

Minutes

MELROSE TRUSTEE MEETING January 26, 2022 | 6:30pm ZOOM

- 1) **Welcome and Call to Order:** *Meeting called to order at 6:34pm.*
 - a) Eleanor Buggie
 - b) Deanna Roth
 - c) Jackson Brandel
 - d) Keith Raub
 - e) John Haberthy
 - f) Onyx Realty – Chris Davis
 - g) ***All members other than Keith were present.***
- 2) Financial Review (12-31-2021)
 - a) Operating Account - \$49,921.11
 - b) Accounts Receivable - \$16,885.18
 - c) ***The financials were reviewed. Send Payment reminder to owners who have not yet paid association dues.***
- 3) New Business
 - a) Landscaping Quotes
 - i) ***A motion was made to approve the EMI Landscaping Quote for 2022. The motion was unanimously approved.***
(1) Schedule a spring walk/tour of property with EMI.
 - b) Update on Bylaws
 - i) ***Currently there are 49 Yes and 18 No Votes.***
 - ii) ***Scan in votes to determine which homes have voted yes and no.***
 - iii) ***Send electronic reminder to owners with ballots attached. Owners can print ballots and send via email.***
 - c) 2021 v. 2022 Budget
 - d) Open Items
 - i) ***Refugee Electrical Repairs***
(1) A motion was made to approve Quality Electrics Bid to replace and repair junction boxes at Refugee Entrance. The motion was unanimously approved.
(2) Have Quality Electric Inspect 256 Entrance lights and pond junction box when on site.
 - ii) ***Pond Rip-Rap***
(1) Once installation company has been selected, schedule meeting with board to discuss maintenance and upkeep on Rip Rap.
- 4) **Adjournment:** *The meeting was adjourned at 7:38pm.*

Minutes

MELROSE TRUSTEE MEETING February 23, 2022 | 6:30pm ZOOM

- 1) **Welcome and Call to Order:** *Meeting called to order at 6:37pm.*
 - a) Eleanor Buggie
 - b) Deanna Roth
 - c) Jackson Brandel
 - d) Keith Raub
 - e) John Haberthy
 - f) Onyx Realty – Chris Davis
 - g) ***All members listed above were present.***

- 2) Financial Review (1-31-2022)
 - a) Operating Account - \$42,099.11
 - b) Accounts Receivable - \$16,835.18
 - c) ***The financials were reviewed.***

- 3) New Business
 - a) Update on Bylaws
 - i) 52 Yes – 20 No
 - ii) ***Ballots are scanned in. Excel will be created with owners who have voted yes v. no.***
 - b) Pond Rip Rap Quotes and Information
 - i) ***Discussed different options for pond.***
 - ii) ***Complete in phases and fix areas that need attention first.***
 - iii) ***Get with Pickerington County Engineer to see what permissions are needed and original plans of pond.***
 - iv) ***Use larger stones for Rip Rap.***
 - c) Open Items
 - i) Annual Meeting
(1) July 20th 6:30pm at Sycamore Creek Park Pickering Shelter.

- 4) **Adjournment:** ***The meeting was adjourned at 7:35 pm.***

Minutes

MELROSE TRUSTEE MEETING

March 23, 2022 | 6:30pm

ZOOM

- 1) **Welcome and Call to Order: Meeting called to order 6:30pm**
 - a) Eleanor Buggie
 - b) Deanna Roth
 - c) Jackson Brandel
 - d) Keith Raub
 - e) John Haberthy
 - f) Onyx Realty – Chris Davis
 - g) *Deanna and Jackson were the only members present and there was not a quorum.*
- 2) Financial Review (2-28-2022)
 - a) Operating Account - \$56,512.03
 - b) Accounts Receivable - \$58,660.18
 - c) *The financials were reviewed.*
- 3) New Business
 - a) Pond Rip Rap Quotes and Information
- 4) **Adjournment:** *The meeting was adjourned at 7:03pm.*

Minutes

MELROSE TRUSTEE MEETING

April 27, 2022 | 6:30pm

ZOOM

- 1) **Welcome and Call to Order: Meeting was called to order at 6:32pm.**
 - a) Eleanor Buggie
 - b) Deanna Roth
 - c) Jackson Brandel
 - d) Keith Raub
 - e) Onyx Realty – Chris Davis
 - f) *All members listed above were present.*

