

LANDEN CSA BOARD MEETING MINUTES  
AUGUST 26, 2009 @ 6:30 PM  
ISLAND RECREATION

President, Julie Farmer brought the meeting to order at 6:32 p.m. Board members present were Kevin Downey, Nadine Heithaus, Lynn Hand, William Klum, Bill Coffey, Mike Quinn, Gary Algie and Murry Feldstein, Julie Farmer, Lee Hamilton and Steve Groome. Toni Knabe from Towne Properties represented management.

**Meeting minutes –**

Mike had a few corrections that he will send to management.

**A motion was made by Kevin Downey to accept the minutes as corrected for the July 28, 2009 meeting seconded by Gary Algie. Lee Hamilton abstained he was not present at the meeting and motion passed.**

**Building and Grounds – Lynn Hand**

1. Meeting with Duke and Twp. Two members of the BG, Heather Simpson, Dan Corey and two gentlemen from Duke met at the Township building on August 10th to discuss the condition and maintenance of the street lights in Landen. Will Klum was invited to this meeting but couldn't attend. As Lynn reported last month, Duke said the maintenance on lights this old isn't free. However, when they came to this meeting, they immediately offered some free stuff: Continue the painting of the poles for free. Painting of the frames around the yellowed panes at the tops of 25 lights and replacement of the yellowed panes on 25 lights - all free to us. The BG has split up Landen into zones and will inspect and identify the 25 worst ones in Landen and give the list to Duke and Dan Corey. When Duke begins working on replacing the panes, should the first three lights have an issue due to age (breakage of rusty hinges, light not working), then they will assume that the tops of these lights are too brittle to be worked on like this and we will meet again to discuss replacement of the tops and who pays for it. Replacement of the tops is \$800 each.

Dan Corey is having the Clerk check on their money situation in case the above happens.

The Bgers have completed part of the street light inspections and have found many lights in Landen (which Landen is paying the electricity for) staying on 24 hours per day and they have been on like this for "years" according to the neighbors near the poles. Now, the BG will compile a list of these lights and report them to Duke to fix.

2. The Twp is willing to pay for 3 new streetlights in Landen, up to approx \$5,000. These areas were identified a few years ago and turned into Kristin Spiekerman, the Clerk at that time, no further action was taken.

3. BG plans another honeysuckle clean up a long Simpson Trace this fall. All of you will be invited and are certainly welcome to help out.
4. Replacement of a section of the ropes along Simpson Trace will be done from Cornett's Cove to Columbia. BG has had many requests to start replacing the Simpson Trace ropes and now that the posts are in, we plan to start this project this fall with the help of Bill Coffey - thanks Bill! The BG plans to put some money into our 2010-budget request to finish the wooden posts down to Bayview to continue to protect our paths from trucks parking on them and breaking them up. The posts and roping serve two purposes: Bringing back the original branding/look of Landen and protecting our paths from trucks parking on them and as we all know, patching and repaving our paths is very expensive.
5. The Twp has completed two maps for us, one is an ownership map and the other is a responsibility map. The responsibility map will tell us who (Twp, County, School) is responsible for maintaining (cutting grass, weeding, honeysuckle, etc) for all lands touching Landen property so that we can make sure that we are paying our landscapers to maintain only Landen property and not someone else's. The Twp will print 4 maps of each, 24 x 36. Towne will get a copy of each map, BG will have one set and CSA and TC will get a set. I will bring the maps to the mtg.
6. No Man's Island. I have notified the County Engineer that the agreement has been tweaked by CSA. Heather has sent the agreement to the County for them to review. The BG can plant well into November, so hopefully all will be signed before then.
7. Brush piles. Please be aware that the Twp will not pick up brush/branch piles created by contractors - for example, a homeowner hires someone to trim their trees but they don't have to pay the company to haul the stuff away if they can leave it on the side of the road for Twp pick up. This includes any contractors working for Landen. In July, I received a call from the Twp Road Dept saying that they had seen a contractor out cutting brush and leaving it on the side of the road at Landen and Simpson Trace. The pile is still there, as are 5 other brush piles along Simpson Trace. BG has asked Heather to make up door hangers to place on the doors of the houses closest to the illegal piles stating the problem and issue. CSA probably should come up with some way to keep trying to educate these violators in addition to the door hangers as CSA is paying TC \$35/hr per man to pick up these piles and paying the dumping fee to get rid of the stuff. Also - the Twp only picks up along Twp roads...meaning that if there is brush put out on County roads (Landen Drive, Socialville-Foster, Columbia) it will lay there forever since the County doesn't have a pick up program.
8. Covered bridge. Today, Heather will email to you the bids for the work on the covered bridge. The BG recommends Kingdom Builders to put on the new shake roof. We had Heather investigate roofs made of cedar shake, dimensional shingles and tin/metal. The bridge structure itself cannot support anything but a shake roof...this is the roof it was designed for and in truth, it is the best look for the bridge. Heather has the

price to power wash and stain the bridge, which it badly needs, for a separate amount from the roof replacement.

