

Minutes

MELROSE TRUSTEE MEETING
January 21, 2021 | 7:00pm
ZOOM

- 1) **Welcome and Call to Order:** *Meeting called to order at 7:07pm.*
 - a) Eleanor Buggie
 - b) Julie Engle
 - c) Kollene Caspers
 - d) Matt Parr
 - e) Jackson Brandel
 - f) Rose Hicks
 - g) Audrey Giles
 - h) Rachel Esch
 - i) John Haberthy
 - j) Onyx Realty – Chris Davis and Doug Davis
 - k) *All members other than Eleanor, Julie, Rose, and Audrey were present.*

- 2) Financial Review (12-31-2020)
 - a) Operating Account \$36,936.17
 - b) Accounts Receivable (1-21-2021) \$9,873.36
 - c) **Total Income for 2020** **\$15,231.73**
 - d) *The financials were reviewed.*

- 3) New Business
 - a) RAR and Enforcement & Process
 - i) *Homeowners will still submit RAR's. RAR's that have items that need to be approved will be shared with the board. RAR's that don't have architectural control restrictions will be approved.*
 - b) Letter of Explanation to community
 - i) *Letter was reviewed with the board. Send draft via email for further review.*
 - c) Update Deed Restrictions
 - i) *Send survey to the community via website asking two questions. Instructions for survey will be added into the letter.*
 - (1) *As a homeowner of Melrose HOA are you interested in updating the Deed Restrictions to allow Architectural Control Restrictions. (YES/NO)*
 - (2) *Would you be interested in serving on a committee to assist with drafting the updated Deed Restrictions (YES-Name and Contact Info/NO)*

- 4) **Adjournment:** *The meeting was adjourned at 7:48pm.*

Minutes

MELROSE TRUSTEE MEETING
February 18, 2021 | 7:00pm
ZOOM

- 1) **Welcome and Call to Order: Meeting called to order at 7:05pm.**
 - a) Eleanor Buggie
 - b) Julie Engle
 - c) Kollene Caspers
 - d) Matt Parr
 - e) Jackson Brandel
 - f) Rose Hicks
 - g) Audrey Giles
 - h) Rachel Esch
 - i) John Haberthy
 - j) Onyx Realty – Chris Davis and Doug Davis
 - k) ***All members other than Julie and Rose Hicks were present.***

- 2) Financial Review (1-31-2021)
 - a) Operating Account \$40,281.71
 - b) Accounts Receivable (2-18-2021) \$9,048.36
 - c) ***The financials were reviewed with the board.***

- 3) New Business
 - a) Survey Results
 - i) ***The current survey results were reviewed. The survey ends on 2-28-2021.***
 - b) Moving Forward with ARC Control
 - i) ***Wait until all results are in and discuss with Jesse a plan to move forward.***
 - c) Schedule Meeting with Williams and Strohm

- 4) **Adjournment: The meeting was adjourned at 8:00pm.**

Minutes

MELROSE TRUSTEE MEETING
March 18, 2021 | 7:00pm
ZOOM

- 1) **Welcome and Call to Order: Meeting called to order at 7:00pm.**
 - a) Eleanor Buggie
 - b) Julie Engle
 - c) Kollene Caspers
 - d) Matt Parr
 - e) Jackson Brandel
 - f) Rose Hicks
 - g) Audrey Giles
 - h) Rachel Esch
 - i) John Haberthy
 - j) Onyx Realty – Chris Davis and Doug Davis
 - k) ***Jackson and John were the only members present.***

- 2) Financial Review (2-28-2021)
 - a) Operating Account \$46,891.71
 - b) Accounts Receivable (2-18-2021) \$9,048.36
 - c) ***Financials were reviewed.***

- 3) New Business
 - a) Declaration and Bylaws
 - i) Plan for future
 - b) ***Begin planning July Annual Meeting***
 - c) ***Revisit Tree Trimming Bid for Refugee Entrance.***
 - d) ***Contact Kevin Black regarding the grate for the 256 pond. \$500.00 budget.***
 - e) ***Consider creating a Melrose Guidebook to help owners understand the by-laws better.***

