



2026

MELROSE ANNUAL MEETING

WWW.MELROSEHOA.COM

JUL 1, 2026

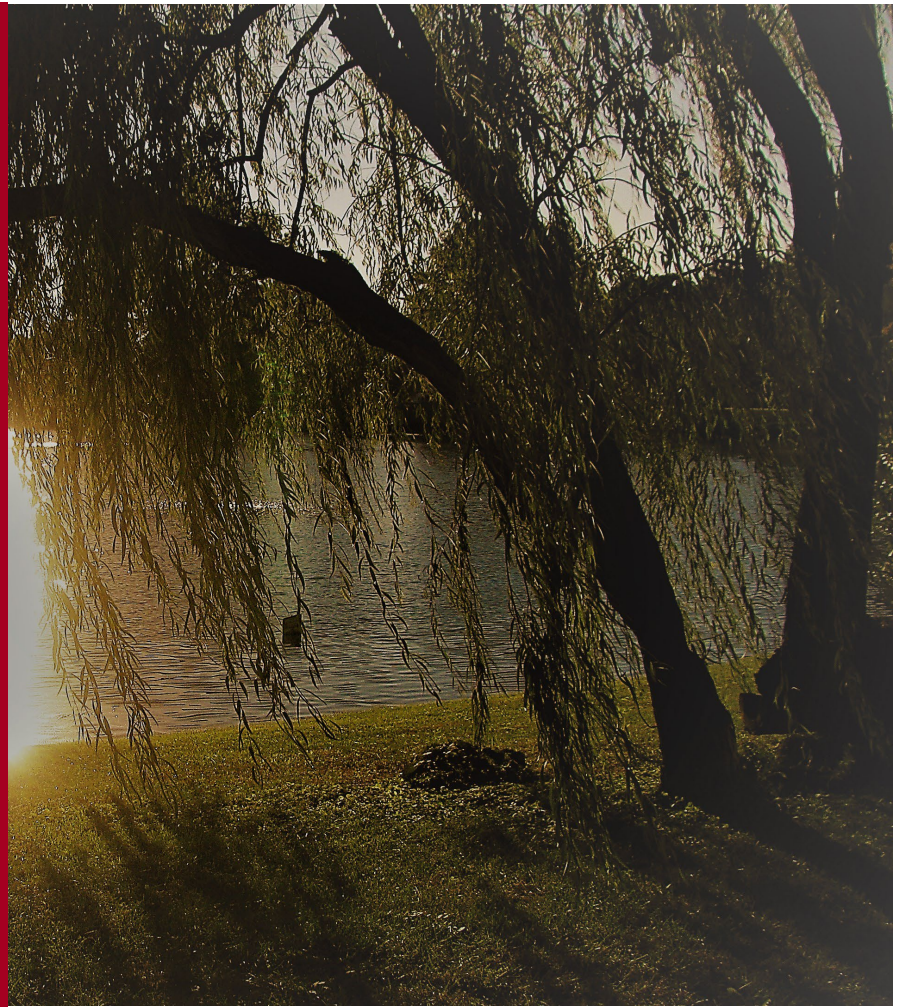
6PM – 8PM

SIGN IN BEGINS AT 540PM

Event Center @ Violet Woods

10190 Blacklick Eastern Rd.

Pickerington, Ohio 43147



AGENDA

- 2026 Annual budget financial review
- Melrose Handbook
- Melrose HOA survey
- Election of three (3) Trustees
- Q&A

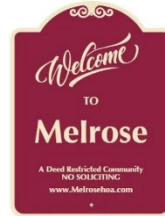
Please plan on attending as we will be going over the financials, results of the Melrose HOA board assessment survey & election of three (3) members to the board. Also, **Casey Farmer** from **PMI Centerline** will be in attendance if you have any questions directed at our management company.

Click [HERE](#) to submit a nomination to become a Trustee form. All nominations will be submitted on the voting ballot for election at the annual meeting.

Click [HERE](#) to submit an anonymous question to the Board of Trustees. All questions will be answered at the Annual meeting.

Melrose Homeowners Association of Pickerington, INC.

