

MEETING MINUTES

Melrose Board of Trustees Meeting

11/20/2023 6:30 pm - Pickerington Public Library



1. Call to Order: 6:40PM

- *Jackson Brandel – President*
- *Deanna Roth –Secretary*
- *Keith Raub – Treasurer*
- *Tony Black-Vice President*
- *Kevin O'Connor*
- *Adrian Birchler -PMI Scioto Metro*
- *Stacey Menefee-PMI Scioto Metro*
- *Eleanor Buggie - Homeowner*

- **Approval of minutes 10/24/23 meeting unanimously approved.**

2. Financial Review 10/31/2023

- Operating Account- \$33,897.24(principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$13,690.02

3. New Business:

- During October, we have collected \$568.70 from 6 properties. 12 properties totaling \$10,685.18 have been sent to collections. 5 properties have entered into payment plans totaling \$1135.80. 1 property totaling \$775 is in bankruptcy.
- Jackson motions to approve the Melrose 2024 budget, Keith seconds and the motion passes unanimously.
- A money market reserve account will be opened at the end of December. This account will require 10% of our budget to be held.
- An error by PMI was made regarding the American Family Insurance policy. This policy is to be paid on a yearly basis; However, PMI incorrectly set up as a monthly bill. Adrain will correct this issue and PMI will pay any cost incurred to correct this issue.
- Going forward, Axela will reach out before making any payment plans with past due homeowners that exceeds a 6-month payoff term.
- Pond completion is still an issue. Tony has reached out to E&S and received an email today (11/20/23) stating that the project has been completed and E&S is requesting the final payment. Tony and Keving state that David from E&S verbally agreed to complete punchout list, however this work has not been completed. Tony will walk the pond on 11/21/23, take pics of incomplete work and send to board members to see what has yet to be completed.

- The “Welcome to Melrose” sign will be installed on Brookside by Tony. The location has been marked and OUPS has been out to locate any underground wiring. The city of Pickerington will come and relocate the “We love our kids” sign at a future date and remove the signpost that is left.
- The homeowner in attendance shows a possible solution to leaning mailboxes. This is a metal frame that is driven into the ground where a mailbox can be inserted and made upright, this is helpful to homeowners that posts have rotted at the base.
- Tony and Keith or Keith alone will install holiday decor at both 256 and Refugee entrances.
- The installation of fiber optic lines outside our entrance is ongoing. The original company hired by the county had to be replaced. Our electric lines have been damaged during this process. Adrian will reach out to the county to check on a repair.
- A complaint by a homeowner on Milford Dr. was received regarding the path to Violet Elementary school. The homeowner states that EMI is not clearing leaves in a satisfactory manner. Jackson will call Jeff and ask them to do better.
- 2024 capital improvements include:
 - Additional benches on concrete pads at common pond area.
 - New entryway landscaping.
 - Stone sign and pillars power washing.
 - Split rail fence repair
- 3 homes have reached the status to be sent to collections:
 - Dunvegan
 - Paisley
 - Inverness

Motion to send to collections made by Keith, second by Jackson. Motion passes.
- ACC review for Dunvegan is approved.
- Screen on Dunmore Ct. is denied.
- Reflective address sign on Milford is approved, however the homeowner must complete an ACC request.

4. Old News:

- Bylaw vote 132 yes 19 no

5. Motion to Adjourn: 7:55

6. Next meeting January 24, 2024 6:30 pm

MEETING MINUTES

Melrose Board of Trustees Meeting

10/25/2023 6:30 pm - Pickerington Public Library



1. Call to Order: 6:26PM

- *Jackson Brandel – President*
- *Deanna Roth –Secretary*
- *Keith Raub – Treasurer*
- *Tony Black-Vice President (absent)*
- *Kevin O'Connor*
- *Adrian Birchler -PMI Scioto Metro*
- *Tom Leach - Homeowner*
- **Approval of minutes 9/27/23**
Minutes unanimously approved via email vote.