- 2) Financial Review (3-31-2022)
 - a) Operating Account - \$80,051.53
 - b) Accounts Receivable - \$30,435.18
 - c) *The financials were reviewed.*

- 3) New Business
 - a) Pond Quotes and Information
 - i) *A motion was made to approve the E and S Pond Quote, the motion was unanimously approved and a formal quote will be sent via email once completed.*
 - b) Amendment Ballot Count | Online Voting
 - c) Summer Social/Food Truck
 - i) *The summer social will be combined with the annual meeting on July 20th, 2022*
 - d) July 20th Annual Meeting
 - e) RAR Process
 - f) Pond Grate Installation
 - i) *Proceed with getting the pond grate and having it installed at the pond.*

- 4) **Adjournment:** *The meeting was adjourned at 7:34pm.*

Minutes

MELROSE TRUSTEE MEETING

June 22, 2022 | 6:30pm

ZOOM

- 1) **Welcome and Call to Order:** *The meeting was called to order at 6:36pm.*
 - a) Eleanor Buggie
 - b) Deanna Roth
 - c) Jackson Brandel
 - d) Keith Raub
 - e) Onyx Realty – Chris Davis
 - f) *All members other than Keith were present.*

- 2) Approval of Prior Meeting Minutes: *The prior meeting minutes were unanimously approved.*

- 3) Financial Review (5-31-2022)
 - a) Operating Account - \$86,830.89
 - b) Accounts Receivable - \$18,660.18
 - c) *The financials were reviewed.*

- 4) New Business
 - a) E&S Pond Work
 - i) *Follow up with E and S to see when work will begin.*
 - b) Annual Meeting/Social Scheduling – July 20th, 2022
 - i) *Draft and mail the Annual Meeting Notice and Flyer for the community social.*
 - ii) *City Barbeque will be provided by association. Owners can bring food or drinks to share.*
 - c) Refugee Road Fence Repair – *Contractors INC have taken measurements to replace broken fence. New materials will need to be ordered prior to repair. Also have them shore up some of the leaning posts along refugee road.*
 - d) Open Items
 - i) *Send owners that have backyards on Refugee Road a letter/email to trim the trees that are covering the fence. Addresses are 959 & 962 Dumore, and 1005-1009/1012 Aberdeen.*

- 5) **Adjournment:** *The meeting was adjourned at 7:37pm.*

Minutes

MELROSE HOMEOWNERS ASSOCIATION

2021 ANNUAL MEETING

July 21st, 2021 @ 6:30 PM

Sycamore Creek Park | Pickering Shelter

- I. Call to order and verification of quorum : *The meeting was called to order at 6:40pm.*
 - a. Eleanor Buggie
 - b. John Haberthy
 - c. Jackson Brandel
 - d. Onyx Realty represented by Chris Davis and Doug Davis
 - e. *All members listed above were present. There were also 38 members present.*

- II. Approve minutes of the 2020 Annual Meeting : *The 2020 annual meeting minutes were unanimously approved.*

- III. Financial report
 - a. Operations Account: \$78,098.89
 - b. Accounts Receivable 6-30-2021 \$18,854.87
 - c. *The financials were reviewed with the community.*
 - d. *Use funds to improve 256 pond area.*
 - e. *Get bids for landscaping for 2022*

- IV. Election of Board member(s)
 - a. Nomination of Board candidate
 - b. Presentations by Board candidate
 - c. Election of Board member(s)
 - d. *There were 2 positions open for the board of trustees.*
 - e. *Deanna Roth and Keith Raub were nominated to serve on the Melrose Board of Trustees.*
 - f. *A motion was made to approved both members to the board, the motion was unanimously approved.*

- V. Announcement of new Board member(s)
 - a. *Current Melrose HOA Board Members*
 - i. *Jackson Brandel*
 - ii. *John Haberthy*
 - iii. *Eleanor Buggie*
 - iv. *Deanna Roth*
 - v. *Keith Raub*

VI. Bylaws and Melrose Deed Restrictions

- a. *The Board and Management explained the difference between the Bylaws and deed Restrictions. Currently, Melrose HOA does not have By-Laws. In order to approve By-Laws for the association, it would take a majority (51%) of owners to approve. The purpose of the By-Laws is to have all sections of Melrose HOA governed under one association instead of the current 9 different sections. Prior to moving forward with any changes to the Declaration/Deed Restrictions, the By-Laws must be passed.*
- b. *The goal is to mail out ballots along with a copy of the By-Laws and have owners vote whether they are for, or against the By-laws.*
- c. *All Deed Restrictions other than Architectural Control are still enforceable in Melrose HOA, these include, mailboxes, fencing, sheds, commercial vehicle parking, landscape mounds, storage, trash can screening, trailer/boat/camper parking, etc. Additional information can be found in the deed restrictions.*