2026 MELROSE HOA ANNUAL MEETING



TO: The Melrose Homeowners Association of Pickerington, INC.
FROM: The Melrose Board of Directors

DATE/TIME: July 1, 2026, from 6:00 PM to 8:00 PM
Registration from 5:40 PM to 5:55 PM

LOCATION: Event Center @ Violet Woods
10190 Blacklick Eastern Rd.
Pickerington, OH 43147

This letter serves as a notice to all members of the Melrose Homeowners Association for the following purposes:

- To approve the 2025 Annual Meeting Minutes
- To elect Trustees to the Board of Directors (3 chairs open)
 - Two to a two-year term
 - One to a one-year term
- To transact on such other matters as may be properly brought before the meeting

Nominations for the Board may be made by returning the included Nomination Application OR filing online at [2026 Melrose HOA Trustee Nomination Form](#).

Nominations for the Board may also be made at the meeting. A proxy is included for your convenience if you are unable to attend. Proxies be returned to **PMI Centerline** via mail or email & must arrive no later than seven (7) business days prior to the meeting.

MAIL: PMI Centerline, 1355 King Ave, Ste 200, Columbus, OH 43212
EMAIL: team@pmicenterline.com

Registration will begin **20 minutes** prior to the meeting. Each owner will sign in and receive a ballot. If you are presenting a proxy for a homeowner unable to attend, you will sign your own name next to the homeowner's name you are representing, and you will receive a ballot for that owner as well.

*****Per the Melrose Bylaws Article IV, Section 9, Voting rights are suspended for any owners that are in default of the payment of assessments*****

Sincerely,

The Melrose HOA Board of Directors

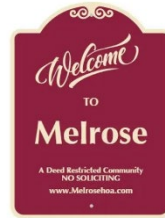
jdb 5.15.26

Melrose Homeowners Association of Pickerington, INC.

2026 MELROSE HOA ANNUAL MEETING AGENDA

Melrose Homeowners Meeting

July 1, 2026 @ 600pm – The Event Center @ Violet Woods



1. Call to Order:

- Jackson Brandel – President, Treasurer
- Tony Black - Vice-President
- Nick Adams – Secretary
- Jarod Pickett
- Beth Allen
- Casey Farmer – PMI Centerline

The financial review will be revised once the MAY financials have been released

2. Approval of prior Meeting Minutes 2025

3. Financial Review

- **Operating Account (2026 annual budget)**
 - (a) Accounts Receivable (5.31.26)
 - \$xxxxx (principle)**
xxx homes have satisfied 2026 dues
 - \$xxxx** in Reserve account (\$1000.00\monthly – \$12,000\ annually)
 - (b) **\$xxxxx (delinquency) for xx properties**
-\$xxxx (PMI Centerline\Williams & Strohm)
\$xxxxx (Melrose HOA)
 - xx properties totaling \$xxxxxx are in status escalation
 - xx properties totaling \$xxxxxx in are in Collections
 - 0 properties are in settled payment plans totaling \$xxxxxx
 - 0 property in foreclosure for \$xxxxxx
 - \$xxxx in Legal Fees

4. Election of Board Members

- Nomination of Board candidates(s)
- Presentations by Board candidate(s)
- Election of Board member(s)

ARTICLE V. BOARD OF TRUSTEES

Section 1. TRUSTEES.

There shall be five (5) Trustees and the terms of the Trustees shall be staggered so that the term of at least two (2) Trustees will expire and a successor will be elected at each annual meeting of the Association. Thereafter, at such annual meeting, a successor to the Trustee whose term then expires shall be elected to serve a two (2) year term. Notwithstanding the foregoing, the Members, by the vote of Members exercising not less than a majority of the voting power of Members may, from time to time, change the number and terms of Trustees; provided, that in any such event the terms of not less than one-third of the Directors shall expire annually.

5. Announcement of new Melrose Board member(s)

The **Melrose Board of Trustees** are placed in a position of trust and authority to act on behalf of the Association. It is the board's legal duty to act in the best interests of the HOA. This includes but is not limited to the following:

Duty of loyalty

HOA board members are to act in good faith to promote the best interests of the entire association.

Duty of care

HOA board members make informed decisions regarding HOA matters. The board can rely on an HOA manager or staff to provide the information necessary to make a decision. The duty of care board is expected to uphold can apply to several situations, including imposing fines on homeowner violations.

Duty of Authority

Board members are required to only act within the scope of their authority. They cannot act or make decisions on matters that are outside the boundaries of their roles and HOA responsibilities to homeowners.