2. Financial Review 9-30-23

- Operating Account- \$43,176.11(principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$14,258.72 (29 properties)

3. New Business:

- During September, we have collected \$609.64 from 6 properties. 3 properties have entered payment plans totaling \$1185.80. 12 properties are in collections with a total balance of \$10,174.68. 1 property is in bankruptcy with a total of \$775.00.
- We have had no contact with David Byers. We have \$10,980.79 on hold until the punchout list has been completed. It is suggested that Tony contact David Byers and suggest we hire another company to complete the work.
- The contract with PMI has been renewed for 2024 with a unanimous email vote.
- Adrian has sent a draft version of the 2024 budget to the trustees. Each should review it and submit approval or revisions to the group. We need to open a money market account for our 10% reserve fund. This will be completed at the end of December.
- Tom Leach (homeowner) is concerned that our neighborhood standards would be replaced with city ordinances. Ordinance 1270.05 of the city charter states the more restrictive standards will be imposed. He is also concerned what happened if the HOA trustees are no longer in existence, in which case an attorney would be appointed to over see the neighborhood.
- The board votes to order one more "Welcome to Melrose" sign to be placed on Brookside Dr. along with the "We love our kids" signs.

- Plans for the spring of 2024 include, concrete pads, park benches and trash cans for the pond common area, possible doggie waste stations, flower beds at entries, (water for beds is an issue we need to address), entrance stone walls need power washed (Adrian has a vendor that we can use to bring water for this maintenance), possible replacement of split rail fencing.
- Deanna votes to send Falkirk Ct. to collections. Jackson seconds.
- Milford wants to be released from collections. We learn that once a home is sent to collections, the homeowner must work through the collection agency.
- The fence at Dunvegan has been approved.
- There have been sightings of people fishing at night. When this occurs, the police should be notified.

4. Old News:

- Bylaw vote 126 yes 18 no
 - i. Need options to proceed without the passage of this proposal. Information coming at next meeting.

5. Motion to Adjourn: 7:55

6. Next meeting November 20 6:30 pm

MEETING MINUTES

Melrose Board of Trustees Meeting

9/27/2023 6:30 pm - Pickerington Public Library



1. Call to Order: 6:26PM

- *Jackson Brandel – President*
- *Tony Black-Vice President*
- *Keith Raub – Treasurer (absent)*
- *Deanna Roth –Secretary*
- *Kevin O'Connor*
- *Adrian Birchler -PMI Scioto Metro*

- **Approval of minutes 8/23/2023**

Jackson motions to approve minutes, Kevin seconds. Motion passes.

2. Financial Review 7/30/23

- Operating Account- \$58,766.14(principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$15,208.51 (29 properties)

3. New Business:

- EMI is not cutting the entire area that is expected. Kevin will address this issue. EMI contract is increasing 2% for 2024. Our contract with them will run through 2025.
- We are beginning to see results from Alexa. Alexa will handle all collections including liens.
- Tony sent a message to David Byers asking to meet and go over the final punch out list.
- The annual contract for AquaDoc will be continued. They will winterize and store our fountain for a fee of \$525.
- Arbaugh Tree Service agreed to trim our trees prior to the start of school. To date, the work has not been done. Jackson will contact them with one more opportunity to get work completed. If not done by 9/30/2023, we will request a refund and go with another company.
- Kevin will follow up with Greg Butcher regarding “Kids at Play” signs and Timber Tech’s unfinished work.
- Permit parking signs will be ignored for the time being.
- A mailer was sent regarding the bylaws. We received no response. Since we are without bylaws, we will create a handbook for homeowners that will include neighborhood restrictions. Adrian has a template. Being that each section has different restrictions, the board will have to decide which restrictions we can/will enforce. It was suggested we use the restrictions that have the fewest regulations.
- Scott Ct. fencing was approved.
- For violations, the “watch status” on the PMI website had a software issue. This may cause previous violations to revert to a previous level of violation.

- Budget drafts are in the works. We will need to open a new money market account for a reserve fund. This account will need a balance of 10% of the yearly budget. This money is to avoid having the need for a special assessment.
- Utility work at McLeod Parc is still an ongoing issue. South Central claims they don't have the budget or manpower to come clean up the trunks or debris that was left behind. Deanna is still working on this situation.