VII. Open Forum

(Please limit time to 3 minutes)

- a. *Stump Removal of trees at the 256 Pond and Pond Beautification.*
- b. *New landscaping company bids for 2022. The company would begin service in April of 2022.*
- c. *Get professional opinions regarding when the retention pond will need to be “mucked” out.*
- d. *Snow removal on the Violet Elementary walking path will be done on an as needed basis.*
- e. *City of Pickerington Tree Removal; owners can call and be placed on a list for street trees to be removed if necessary. If there is additional funds in the city budget, they will remove the trees. Keep in mind the trees are still the responsibility of the homeowners.*

VIII. Adjournment: *The meeting was adjourned at 8:03pm.*

Minutes

MELROSE TRUSTEE MEETING

August 24, 2022 | 6:30pm

ZOOM

- 1) Welcome and Call to Order: *Meeting called to order at 6:38pm.*
 - a) Eleanor Buggie
 - b) Deanna Roth
 - c) Jackson Brandel
 - d) Keith Raub
 - e) Anthony Black
 - f) Onyx Realty – Chris Davis
 - g) *All members above were present and Onyx was represented by Chris Davis.*

- 2) Approval of Prior Meeting Minutes: *The prior meeting minutes were unanimously approved by the board.*

- 3) Financial Review (7-31-2022)
 - a) Operating Account - \$78,760.83
 - b) Accounts Receivable - \$16,385.18
 - c) *The financials were reviewed with the board.*

- 4) New Business
 - a) E&S Pond Work
 - i) *E&S Visited Pond on the 24th of August and the following week we will have more information on when work will begin.*
 - b) Ballot Count Update
 - i) Yes- 106 / No- 21
 - c) Street Sewer Stickers
 - i) *A motion was made to order the sewer stickers, the motion was unanimously approved.*
 - d) Open Items
 - i) *Melrose Ice Cream Social – August 28th 2022 from 2:00-3:30pm.*
 - ii) *Mailbox Painting list will be available at social for owners to sign up to have their mailbox painted.*
 - iii) *The deed restriction signs have been ordered.*

- 5) **Adjournment:** *The meeting was adjourned at 7:33pm*

Minutes

MELROSE TRUSTEE MEETING

October 26, 2022 | 6:30pm

Rule 3

- 1) Welcome and Call to Order: *Meeting was called to order at 6:32pm.*
 - a) Eleanor Buggie
 - b) Deanna Roth
 - c) Jackson Brandel
 - d) Keith Raub
 - e) Anthony Black
 - f) Onyx Realty – Chris Davis
 - g) *All members listed above were present.*
- 2) Approval of Prior Meeting Minutes: *The prior meeting minutes were unanimously approved.*
- 3) Financial Review (9-30-2022)
 - a) Operating Account - \$67,636.99
 - b) Accounts Receivable - \$16,185.19
 - c) *The financials were reviewed.*
- 4) New Business
 - a) Update on E&S Pond Work
 - i) *Send E and S Punch out list below*
 - (1) *Pieces of rocks are in the grass and need to be removed.*
 - (2) *Grading around the manhole and near top of stone need to be corrected.*
 - (3) *Stones are 12" above grass in some areas and should be level.*
 - b) Signs at the pond. There are several of them & I believe we only need one (specifically facing the road). The current ones are wood posts that have become crooked due to the freezing of the ground pushing the concrete base upward. I suggest we get rid of the current signs & get one new sign that demonstrates use. I can even go through the company we had print the HOA signs with & put it on a metal post.
 - i) *Signs were ordered on Sunday October 23rd.*
 - c) Upgrading the pond fountain to more pressure & with lights will also put a nice touch on the completion of improving the pond. (Spring 2023)
 - i) *Get quotes to upgrade fountain in 2023.*
 - d) Lastly, a few years back when the board had several trees removed around the pond, we discussed replacing them with new one. We could also do this?
 - i) *Get quotes from EMI to plant 6' pine or spruce trees around pond*
 - e) Stickers for Sewers
 - i) *Jackson and Deanna installed sewer stickers.*
 - f) *Open Items*
 - i) *Send notice to owners reminding them of bylaw voting.*
 - ii) *Send copies of collections policy to board.*