6. New Business

- Melrose Handbook
- Melrose HOA Questionnaire

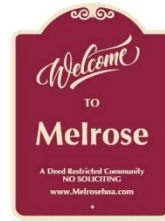
7. Open Forum (Q&A Session)

8. Adjournment

Melrose Homeowners Association of Pickerington, INC.

2026 MELROSE HOA TRUSTEE NOMINATION FORM

Melrose Homeowners Association of Pickerington, INC. Nomination Form



The role and function of the Board of Directors is to represent all unit owners in making decisions on behalf of the Association. Board members will attend meetings and carry out the powers as described in the Declarations and Bylaws. If you would like to enter your name in nomination for the Board of Directors, please complete the following.

Name

Address

Email

Phone

I understand that the information provided above may be used in compiling a synopsis to be presented to the general ownership. No other opportunity will be made available to assist in the election process, however, at the meeting, I may be asked to speak to the ownership on why I want to become a member of the Board of Directors. The managing agent reserves the right to edit your statement for conciseness. Nominees must be:

1. A unit owner or the spouse of a unit owner or a designated officer of an entity unit owner.
2. **Per the Melrose Bylaws Article V, Section 3**, nomination rights are suspended for any owners that are in default of the payment of assessments.

Please return to PMI Centerline via mail OR email

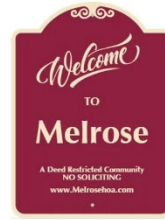
MAIL: PMI Centerline, 1355 King Ave, Ste 200, Columbus, OH 43212

EMAIL: team@pmcenterline.com

Melrose Homeowners Association of Pickerington, INC.

2025 MELROSE HOA PROXY

Melrose Homeowners Association of Pickerington, INC. Proxy



I/We, _____ being the owner(s) of the lot unit located at _____ in The Melrose Homeowners Association of Pickerington, INC. do hereby authorize and appoint _____ to be my/our proxy, to represent me/us, with power of substitution, on the issues to be discussed at the owner meeting to be held on July 1, 2026 and to vote on my/our behalf on the issues submitted to vote at this meeting or, in the event that a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed.

Signature of Owner

Date

Signature of Owner

Date

Q: Do I have to come to the Annual Meeting to vote?

A: No. You can authorize another person to vote on your behalf at the meeting. If you authorize a specific person to act as your proxy, this proxy form must be returned at least 2 business days prior to the meeting or that person must present your proxy form at the meeting.

Q: What is a proxy?

A: A proxy is a person who is authorized to act for you. In this case, someone authorized by you to vote for you at the meeting.

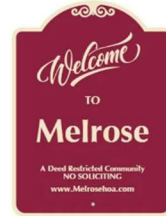
Q: Can I change my mind after I file a proxy?

A: Yes. You can file another proxy. The one with the latest date and received by the deadline will be counted. If you choose to attend the meeting in person, your proxy(s) will be void and your vote in person will be counted.

2025 MELROSE HOA ANNUAL MEETING MINUTES

Melrose Homeowners Meeting

7.23.25 600pm – Sycamore Creek Park – Pickering Shelter



1. Call to Order:

Melrose Board of Directors

- Jackson Brandel – President, Treasurer
- Tony Black - Vice-President
- Nick Adams - Secretary
- Jarod Pickett
- Beth Allen
- Stacey Menefee – PMI Scioto Metro

All board members present. Approximately 25 households present. Meeting called to order by Mr. Brandel at 630PM. Quorum requirements met.

2. Approval of prior Meeting Minutes 2024

Mr. Brandel makes a motion to approve the 2024 Annual Meeting minutes. 2nd by Kevin Kemper. Motion approved.

3. Financial Review

- Operating Account (2025 annual budget)
 - (a) Accounts Receivable (6.30.25)
 - (i) \$46,148.87 (principle)
 - 1. 382 homes have satisfied 2025 dues
 - (ii) \$7,033.70 in Reserve account (\$666.67\monthly – \$8,000\ annually)
 - (b) \$14,856.39 (delinquency) for 28 properties
 - (c) -\$2,101.39 (PMI Scioto Metro\Axela\Williams & Strohm)
 - (d) \$12,755.00 (Melrose HOA)
 - (i) 18 properties totaling \$4,855.00 are in status escalation
 - (ii) 10 properties totaling \$6,165.00 in are in Collections
 - 1. 2 properties are in settled payment plans totaling \$1,926.39
 - 2. 1 property in foreclosure for \$2,810.00
 - (iii) \$1,735.00 in Legal Fees

Financial review by Mr. Brandel. Of note: - Yearly HOA dues increased from \$150 to \$200. – Corporate Transparency Act is no longer in effect.