4. **Old News:**

- Bylaw vote 126 yes 18 no

5. **Motion to Adjourn: 7:46**

6. **Next meeting October 25, 2023**

MEETING MINUTES

Melrose Board of Trustees Meeting

8/23/23 6:30 pm - Pickerington Public Library



1. Call to Order: 6:34PM

- *Jackson Brandel – President*
- *Deanna Roth –Secretary*
- *Keith Raub – Treasurer*
- *Tony Black-Vice President*
- *Kevin O'Connor*
- *Adrian Birchler -PMI Scioto Metro*
- *Abbie Trails HOA*
- **Approval for minutes 7/19/23**
Approved online by unanimous vote.

2. Financial Review 7/30/23

- Operating Account- \$62,326.18(principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$16,586.22

3. New Business:

- Officer Election
 - President: Jackson Brandel
 - Vice President: Tony Black
 - Treasurer: Keith Raub
 - Secretary: Deanna Roth
- \$340 from 3 properties collected in June. 16 properties totaling \$11,755.18 have been sent to collections. Two properties totaling \$1910.00 are in bankruptcy. We will attempt to collect prorated dues from 824 Elgin Circle.
- Kevin and Tony had a meeting with David from E&S. Most of our issues were swept under the rug. E&S is only willing to reseed. They do not have the proper machinery to rockhound, so they will not remove our rocks. The rocks that fell into the pond will not be repositioned. The board will request a new invoice from E&S showing a credit to pay for damaged electric line to the fountain. Once that is received, we agree to pay what we owe for phase I and 50 % for phase II. We will retain the other 50% until the final punch out list is completed to our satisfaction.
- EMI contract for 2024 will increase 2%. We asked them for a bid to redo our flower beds, which came in at \$15,000. We will do this work ourselves. We will need to investigate how to water the new landscaping.
- The board agreed via email to hire Arbaugh Tree service to trim trees at the 256 entrance and the Violet path. We are waiting for this work to be completed.

- Jackson had a meeting Greg Butcher, Pickerington City Manager to discuss several issues.
He learned that the city wanted a “beautiful product” from Timber Tech.
There is no money for the city to buy “Kids at Play” signs. We asked that the city move the signs we have in the neighborhood to the entrances and the board will buy the additional signs needed to have one at every entrance.
“Permit Only’ parking signs will not be removed. “They still work.”
The city can do nothing regarding rental properties.
Deed restrictions would be required to address Air B&B.
- PMI can offer us a new way to communicate violations to them. We will have a watch list. This gives PMI a heads up on homes that need to be viewed on sweep day.
- PMI to check with Williams & Strohm to see if our Code of Regulations can be recorded with the county.

4. **Old News:**

- Bylaw vote 126 yes 18 no
- Mcleod Parc almost complete. The document is at Willams & Strohm to be recorded.

5. **Motion to Adjourn: 7:49**

6. **Next meeting September 27, 2023**

MELROSE HOA ANNUAL MEETING MINUTES 2022

Melrose Homeowners Meeting

7.27.22 630pm – Sycamore Creek Park – Pickering Shelter



1. Call to Order:

- Jackson Brandel
- Deanna Roth
- Keith Raub
- Eleanor Buggie
- Chris Davis – ONYX Realty

Meeting called to order at 630pm, all members listed above were present

2. Approval of prior Meeting Minutes

The 2021 Melrose HOA Annual Meeting minutes were unanimously approved

3. Financial Review

- Operating Account **\$83,608.17 as of 6.30.22**
- Accounts Receivable **50 properties~\$16,260.18 as of 6.30.22**

Financials were reviewed with homeowners present. Funding to be used for “PHASE I” of Melrose Common Area Pond

4. Election of Board Members

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

**Currently there were four (4) board members with one (1) vacant spot open. The current board members elected to re-run for another year unopposed.*

**Tony Black was nominated to serve on the Melrose Board of Trustees*

**A motion was made to approve the current board members & new candidate. The motion was unanimously approved by those in attendance. Current board members will serve for another year & Tony Black will fill the vacant spot on the board*