5) **Adjournment:** *The meeting was adjourned at 7:43pm.*

Minutes

MELROSE TRUSTEE MEETING

November 22, 2022| 6:30pm

Pickerington Public Library

- 1) Welcome and Call to Order: *Meeting was called to order at 6:30pm.*
 - a) Deanna Roth
 - b) Jackson Brandel
 - c) Keith Raub
 - d) *All members listed above were present.*
- 2) Approval of Prior Meeting Minutes: *The prior meeting minutes were unanimously approved.*
- 3) Financial Review (10-31-2022)
 - a) Operating Account - \$63,313.79
 - b) Accounts Receivable - 15,810.18
 - c) *The financials were reviewed.*
- 4) New Business
 - a) Quality Electric to be contacted regarding electric at 256 entry way
 - b) Need copy of Aqua Dock invoice #916443 for fountain repair
 - c) Holiday Décor contest, 2 winners \$50 each need flyer created
 - d) EMI fall clean up- did this occur?
 - e) Pictures of trustees for website
 - f) Announce that we are moving management companies to PMI
 - g) Need clarification of liability insurance for new management contract
- 5) **Adjournment:** *The meeting was adjourned at 7:43pm.*

Minutes

MELROSE TRUSTEE MEETING

November 22, 2022| 6:30pm

Pickerington Public Library

- 1) Welcome and Call to Order: *Meeting was called to order at 6:30pm.*
 - a) Deanna Roth
 - b) Jackson Brandel
 - c) Keith Raub
 - d) *All members listed above were present.*
- 2) Approval of Prior Meeting Minutes: *The prior meeting minutes were unanimously approved.*
- 3) Financial Review (10-31-2022)
 - a) Operating Account - \$63,313.79
 - b) Accounts Receivable - 15,810.18
 - c) *The financials were reviewed.*
- 4) New Business
 - a) Quality Electric to be contacted regarding electric at 256 entry way
 - b) Need copy of Aqua Dock invoice #916443 for fountain repair
 - c) Holiday Décor contest, 2 winners \$50 each need flyer created
 - d) EMI fall clean up- did this occur?
 - e) Pictures of trustees for website
 - f) Announce that we are moving management companies to PMI
 - g) Need clarification of liability insurance for new management contract
- 5) **Adjournment:** *The meeting was adjourned at 7:43pm.*

Minutes

MELROSE TRUSTEE MEETING

December 29, 2022| 6:30pm

Pickerington Public Library

- 1) Welcome and Call to Order: *Meeting was called to order at 6:40pm.*
 - a) Deanna Roth
 - b) Jackson Brandel
 - c) Keith Raub
 - d) Tony Black
 - e) *All members listed above were present.*
- 2) Approval of Prior Meeting Minutes: *The prior meeting minutes were unanimously approved.*
- 3) Financial Review (11-30-2022)
 - a) Operating Account - \$59,189.60
 - b) Accounts Receivable - \$15,810.18
 - c) *The financials were reviewed.*
- 4) New Business
 - a) Tony will meet with E&S Services to go over punch out list. Tony will also get bid for E&S to extend riprap and address any issues at the drainpipe. To date, E&S has not been paid for any work. We agreed unanimously to pay E&S 75% of the total bill and hold 25% until all work is complete. Jackson is to email E&S president and share this payment decision with him. Tony will also
 - b) PMI will be going live on January 1, 2023, and first order of business is to work on all homes that have dues in the rear.
 - c) We paid a \$750 invoice to repair the fence at Inverness that was damaged by a careless driver. Need to look for accident report and file a claim with driver's insurance company.
 - d) December 30th, 2022 is the date Deanna is making the final arrangements for our 5x5 storage unit at Picktown Storage.
 - e) Jackson has lighting parts to replace light at both entrances, Tony will help.
 - f) Need 2023 contract from EMI for landscaping price. Jackson will call and get contract and approve.
 - g) Roth Handyman will shovel sidewalk to Violet Elementary when snow exceeds 2".
- 5) Old Business
 - a) Bylaw vote 109-18
- 6) Next meeting January 25, 2023
- 7) Adjournment 7:35 PM