- 4) **Adjournment: *The meeting was adjourned at 7:42pm.***

Minutes

MELROSE TRUSTEE MEETING

April 28, 2021 | 6:30pm

ZOOM

- 1) **Welcome and Call to Order: Called at 6:30pm.**
 - a) Eleanor Buggie
 - b) Julie Engle
 - c) Kollene Caspers
 - d) Matt Parr
 - e) Jackson Brandel
 - f) Rose Hicks
 - g) Audrey Giles
 - h) Rachel Esch
 - i) John Haberthy
 - j) Onyx Realty – Chris Davis
 - k) ***Jackson and Eleanor were the only members present.***

- 2) Financial Review (3-31-2021)
 - a) Operating Account \$71,093.03
 - b) Accounts Receivable (2-18-2021) \$7,748.36

- 3) New Business
 - a) Declaration and Bylaws
 - i) Jesse to draft first copy
 - (1) ***Ask Jesse to draft a copy of ByLaws that the community and board could review prior to the annual meeting in July.***
 - (2) ***Get clarification on Majority vs 75% vote.***
 - (3) ***Is voting for each individual section, or the entire association***
 - ii) Selecting Committee Members
 - b) July Meeting Date
 - i) ***Annual Meeting is Scheduled for July 21st 2021 at 6:30pm.***
 - ii) ***Possible Locations – Contact Pickerington to see if we can reserve date.***
 - (1) ***Sycamore Creek Park – Moorehead Shelter***
 - (2) ***Sycamore Creek Park – Pickerington Shelter***
 - (3) ***Sycamore Creek Park – Hilltop Shelter***
 - c) Outdoor Social Date
 - i) ***TBD – More information needed on status of ByLaws***
 - d) Tree Removal/Trimming pt. 2
 - i) ***At the entrance of Refugee and Melrose:***

Trim and raise up to around 18 feet high 25 Locust trees.
Cost=\$7500
Spring deep root fertilization of 25 Locust trees=\$750
 - ii) ***Send quote to board via email for approval.***
 - e) Community Yard Sale

- 4) **Adjournment: Meeting adjourned at 7:19pm.**

Minutes

MELROSE TRUSTEE MEETING
May 26, 2021 | 6:30pm
ZOOM

- 1) **Welcome and Call to Order: Called at 6:30pm.**
 - a) Eleanor Buggie
 - b) Julie Engle
 - c) Kollene Caspers
 - d) Matt Parr
 - e) Jackson Brandel
 - f) Rose Hicks
 - g) Audrey Giles
 - h) Rachel Esch
 - i) John Haberthy
 - j) Onyx Realty – Chris Davis
 - k) ***Jackson and John were the only members present.***

- 2) Financial Review (4-30-2021)
 - a) Operating Account \$76,534.54
 - b) Accounts Receivable \$23,423.36
 - c) ***Financials were reviewed.***

- 3) New Business
 - a) Bylaws
 - i) Jesse is still putting the draft together.
 - ii) ***Draft must be complete at least one week prior to next board meeting on June 23rd.***
 - b) July Meeting Date
 - i) Annual Meeting is Scheduled for July 21st 2021 at 6:30pm.
 - ii) Sycamore Creek Park – Pickerington Shelter – Reserved
 - c) Outdoor Social Date
 - i) ***TBD –***
 - d) Community Yard Sale
 - e) Annual Meeting Notice
 - i) Mail 15-20 days prior to meeting
 - ii) ***Draft notice and mail 15 days prior to annual meeting. Include paragraph regarding Bylaws and where they can be found online for review.***

- 4) **Adjournment: Meeting was adjourned at 7:32pm.**

Minutes

MELROSE TRUSTEE MEETING

June 23, 2021 | 6:30pm

ZOOM

- 1) **Welcome and Call to Order: Called to order at 6:42pm.**
 - a) Eleanor Buggie
 - b) Julie Engle
 - c) Kollene Caspers
 - d) Matt Parr
 - e) Jackson Brandel
 - f) Rose Hicks
 - g) Audrey Giles
 - h) Rachel Esch
 - i) John Haberthy
 - j) Onyx Realty – Chris Davis
 - k) ***John, Eleanor, and Kollene were the only members listed above that were present.***