5. Announcement of new Melrose Board member(s)

- Current Board members to serve for the next fiscal year
Jackson Brandel
Deanna Roth
Keith Raub
Eleanor Buggie
- New Board member to serve for the next fiscal year
Tony Black

6. New Business

- Proposed Bylaws & Deed restrictions

Current voting stands at 106 FOR vs. 21 AGAINST (31% of subdivision). As part of its efforts to operate and maintain the Melrose Subdivision and Inverness at Melrose, the Melrose Board of Trustees have prepared a

formalized Code of Regulation (written & prepared by Williams & Strohm, LLC.) to establish the procedures for the operation of the Association. Per ORC 5312.02 Community Law guidelines require ALL HOA's have a code of regulations (i.e. Bylaws) recorded with said county recorder (per Senate Bill 187, passed on 9.10.10). Section D of this bill granted existing residential HOAs the ability to record individual bylaws within 180 days. The Melrose HOA original set of bylaws (i.e. Code Of Regulation Of The Melrose Homeowners Association Of Pickerington, INC.) were not recorded when this bill went into effect, thus requiring a majority of the Melrose HOA approval.

The purpose of the Bylaws is to provide communities with clear communication on how exactly the board members that preside over them are held accountable while in their positions. Having these bylaws will create a set of procedures that will be uniform across all sections of development within the Melrose Subdivision and Inverness at Melrose, while clearly outlining the proper course of handling association business, such as annual meetings, board meetings, voting, and other such matters.

The Melrose Board of Trustees wish to make clear that the proposed bylaws are not intended to expand the Board of Trustees power. Rather, by setting forth all of these procedures in the bylaws and recording it at the Fairfield County Recorder's Office, the Board is attempting to ensure that all current and future Melrose and Inverness at Melrose lot owners have knowledge and access to the procedures governing the Association's operation

- Melrose Common Area Pond

The pond at Hill Rd. needs maintenance. The Board of Trustees will move forward with repairing the shoreline with necessary riprap to serve as a fixture to prevent eroding of the edge of the pond. Also, new trees will be planted in this area to replace the ones that have died

7. Open Forum

**Many homeowners expressed concern over the number of rental properties in Melrose and Inverness @ Melrose*

**Street Trees~Per the Melrose HOA Deed Restrictions (all sections including Inverness at Melrose) one or more street trees are required per subdivision lot (pending specified section). The homeowner shall care for and, if necessary, replace such tree or trees at the lot owners' expense with a like type of tree. The purpose of this deed restriction is to create an aesthetically pleasing approach throughout the neighborhood, creating a beautified view to the curb appeal of a lot. Street trees are located in the Right-Of-Way & subject to maintenance of a governmental entity. The best resolution for tree replacement is to contact the City of Pickerington & request a tree replacement. The city is accommodating & will replace the tree at no cost to you*

**Homeowners requested sewer stickers be placed on storm drains to prevent illegal dumping into the structures*

8. Adjournment

Meeting was adjourned at 750pm

MEETING MINUTES

Melrose Board of Trustees Meeting

7/19/23 6:30 pm - Pickerington Public Library



1. Call to Order: 6:34PM

- *Jackson Brandel – President*
 - *Deanna Roth – Vice President & Secretary*
 - *Keith Raub – Treasurer (absent)*
 - *Tony Black*
 - *Adrian Birchler -PMI Scioto Metro*
-
- **Approval for minutes 6/26/23**
Approved online by unanimous vote.

2. Financial Review 6/30/23

- Operating Account- \$70,233.70 (principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$16,526.22