**Communications Committee** – *Kevin Downey*

New signs – Will be ordering 15 new signs from a local company. The cost of the signs will be around \$365.00. Kevin has been working on redesigning some of the sections of the website. The site will be broken up into sections: General Public, Members Only, Board Members, Recreations and Committees. The committee is also looking into creating a search engine for the website.

**Design Review Board** – *William Klum*

The Design Review Board is conducting two meetings per month. The next meeting is September 1<sup>st</sup>. At the next meeting we will look at the submission volume to determine if two meetings a month are still needed. The DRB member will be meeting on September 1<sup>st</sup> and complete the final review of the updates to the Rules and Regulations Handbook. William will have the finished product for the Board at the October or November board meeting.

**Election Committee** – *Steve Groome*

Reviewed letters, forms and mailing cost from the 2009 election. Steve also reviewed Landen Farms documents regarding elections, noticing, and voting rights. Steve will be meeting with Mike next month to create a time line for future elections.

**Finance Committee** – *Lee Hamilton*

As of July 31, 2009, the Association had total operating cash of \$110,492.91. Total reserve funds are \$354,030.59.

Total operating income for the month of July was \$44,742.06 and \$751,188.49 year to date. Total expenses for July were \$36,505.81 and \$504,311.76 year to date.

Lee Hamilton tendered his resignation as Treasurer but will remain on the board. A motion was made by Mike Quinn to name William Klum as the new Treasurer, and seconded by Gary Algie and motion passed.

Homeowner Melissa Helton asked to speak regarding her 2009 association fees and a phone call that she had with Heather Simpson. The homeowner had not been receiving the billing notices due to an error in the address that management had on her account. The previous homeowner had been receiving all of the correspondence from Towne Properties. Lee asked for the Ms. Helton's phone number and advised her that he would look into the matter and get back with her the next day.

Mike asked if the finance committee would take ownership of ensuring that the board stays on track with the timeline of getting contracts updated.

**Lake Committee** – *Mike Quinn*

There have been some complaints on the procedures that the security guard has been directed to utilize at the lake. In response to this we have changed the policy so the

security guard will not need to approach walkers, runners etc. We will focus on the parking lot, lake and fishing along the shore. The guard is now on site in blocks of three hours verses four hours, which will help extend the security into September.

#### **Procedures, Policies, and Education Committee – William Klum**

Will completed the reserve study and emailed it to the Board. Please review the document and send any changes that need to be made to Will and include the Board on the email.

#### **Social Committee – Nadine Heithaus**

The community picnic on August 21<sup>st</sup> had a good turn out. The event came in under budget and raised \$150.00 from the sales at the picnic. Nadine sent a list of the homeowners that attended with their name, address, phone number, and email address to management. The next event will be in November and will focus on craft sales. The Building and Grounds committee asked if the Social Committee would like to take over the Holiday Lights contest. The Social Committee will discuss taking over the contest and Nadine will report back at the next meeting.

#### **Community Inspection/Management Report – Heather Simpson**

##### **Communications**

- Submitted e-blasts for community announcements, Social.
- Made requested changes to the web site for the Master Association.

##### **Administration**

- Attended Monthly Meetings.
- Processed 8 Design Review Applications.
- Review, approved and paid Association invoices.
- Monitored spending to meet budget guidelines.
- Responded daily to homeowner calls, emails, work requests, non-compliance reports and complaints.
- Took numerous calls from residents with past due accounts and established payment plans. 27 homeowners have set up payment plans as of August 20, 2009.
- 69 liens have been filed as of August 20, 2009.

##### **Association Manager Work Log**

- Met with Southern Ohio Seal coat on site to review final review of biker/hiker path proposal.
- Prepared revised specifications for bid project and submitted to Southern Ohio Seal coat. They submitted back final proposal. Emailed to Murry for final review and updates to work to be completed. Waiting for final directives to proceed.
- Inspected Covered Bridge for work, had graffiti cleaned off the bridge. Requested bids to have it power washed and sealed.