4. Election of Board Members

- Nomination of Board candidates(s)
- Presentations by Board candidate(s)
- Election of Board member(s)

ARTICLE V. BOARD OF TRUSTEES

Section I. TRUSTEES.

There shall be five (5) Trustees and the terms of the Trustees shall be staggered so that the term of at least two (2) Trustees will expire and a successor will be elected at each annual meeting of the Association. Thereafter, at such annual meeting, a successor to the Trustee whose term then expires shall be elected to serve a two (2) year term. Notwithstanding the foregoing, the Members, by the vote of Members exercising not less than a majority of the voting power of Members may, from time to time, change the number and terms of Trustees; provided, that in any such event the terms of not less than one-third of the Directors shall expire annually.

Election of Board Members. Each nominee gave a brief speech outlining their values prior to the vote.

5. Announcement of new Melrose Board member(s)

The Melrose Board of Trustees are placed in a position of trust and authority to act on behalf of the Association. It is the board's legal duty to act in the best interests of the HOA. This includes but is not limited to the following:

Duty of loyalty HOA board members are to act in good faith to promote the best interests of the entire association.

Duty of care HOA board members to make informed decisions regarding HOA matters. The board can rely on an HOA manager or staff to provide the information necessary to make a decision. The duty of care board is expected to uphold can apply to several situations, including imposing fines on homeowner violations.

Duty of Authority board members are required to only act within the scope of their authority. They cannot act or make decisions on matters that are outside the boundaries of their roles and HOA responsibilities to homeowners.

6. New Business

- Melrose Assessments
- MelroseHOA.com website as source of information; STAY INFORMED

Review of Melrose HOA website updates and neighborhood 'happenings.'

- Melrose Capital Improvement Projects (2025-2026)

Pond improvements (SR256 entrance pond) – ecosystem is now complete after executing a multi-year plan with AquaDoc.

Private pond issues discussed – one homeowner with a pond property mentioned issues with runoff water and chemicals from treating yards affecting the pond quality. Also mentioned was that the private pond is in need of dredging due to its shallow nature.

Lighting improvements – at both the Refugee Rd and SR256 entrances. Manual timers have been replaced with astrological timers (no photosensors).

- Melrose subdivision Improvements from the City of Pickerington

Trees/Sidewalks – extensive discussion regarding street trees, tree roots/growth, resulting sidewalk damage and sidewalk condition. Multiple homeowners questioned whether the street tree and sidewalk maintenance are the responsibility of the Melrose homeowners or the City of Pickerington. Melrose homeowner Kevin Kemper weighed in and made himself a resource for further discussion as a city representative. Mr. Kemper also advised that the city is exploring options to address sidewalk damage and street tree maintenance. The conversation is ongoing and the city is still seeking solutions.

Other Melrose neighborhood issues that the city has addressed this year: - placing speed/radar units in the neighborhood in an attempt to slow down traffic and speeders. – Painted curbs near the Violet Elementary access at Melrose Blvd to alleviate congestion from vehicles being parked in this area before and after school dismisses.

- Melrose Violations

Mr. Brandel explained how violations are assessed and how they can be remedied. The process was outlined.

- Melrose Handbook

Handbook is being reviewed and revised by Mr. Brandel and should be complete soon. This will be a quick reference guide for residents, to answer general questions about deed restrictions.

Self-audit requests – Mr. Brandel discussed the process for self-audits should Melrose homeowners feel that funds are not being used appropriately or the board is not operating the HOA appropriately. Cost for the self-audit was also outlined.

6. Open Forum (Q&A Session)

Yearly dues – one homeowner questioned PMI's bank in Illinois rather than local. Jackson addressed the question and noted that PMI is a regional company with a regional bank.

Discussion of Fairfield County property value increases for tax purposes.

7. Adjournment

Meeting adjourned at 7:38PM.