3. New Business:

- Collected \$1305 over the month of June.
- 15 properties still owing \$11,587.18 have been sent to collections. Once a home has been sent to collections, the collection company has 30 days to collect homeowner information and attempt to reach them to provide a solution for delinquency. After 30 days, the collection agency will begin more intense collection strategies.
- 2 properties totaling \$1910.00 are in bankruptcy.
- E&S has completed to pond work. Kevin O'Connor and Tony Black walked the pond and created a punch list. David Byers of E&S requested a meeting to go over the punch list. Tony to set up this meeting with David.
- Aqua Doc is coming on 7/23/23 to repair whatever keeps causing the circuit breaker to trip.
- Stockpile of soil on Hill Rd. will be spread out in the fall and reseeded.
- Website annual dues will be due in August.
- Annual insurance will be due in October.
- Electric bills will continue to be larger than our budget forecast due to the installation of the fountain. We will increase this figure for next year's budget.
- No questions have been submitted for the annual meeting. Adrian will bring officer ballots Deanna will bring bylaw ballots. Paddy Wagon is reserved and will be there. Plan to arrive at the shelter house at 6:00. Try to fill the vacant seat. (Hopefully Kevin)

4. Old News:

- McLeod Parc has been unavailable to sign off on affidavit regarding unapproved fencing.
- Lights at the 256 entrance are still illuminating at inappropriate hours.
- Bylaw vote 126 yes 18 no

5. Motion to Adjourn: 7:38

6. Next meeting August 23, 2023

MEETING MINUTES

Melrose Board of Trustees Meeting

6-28-2023 6:30 pm - Pickerington Public Library



1. Call to Order: 6:38PM

- *Jackson Brandel – President*
 - *Deanna Roth – Vice President & Secretary*
 - *Keith Raub – Treasurer*
 - *Tony Black*
 - *Adrian Birchler*
-
- **Approval for minutes 5/24/23**
Keith motions to approve, Tony seconds, motion passes.

2. Financial Review 5-31-2023

- Operating Account- \$71895.42 (principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$17831.22 (delinquency)

3. New Business:

- Aging summary includes \$3623.96 in collections during the month of May. 14 properties still have outstanding dues of \$11,280.18 and have been sent to collections.
- E&S still has a lot of work to do to complete the project. Area where rocks were dumped needs addressed as well as grading and seeding. Tony will walk pond to create a punch list. We currently owe \$4475 for phase I and \$22900 for phase II. No payments will be made until work is completed.
- Entrance lights at 256 still need attention. They remain lit all day if cloudy.
- Jackson will investigate the pile of soil left across from the front pond when the sanitary tap was installed last year.
- Many trees on tree lawns need trimming. Keith will check with Pickerington about getting this on the schedule.
- 2023 annual meeting will be held on July 26th. The HOA will pay for a food truck (The Paddy Wagon) which will supply food and drinks. Homeowners will be asked to supply questions prior to the meeting via email to Jackson. This should help streamline the process. We will have a meeting on July 19th to prepare for the annual meeting. Deanna will reserve the room at Pickerington Public Library.
- Deanna requested that the HOA purchase duck crossing signs to be placed on Carron Circle. Jackson motioned to approve this request and Keith seconds.
- Melrose Ct. needs repaved.

4. Old Business:

- Carron Circle property was brought up to date on 6-2-23.
 - Selkirk was given a 30-day extension. To date, no payment has been made.
 - McLeod Parc fence affidavit is prepared and waiting for notarized signatures.
 - Violations: reflective mailbox numbers are still being investigated. Paisley, Milford and Torridon all need to be escalated.
-
- Bylaw vote 126 yes 18 no

5. Motion to Adjourn: 7:48

6. Next meeting July 26, 2023

MEETING MINUTES

**Melrose Board of Trustees Meeting Emergency Hearing
5-24-2023 6:30 pm - Pickerington Public Library**



1. Call to Order: 6:41PM

- *Jackson Brandel – President*
 - *Deanna Roth – Vice President & Secretary*
 - *Keith Raub – Treasurer*
 - *Tony Black*
 - *Adrian Birchler – PMI Scioto Metro*
-
- **Approval for minutes 4/26/2023**
Jackson motions to approve, Keith seconds, motion passes.

