-1254 513-932-6397
Mobile 513-266-6731
Firewood • Tree Removal • Bobcat Service

Sheet No. 1

Date 6-10-2010

Proposal Submitted To

Work To Be Performed At

Name Village on the Green
Street _____
City _____
State _____
Telephone Number _____

Street 955 Raintree
City _____ State OH
Date of Plans 6-10-2010
Architect C. Leyes

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of
Remove hanging Limbs @ 955 Raintree in
Green belt near walking. ALSO remove 3 dead trees
in same area. ALL brush / debris will be removed
from trees cut. Using JLG Lift to avoid any impact
in Green belt area

Rental = 66' JLG
Labor = 6 hrs

500.⁰⁰
660.⁰⁰

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$ 1160.⁰⁰).

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by _____

Respectfully submitted Caesars Creek Cont
Per Chris A. Leyes

Note — This proposal may be withdrawn by us if not accepted within _____ days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted [Signature]
Date 6/10/10

Signature [Signature]
Signature _____

Hello Crystal Cove Village Residents:

August 1, 2010

As you know, we experienced an unusually large amount of snow earlier this year. As a result, our snow removal expenses were 2.4 times the amount we budgeted which was \$5,610. This leaves us with a deficit that must be collected. We are billing only 50 of the 51 units that were occupied during the period of the snowfalls. Here are the actual numbers.

Snow Removal Expenses	\$13,552
<i>Minus</i> 2010 Budgeted Amount	-5,610
<i>Minus</i> "Snow Bank" Amount	<u>-417</u>
<i>Resulting</i> 2010 Deficit Amount	7,525
Each Resident's Share of Deficit (includes admin costs for mailing)	\$155

We will collect your share of the deficit along with your September association fee for Crystal Cove Village. September's fee will be the usual \$85 plus an additional \$155 for a total of \$240 due on September 1st. Included in this mailing, you will receive a replacement coupon reflecting the new total. Please use this coupon with your payment instead of the normal monthly coupon for September. Residents on the Auto-Pay system need to do nothing except be aware that your checking account will show a deduction of \$240 on Sept. 3rd.

Thank you for your understanding and support. If you have questions, please feel free to contact David Brock at Towne Properties on 489-4059.

Sincerely,

Board of Trustees

Village on the Green HOA



Proposal

Rogers Pavement Maintenance Inc.
 11061 Deerfield Road
 Blue Ash, Ohio 45242
 (513)791-9001 Fax (513)791-9040

The following proposal is presented by Rogers Pavement Maintenance Company, Inc. to:

Towne Properties
 11340 Montgomery Road
 Suite 202
 Cincinnati, OH 45249
 Attn: Dave Brock

Contact Info

Phone 489-4059
Fax 489-3941
Mobile
E-mail davidb@tp1.com

Jobsite	Estimate #	Date Proposed
Village on the Green Maineville, Ohio	10145	May 26, 2010

We hereby propose to furnish all materials and labor to complete the following:

1. Resurfacing (colorcoating) of single tennis court: figured for 6000 sq. ft.*

- Pressure clean entire surface to remove all dirt and debris from pavement.
 - Rout all dirt and debris from cracks.
 - Apply several applications of Advantage Flex Crack acrylic flexible rubberized filler to approximately 250 lineal feet of 1/2" and larger cracks.
 - Apply Dynaflex court binder to level low spot. 2 applications installed.
 - Apply 2 coats of Advantage Sport Coating system color to surface of pavement to match existing green. Material will be applied in consecutive days in early a.m. to allow for proper drying.
 - Restripe all playing lines and block off for 4 days.
- Total: \$ 3200.00

2. Complete crackfilling, sealcoating, and striping of entire clubhouse parking lot: figured for 880 total sq. yds.

- Trim all grass from edges of pavement to allow for complete sealcoating.
 - Entire surface will be thoroughly cleaned to remove all dirt and debris.
 - Total of 400 lineal feet of 1/2" and larger cracks will be cleaned and filled with PLS hot applied rubberized crackfiller. Material will be applied using a bander machine for uniform consistency.
 - Entire prepared surface will be sealcoated with * 2 coats of Brewercote H D tar emulsion sealer. Sealer will be industrial grade and contain silica sand for traction and Tarmax R-100 additive for durability and extended wear. Special care will be taken around all surrounding surfaces to ensure a neat and thorough job.
 - All parking lines will be restriped as currently set up. All will be painted with white latex traffic paint.
 - Work will be completed in sections to allow for adequate traffic flow. All excess materials and debris will be cleaned from site.
- Total: \$ 1250.00

All work will be done in a professional workmanlike manner. All work is contingent upon weather and other delays beyond our control. Proposal may be withdrawn if not accepted within 15 days from Date Proposed. Any additional work will be an additional charge. Does not include any testing, fees, permits, or inspections.

Fees & Payment Terms

Total for all work	Due at Acceptance of Contract	Due at completion of work

By signature below, Customer agrees the above prices, conditions and specifications are satisfactory and are hereby accepted. Rogers Pavement Maintenance is hereby authorized to do the work as outlined. Payment will be made as specified. Late charges will be assessed at a rate of 5% of the unpaid amount per month.

Agreed and Accepted:

Customer Name - Signature

Rogers Pavement Maintenance Company, Inc. - Signature

Customer Name - Printed

Doug Rogers

Printed

Date

May 26, 2010

Date

Confidentiality Notice. The information contained in this document is confidential and may be legally privileged. It is intended only for the addressee(s) named above. If you are not an intended recipient, be aware that any disclosure, copying, distribution or use of this information



July 19, 2010

David Brock

Towne Properties

11340 Montgomery Road #202
Cincinnati, OH 45249

513-489-4059
513-489-3941

RE: Village on the Green Tennis Court Pavement Improvements

Dear Mr. Brock

In accordance with your request, I have visited **Village on the Green** to visually inspect **one (1) outdoor tennis court** and render the following.

TENNIS COURT RESURFACING

Asphalt Paving
Sealcoating
Crack Sealant
Line Striping
Running Tracks
Tennis Courts
Concrete

- ❖ Power wash existing surface as necessary with 3,000 psi pressure washer.
✓ *Proper surface preparation is essential for the adhesion of any resurfacing material.*
- ❖ Mechanically route clean and fill existing cracks in tennis court surface with acrylic tennis court crack sealant
- ❖ Install one (1) application of penetrating adhesive primer over entire surface prior to subsequent coatings
- ❖ Patch several rough areas prior to finish coatings
- ❖ Install three (3) applications of **Deco** acrylic color finish coating, as per manufacturer's specifications.
- ❖ Playing & Perimeter Areas both to be same color = Green
- ❖ Court surface will be lined after 24 hours. All lines will be in accordance with USLTA regulations.
- ❖ Skilled craftsmen using the highest quality materials and equipment to produce the best tennis court resurfacing available will perform all work.

TOTAL JOB COST \$6,764.00

SPECIAL CONDITIONS

- ✓ Cracks in existing surface will require some maintenance and therefore are **not** warranted.

It has been a pleasure to present this proposal for your review. If you require any additional information, please do not hesitate to contact me at 769-6222.

Thank you.

Rich Vettel

Rich Vettel

President

ABCO ATHLETIC SURFACES
711 Chicago Avenue
Cincinnati, OH 45215
Tel: 513-769-6222 Fax: 513-577-7882