- 2) Financial Review (5-31-2021)
 - a) Operating Account \$80,237.74
 - b) Accounts Receivable \$18,985.18
 - c) ***Reviewed.***

- 3) New Business
 - a) Declaration and Bylaws
 - i) Review before Annual Meeting
 - ii) Share with homeowners
 - b) Annual Meeting Notice
 - i) ***Draft notice and send to board for review.***
 - c) Community Yard Sale
 - i) ***Labor Day Weekend official dates TBD.***
 - d) Open Items
 - e) ***July 14th Board Meeting at Rule 3 at 7:15pm. If members are interested on serving on the Melrose Board of Trustees moving forward, please show up at this meeting.***

- 4) **Adjournment: Meeting was adjourned at 7:17pm**

Minutes

MELROSE TRUSTEE MEETING

July 14, 2021 | 7:15pm

Rule 3

- 1) **Welcome and Call to Order:** *The meeting was called to order at 7:20pm.*
 - a) Eleanor Buggie
 - b) Kollene Caspers
 - c) Jackson Brandel
 - d) Rose Hicks
 - e) Audrey Giles
 - f) John Haberthy
 - g) Onyx Realty – Chris Davis
 - h) *All members other than Rose Hicks were present. Kollene Caspers formally resigned from the board of trustees.*

- 2) New Business
 - a) Annual Meeting Preparation
 - i) *Violations*
 - ii) *Garbage by 256 Pond*
 - iii) *Explain difference between bylaws and Declaration/Current Rules.*
 - b) Questions regarding Bylaws
 - c) Open Items
 - d) Board Positions
 - i) *Positions will be assigned after the annual meeting is over. Positions are assigned by board member vote.*

- 3) **Adjournment:** *The meeting was adjourned at 8:08pm.*

AGENDA

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
 - a. Eleanor Buggie
 - b. John Haberthy
 - c. Audrey Giles
 - d. Kollene Caspers
 - e. Jackson Brandel
 - f. Rachel Esch
 - g. Rose Hicks
 - h. Onyx Realty represented by Chris Davis and Doug Davis
- II. Approve minutes of the 2020 Annual Meeting
- III. Financial report
- IV. Election of Board member(s)
 - a. Nomination of Board candidate
 - b. Presentations by Board candidate
 - c. Election of Board member(s)
- V. Announcement of new Board member(s)
- VI. Bylaws and Melrose Deed Restrictions
- VII. Open Forum
(Please limit time to 3 minutes)
- VIII. Adjournment

Minutes

MELROSE HOMEOWNERS ASSOCIATION

2020 ANNUAL MEETING

Wednesday, March 4th, 2020 @ 6:30 PM
WigWam Event Center

- I. Call to order and verification of quorum
 - a. Eleanor Buggie
 - b. Mick Wolford
 - c. Julie Engle
 - d. Matt Parr
 - e. Barbara Hathaway
 - f. Kollene Caspers
 - g. Jackson Brandle
 - h. Onyx Realty represented by Chris Davis and Doug Davis
 - i. ***Meeting was called to order at 6:36pm. All members other than Barbara Hathaway and Mick Wolford were present. There were 33 homes represented at the meeting.***

- II. Approve minutes of the 2019 Annual Meeting
 - a. ***A motion was made to approve the 2019 Minutes. The 2019 Annual Meeting Minutes were unanimously approved.***

- III. Financial report
 - a. ***The current financials and 2020 Budget were review with the homeowners.***

- IV. Election of Board member(s)
 - a. Nomination of Board candidate
 - i. ***John Haberthy***
 - ii. ***Roseann Hicks***
 - iii. ***Rachel Esch***
 - iv. ***Audrey Giles***
 - v. ***Eleanor Buggie***
 - vi. ***Julie Engle***
 - vii. ***Matt Parr***
 - viii. ***Kollene Caspers***
 - ix. ***Jackson Brandle***
 - b. Presentations by Board candidate
 - i. ***All candidates above gave a brief presentation.***
 - c. Election of Board member(s)
 - i. ***A motion was made to approve all nine members listed above to serve on the Melrose HOA Board of Trustees. By a show of hands the motion was approved 22 YES 11-NO.***