2. Financial Review 4-30-2023

- Operating Account- \$74,531.45 (principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$21,455.18

3. New Business:

- E&S was scheduled for 5/22/23. As of 5/26/23, they have not been present. If they are not on site by 5/28/23, Jackson will follow up and get a revised timeline.
- The HOA shared 38 pints of paint with our homeowners during mailbox repair week.
- McLeod Parc, Updated verbiage for unapproved fence affidavit is accepted. The homeowner needs to sign and then return the affidavit to Williams & Strohm to be recorded with the county.
- Selkirk has asked for payment plan to get caught up on late HOA dues. This is put to a vote.
Jackson Brandel NO
Keith Raub NO
Tony Black NO
Deanna Roth YES
The payment plan is not approved. The homeowner has until 6/30/23 to pay dues or account will be sent to collections.
- Carron Circle has asked for late fee forgiveness. Beginning in 2018, the HOA did not have the correct homeowner information. Therefore, all correspondence was sent to the previous homeowner. Under these circumstances, the board votes 4-0 to waive all late fees and accept \$725 to make homeowners account up to date.
- Brookside has asked for their late fee to be waived. The board votes 4-0 to not waive this homeowners' late fees.
- Business cards have been made.
- The annual garage sale permit was turned into city.

- The annual meeting is slated for 7/26/23 at Sycamore Park, Pickering Shelter. Deanna will reserve the shelter.
- For trustee voting purposes, Adrian inquired about the length of trustee terms. Under the current code of regulations, trustee terms are one year.

4. Old News:

- Bylaw vote 125 yes 18 no

5. Motion to Adjourn: 7:39

6. Next meeting June 28, 2023

MEETING MINUTES

**Melrose Board of Trustees Meeting Emergency Hearing
4-26-2023 6:30 pm - Pickerington Public Library**



1. Call to Order: 6:35PM

- *Jackson Brandel – President*
- *Deanna Roth – Vice President & Secretary*
- *Keith Raub – Treasurer*
- *Tony Black*
- *Adrian Birchler - PMI Scioto Metro*
- *Kevin O'Conner -homeowner 751 McLeod Parc*
- *Rockson Acheampong -homeowner 816 Scott Ct.*
- **Approval for minutes 3/22/2023**
Jackson motions to approve, Keith seconds, motion passes.

2. Financial Review 4-1-2023

- Operating Account- \$83725.18 (principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$22245.18
- Adrian explains there was a user error with the software and \$50 late fees were charged early. Error has been remedied.

3. New Business:

- The electric bill for holiday lights was high. We will need timers for next season.
- Our fountain was installed on April 20, 2023, and is currently running 18 hours a day. The lighting is on from 6:00-7:00 AM and 7:00PM-12:00 AM.
- We explained to the homeowners in attendance how the collection process works when homeowners are past due for yearly dues.
- E&S is scheduled on May 1, 2023, to complete punch out list from first phase of pond work. This work will be done before the second phase begins.
- Affidavit regarding unapproved fence will be drawn up by the Attorney and once signed will be recorded at the Fairfield County Recorder's office.
- Yard cabinet discussion has been tabled.
- The garage sale has been scheduled for June 2 & 3, 2023. Dee will take responsibility for getting the word out.
- Mailbox improvement week is May 21-May 27, 2023. We plan to offer paint to our homeowners to paint their mailboxes. Tony will check into getting the paint donated.

- 58 properties are past due. It was decided by the board that no grace period for late fees will be given after the March 31st deadline for payment.
- A formal collections policy was also agreed upon.
Any home that is both 90 days past due and has a balance of \$250 or more will receive one courtesy letter reminding them to pay their balance within 30 days or their account will be submitted to a collection agency.

4. **Old News:**

- Bylaw vote 120 yes 18 No

5. **Motion to Adjourn: 7:51**

6. **Next meeting May 24, 2023**

SPECIAL MEETING MINUTES

ORC 5312.04 Section (C)

Except during a period of declarant control, the board shall call a meeting of the owner's association at least once each year. Special meetings may be called by the president, a majority of the board, owners representing fifty per cent of the voting power in the owner's association, or any lower share of the voting power as the declaration or bylaws specify.