- Met with Ken Knew on-site to review Spring Mill Way project start and inspect work site.
- Met with homeowner Christ Kloetz on site to discuss his concerns regarding the Spring Mill Way project. Resolved concerns.
- Met with Lynn Hand, Pat Cain, Duke Energy and Deerfield Township to discuss streetlights.
- Inspected cul-de-sacs from the application of the riprap to start the project for this year.
- Approved payables for tree removal for the cul-de-sac renovation project.
- Confirmed bids for covered bridge work from all bidders. Lynn to present a recommendation to the Board.
- Inspected Old Landen Drive Trees with Murry. Marked dead trees for removal and other trees for recommended removal. Requested bid from TC. Waiting to receive proposal. Anticipated work will begin in September.
- Inspected the Nature Trail with Murry.
- Attended the Building and Grounds meeting on August 10, 2009 from 3:00 – 5:00. Completed related work from that meeting.
- Called Don Bates to discuss his proposal of the path extension in South Cove. Discussed potential options. Requested he put together a proposal in writing to present to the DRB and then we would move forward from there. Suggested he put together three options. Best-case scenario of what they would like to see through worst-case scenario.
- Emailed Don Schneider regarding bill for the Social Committee event legal opinion. Still waiting to hear back on a final resolution. A bill has not been received as of this date.
- Contacted Lee Hamilton regarding Sign easement. He said it has been approved but the Association has not received anything in writing. Prior to proceeding with the sign install we need something from MHA with approval.
- Beginning budget review for 2010.

### **Inspection/Violation Report**

- Performed weekly inspections of the property.
- Inspected current violations and added new. Appropriate follow-up letters were sent.
- The list presented to the DRB for recommended approval for default were sent to the attorney and certificates of default were issued.

### **Miscellaneous**

- Continue to monitor the financials and aged receivables.
- As of June 30, 2009 the association had \$133,329.91 in aged receivables. We sent out the foreclosure letter. As of today, August 18, 2009 the aged receivables are down to \$99,570.16. We have collected \$33,759.75 in aged receivables.
- We are still receiving payments toward old assessments prior to 2009 and payments toward the 2009 assessments.

- Lake Security is progressing. We received a call from Merchants Security reporting that Frank is receiving a strong refusal from some residents to provide ID and is getting nasty comments.

### **Homeowner Forum:**

No questions.

### **Old Business:**

- Montgomery Hill Signs – Lee did not bring Landen’s exterior change application for the new Montgomery Hill Signs. The application has been approved. He will send the approval to Heather. The Association is also awaiting the easement agreement so we can proceed with the Montgomery Hills sign install.
- Spring Mill Way – The project is going well. The project should be complete within the next 8-9 days depending on weather.
- Sailboat Point Letter – The Board discussed the lowering of the lake and the effect of Sailboat Pointe cove walls. After a lengthy discussion, no resolution was made. The matter was tabled. The Board will wait to here back from Sailboat Pointe after there September meeting.
- Covered Bridge – The covered bridge roof is beyond repair and needs to be replaced. Bids were solicited and presented to the Board. The Board voted unanimously to accept the bid of Kingdom Builders. The Board also reviewed bids to have the bridge power washed and stained. Certa -Pro was awarded that bid.

### **New Business**

Landen Job Search Network – The website currently does not have a page to support this request. A letter will be sent to the homeowner advising him the website cannot support this. The website is currently being updated and the communications committee is looking into creating a “community page” for next year.

### **Executive Session**

Motion to move into executive session at 8:22 pm by Nadine Heithaus, seconded by Kevin Downey.

Motion made by Gary Algie to come out of Executive Session.

With no further business to discuss, Murry Feldstein made a motion to adjourn the meeting at 8:50 p.m., seconded by Nadine Heithaus and carried by all.

## **MOTIONS**

1. A motion was made by Kevin Downey to accept the minutes as corrected for the July 28, 2009 meeting seconded by Gary Algie. Lee Hamilton abstained he was not present at the meeting and motion passed.

2. A motion was made by Mike Quinn to name William Klum as the new Treasurer, and seconded by Gary Algie and motion passed.

**ACTION ITEMS:**

1. Lee will contact Heather Simpson regarding Melissa Helton's account. Lee will contact the homeowner Wednesday afternoon.
2. Committee members will work on their 2010 budgets and will present at the next board meeting, which is September 22<sup>nd</sup>.
3. DRB – Look at updating the neighbor's signature section of the application.

Typed and submitted by Toni Knabe.