- V. Announcement of new Board member(s)
 - a. The Melrose HOA Board Members for 2020
 - i. ***John Haberthy***

- ii. Roseann Hicks*
- iii. Rachel Esch*
- iv. Audrey Giles*
- v. Eleanor Buggie*
- vi. Julie Engle*
- vii. Matt Parr*
- viii. Kollene Caspers*
- ix. Jackson Brandle*

VI. Open Forum

(Please limit time to 3 minutes)

- a. 256 Pond and Tree Cleaning – Bids have been obtained for stump/dead tree removal.*
- b. Landscaping Concerns to address with R and G Landscaping*
- c. Homeowners were reminded that the street trees are maintained by the homeowner.*
- d. Open Meetings will now be open to the entire community. The next meeting will be held on April 8, 2020, 7:00pm at Rule 3*

VII. Adjournment: *The meeting was adjourned at 8:15pm.*

Minutes

MELROSE TRUSTEE MEETING

August 25, 2021 | 6:30pm

ZOOM

- 1) **Welcome and Call to Order:**
 - a) Eleanor Buggie
 - b) Deanna Roth
 - c) Jackson Brandel
 - d) Keith Raub
 - e) John Haberthy
 - f) Onyx Realty – Chris Davis

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

- 3) Financial Review (7-31-2021)
 - a) Operating Account - \$68,884.53
 - b) Accounts Receivable as of 8-24-2021 - \$17,485.18
 - c) *The financials were reviewed.*

- 4) New Business
 - a) By-Laws Plan
 - i) *Draft Cover letter to mail with Bylaws and Ballots.*
 - b) 256 Pond Maintenance and Clean Up
 - i) *Get bids from pond companies to clean up shoreline and pond appearance.*
 - c) Landscaping RFP Review –
 - i) *(1) Send RFP's to EMI, Five Seasons, Ebright, DLL Landscaping, and Mid-Ohio.*
 - ii) Companies to Bid
 - iii) Update Mowing Map
 - d) Open Items

- 5) **Adjournment:** *The meeting was adjourned at 7:53pm.*

Minutes

MELROSE TRUSTEE MEETING
September 23, 2021 | 6:30pm
ZOOM

- 1) **Welcome and Call to Order:** *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 other than John and Keith were present.***

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

- 3) Financial Review (8-31-2021)
 - a) Operating Account - \$65,607.89
 - b) Accounts Receivable as of 8-24-2021 - \$17,485.18
 - c) ***The financials were reviewed.***
 - d) ***Prepare for November budgeting meeting and to review landscaping bids.***

- 4) New Business
 - a) By-Laws
 - i) Approve Cover Letter for Mailing
 - ii) ***A motion was made to approve the letter for mailing. The motion was unanimously approved.***
 - b) Review Pond Estimates
 - i) ***A motion was made to approve the aquadoc quote for 2021-2022. The motion was unanimously approved.***
 - c) Entry Trees will be Trimmed and Treated 9-27 and 9-28
 - d) Open Items

- 5) **Adjournment:** ***The meeting was adjourned at 7:15pm.***

Minutes

MELROSE TRUSTEE MEETING
October 27 23, 2021 | 6:30pm
ZOOM

- 1) **Welcome and Call to Order: Meeting called to order at 6:35pm.**
 - 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 John H listed above were present.*

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

- 3) Financial Review (9-30-2021)
 - a) Operating Account - \$59,907.14
 - b) Accounts Receivable as of 8-24-2021 - \$17,285.18
 - c) *The financials were reviewed.*

- 4) New Business
 - a) Landscaping Quotes
 - i) *Get final bids from EMI, Five Seasons, and R and G for 2022 Landscaping Service.*
 - b) 2022 Budget
 - i) *Fees will not be changed for 2022, therefore the income for the 2022 Budget will not change. Budget will be discussed at our next board meeting.*
 - c) *Aqua Doc Contract*
 - i) *A motion was made to approve option 2 on the Aqua Doc contract for the 2022 Season. The motion was unanimously approved.*
 - d) Open Items
 - i) *Electrical issues*
 - (1) *Refugee Entrance*
 - (2) *256 Pond Entrance*

- 5) **Adjournment:** *The meeting was adjourned at 7:46pm.*