3-28-2023 6:30 pm - Pickerington Public Library

1. Call to Order: 6:45PM

- *Jackson Brandel – President*
- *Deanna Roth – Vice President & Secretary*
- *Keith Raub – Treasurer*
- *Tony Black*

2. New Business:

- Fountain demo was a success. Responding via website, homeowners have mixed reviews, 2 prefer 3HP, 3 prefer 5HP. The cost of electric to run the 3HP will be \$3.31 per 10-hour day, 5HP will be \$5.38 per 10-hour day, at a cost of \$.09 per kWh. The cost to purchase fountain, fountainhead and install is \$19,327 for 5HP and \$16,080 for 3HP. Keith motions to move forward and purchase the 3HP fountain, Tony seconds and the vote is unanimous. Jackson will ensure there will be no conflict with the E&S wok that was previously approved.
- The old fountain is in good working order, it does need a new cord. We will store it at our storage unit, until we find a buyer for it.
- Our latest electric bill was very high. Much more than any bill we have received over the last year. Jackson will follow up on this with Adrian and South Central.

3. Next Meeting April 26, 2023

4. Adjournment 7:38PM

MEETING MINUTES

Melrose Board of Trustees Meeting

3-22-2023 6:30 pm - Pickerington Public Library



1. Call to Order: 6:31PM

- *Jackson Brandel – President*
- *Deanna Roth – Vice President & Secretary*
- *Keith Raub – Treasurer *absent**
- *Tony Black*
- *Adrian Birchler – PMI Scioto Metro*

2. Approval of prior Meeting Minutes on 2.22.2023 unanimously approved.

3. Financial Review as of 3-1-2023

- Operating Account- \$68,6210.82 (principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$12,735.18 (delinquency)

4. New Business:

- An income increase of \$32,280 was received since February meeting. We currently have 30 delinquent properties totaling \$12,735.18. Dues are due by 3-31-2023, late fees are incurred on April 1.
- The income statement shows a cost of mailings at \$353.61. The HOA thinks this seems excessive. Adrian will check this number to see if its an error.
- The question came up regarding how much reserve is needed in our operating account. Adrian advised us that the reserve is meant to prevent the HOA from needing to charge an assessment to the homeowners. The dollar amount to be saved is 10% of the annual budget.
- Per David Byers, the tentative start is for the second phase of pond riprapping is 4/15/23. AquaDoc along with Airmax, will be on site on 3/24/23 at 11:00 AM with fountain demonstration. If new fountain is purchased, the HOA will need to decide what to do with old fountain.
- The nonprofit declaration has been updated from ONYX to PMI.
- Power pole has been removed!!!
- Courtesy violations are sent via email and US mail. A homeowner that received a courtesy letter regarding storage on his property requested a hearing. He was unable to be at our monthly meeting. We have scheduled an emergency meeting on 3/28/2023 at 6:30 to hear his grievance.
- The HOA has agreed to be more aggressive regarding some properties that are breaking city codes. We will report these homes and ask for the cities help.

- The HOA is considering allowing homeowners to place outdoor “cabinets” on properties out of view from the street. The HOA will choose a couple different options of cabinets, size, color, etc., for homeowners to choose from. Homeowners should submit an ACC to the HOA with location of cabinet on the property. This will be limited to one cabinet per property.
- A ramp temporary metal ramp has been installed at 848 Melrose Blvd. No ACC was received.

5. Old Business:

- Update on McLeod Parc property with unapproved fence: Lawyer recommends that we allow homeowner to keep fencing as it stands. However, since homeowner failed to get ACC, the HOA will expect homeowner to remove or replace the fence if the home is sold. Adrian will follow up and see if this needs to be a contract and whether we can record or convey this with the county recorder.
- Bylaw vote 118 Yes 17 No

6. Next Meeting April 26, 2023

7. Adjournment 7:39 PM

MEETING MINUTES

Melrose Board of Trustees Meeting

2-22-2023 6:30 pm - Pickerington Public Library



1. Call to Order: 6:39PM

- *Jackson Brandel – President*
- *Deanna Roth – Vice President & Secretary*
- *Keith Raub – Treasurer*
- *Tony Black*
- *Adrian Birchler – PMI Scioto Metro*

All members were present.

2. Approval of prior Meeting Minutes on 1.25.2023 unanimously approved.

3. Financial Review as of 2-1-2023

- Operating Account- \$41,752.07 (principle)
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$17,735.18

4. New Business:

- Violations Complaints, why now? Explain to homeowners why we changed management companies and why we are enforcing violations that have been overlooked in the past. Deanna will follow up on violations and keep Adrian posted.
- Resolution for fees for violations have been updated. Adrian will ensure that courtesy letter states that each homeowner has a right to a hearing for any issues. This will allow extenuating circumstances can brought to the boards attention. New fine schedule is: \$50 for violation that remains 30 days after courtesy letter is sent. \$100 fine if no remedy in 60 days and \$200 fine if not remedied in 90 days. If the violation has not been remedied within 120 days, account will go to collections.
- New quote to finish the pond is \$22,000 from E & S Services. This includes dredging and rip rap. Jackson calls for a vote, Keith seconds, this motion is approved with a unanimous vote. We are waiting on a date from Airmax to come do a demo on new fountains. The trees around the pond were removed by Arbaugh's Tree service. The board is very satisfied with their work.
- South Central Power has been notified that there is a 40' power pole on our common area where the path to Violet Elementary is. South Central says they will be out to remove the pole soon. Deanna will keep an eye out for this to happen.
- Neighborhood garage sale is planned for May 19 & 20. The board plans to do our own advertising with signs in the neighborhood.
- The board would like to host an Easter activity. Keith will work on this.

- McLeod Parc fencing was addressed. Adrian will check with Williams & Strohm as to what our options are.
- Adrian asked what our mailbox specifications are. We agreed all mailboxes need to be wooden posts, rural mailboxes that are wrapped with wooden slates, and painted the approved color. Numbers should be displayed on the top of the post. No green rural sign numbers are to be displayed on posts.
- Melrose HOA declaration certificate needs updated from Onyx to PMI. Adrian will follow up on this.

5. Old Business:

- Progressive has mailed a check for \$750 for fence damage caused last year.
- Bylaw vote 114 Yes 17 No

6. Next Meeting March 22, 2023

7. Adjournment 7:49 PM

MEETING MINUTES

Melrose Board of Trustees Meeting

1.25.23 630 pm - Pickerington Public Library



1. Call to Order: 6:30 PM

- *Jackson Brandel – President*
- *Deanna Roth – Vice President & Secretary*
- *Keith Raub – Treasurer*
- *Tony Black*
- *Adrian Birchler – PMI Scioto Metro*

All members were present.

2. Approval of prior Meeting Minutes on 12.29.22 unanimously approved.

3. Financial Review as of 1.10.23

- Operating Account- \$59189.60
- Balance Sheet
- Profit vs. Loss
- Accounts Receivable-\$15810.18

4. New Business

- Josh Zentkovich from Aqua Doc provided education about fish, weeds, & plants in ponds as well as education of what fountains do, and which brands are preferred.
Do not purchase Qasi Fountains, very low quality.
Aqua Master and Airmax are preferred vendors.
Josh will check into getting Airmax to demo a fountain for us. Cost of fountain we want...estimated cost starts at \$13,000.
- Adrian Birchler, PMI Scioto Metro discussed violation notices. A courtesy letter is mailed to homeowners with violations. There was discussion regarding the implementation of fines. The suggested order of fines is \$25 after 30 days of noncompliance, \$50 after 60 days of noncompliance, \$100 after 90 days of noncompliance and \$200 after 120 days of noncompliance compounding each month thereafter. This topic requires more research and will be addressed at the February meeting.
There are a couple discrepancies on the aging report. Deanna will match aging reports with county auditor's website to make sure owners are correct.
This year's HOA dues were mailed out on January 23, 2023. \$150 is our yearly fee.
- Documents from ONYX Realty have been transferred. Adrian states it was a fairly smooth process. Funds also were transferred.
- **MelroseHOA.com** new look website went live 1.15.23.

- We purchased 6 new trees from EMI. Tony and Keith will walk the pond and mark locations for these trees to be planted.

5. Old Business

- Still struggling to get Bylaw votes. Send another letter to homeowners.

6. Next Meeting February 22, 2023

7. Adjournment 7:55 pm