

**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING  
17 January 2017  
1:30pm**

Board Members present: Len Pavuk – President, Don Kraemer - Treasurer, John B. Phillips –Secretary, Sharon McDevitt and Jim Pace Directors at Large and Denise Brown of Case Bowen.

There was one Unit Owner present.

**COMMUNITY INPUT:**

Unit Owner at 6247 Abby Gate Court said that Rumpke had not picked up the garbage as well as the unit at 6251 Abby Gate Court the first two weeks of January. Denise Brown will contact Rumpke.

The same unit owner said that the construction on the Casto Property adjacent to Glenabby was posing safety problems with flooding and inadequate safety fencing. The Unit Owner also said that the construction had moved onto Glenabby property. John B. Phillips will provide Denise Brown with Casto contact.

The Secretary presented the Minutes of the 13 December 2016 Board Meeting for approval. Don Kraemer made a motion to approve the Minutes that was seconded by Sharon McDevitt. The Motion passed 4-0 with one abstention.

The Treasurer reported a Checking Account Balance as of 31 December 2016 of \$44,769.57 and a Money Market Account Balance of \$63,247.84. The CD Balance, with Interest included, was \$101,314.62. Total assets are \$209,332.03 with equity of the same amount.

John B. Phillips made a motion to approve the Treasurers Report that was seconded by Sharon McDevitt. The motion passed 4-0 with one abstention.

**MANAGER'S REPORT**

Denise Brown said that she is waiting for State Farm Insurance to report on the claim for hail and wind damage on the roofs.

**OLD BUSINESS**

NO OUTLET Sign at Entrance to Community – Status

Don Kraemer will talk with City of Westerville about their signs.

Water Company Change

After considering several water providers, Don Kraemer made a motion to change from Guardian to Spectrum Utilities that was seconded by Sharon McDevitt. The Motion passed 5-0.

Details will be shared with the Community when available.

Property Insurance Contracts

A special meeting is to be held 31 January to review competitive bids for insurance on the complex.

Details will be shared with the Community when available.

Community Center Thermostat

A lockable cage has been installed over the Thermostat. Each Board Member has a key. If you are renting the Club House, instructions for using the thermostat and a key will be provided by Sharon McDevitt or Don Kraemer.

**NEW BUSINESS**

Bill Reimbursements

A bill from John B. Phillips was submitted for \$98.02 for toner and one from Don Kraemer for \$6.42 for thermostat cage keys. Jim Pace made a motion to approve the request that was seconded by Sharon McDevitt. The motion passed 5-0.

Financial Review of Glenabby by a CPA firm.

To be discussed at Special meeting to be held 31 January.

2016 Year End Operating Fund Adjustment

Don Kraemer made a motion to move \$22,173.81 surplus from the 2016 Year End Operating Fund to the Reserve Account. The monthly contribution of the 2017 Operating Expenses to the Reserve Account will be suspended until the \$22,173.81 has been met. Then the monthly contribution will commence. This will provide for any unexpected increase in operating expenses in 2017. The request was seconded by Jim Pace. The motion passed 5-0.

John B. Phillips made a motion to adjourn to Executive Session that was seconded by Don Kraemer. The motion passed 5-0.

*Don Kraemer COA*  
Submitted by: John B. Phillips, Secretary

\_\_\_\_\_ 17 January 2017 \_\_\_\_\_

**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING  
February 21, 2017  
1:30pm**

Board Members present: Len Pavuk – President, Don Kraemer – Treasurer, Sharon McDevitt & Jim Pace – Directors at Large. John Phillips – Secretary, on vacation. Denise Brown of Case Bowen was also present.

There was one Unit owner present.

Unit owner questioned the water billings from City of Columbus and also Guardian Water. In addition, it was pointed out that the Website posting for 10/16 had the check book attachment to the Minutes for 10/15.

The Treasurer presented the Minutes of the Monthly Board Meeting of 1/17/17 for approval. There were changes made to the report. Jim Pace made a motion to approve the corrected Minutes that was seconded by Sharon McDevitt. The Motion passed 4-0.

The Treasurer reported a Checking Account Balance as of 1/31/17 of \$28,806.19 and a Money Market Account Balance of \$85,451.15. The CD Balance, with interest included, was \$101,314.62. The interest for January on the CD was reported by the Bank too late to be included in January's figures. It will be part of February's balances. Total Assets are \$215,571.96 with Equity of the same amount.

Jim Pace made a motion to approve the Treasurers report that was seconded by Sharon McDevitt. The motion passed 4-0.

**OLD BUSINESS**

The Property Manager reported that State Farm was notified of cancellation of their insurance. The new insurance company, Middle Oak, was paid the 1<sup>st</sup> Quarterly payment as well as the Annual payment for D&O insurance and Fidelity insurance. The Agreement was signed on 2/16/17 by Len Pavuk, President.

The CPA firm, Pritchett, Dlusky, Saxe and Keller, LTD received all information they requested on 2/17/17. They have begun their review that will take 4-5 weeks until completed.

The change in water companies information sent by Case Bowen had 6 returned by the Post Office. All 6 are Snow Birds.

Backflow valves were tested and one failed. Water Works has been contacted and we are awaiting a return call.

The claim for hail damage submitted to State Farm was initially rejected. Property Manager requesting additional information about their decision.

The Contract with Spectrum Utilities was signed on 1/31/17.

### **NEW BUSINESS**

Two bills were submitted by Len Pavuk for reimbursement:  
\$128.46 for Toner and Paper  
\$9.95 for Weather report on hailstorms

Sharon McDevitt made a motion to approve the requests that was seconded by Don Kraemer. The motion passed 4-0.

The Annual Meeting of Unit Owners is scheduled for Thursday, April 27 at 7:00 p.m. in the Clubhouse.

The property walk thru by the Board is scheduled for May 4<sup>th</sup>.

Len Pavuk made a motion to adjourn to Executive Session that was seconded by Sharon McDevitt. The motion passed 4-0.

Submitted by Don Kraemer for John Phillips, Secretary

\_\_\_\_\_  
John B. Phillips



**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING**

**March 21, 2017**

**1:30pm**

Board Members present: Len Pavuk – President, John Phillips – Secretary, Don Kraemer – Treasurer, Sharon McDevitt & Jim Pace – Directors at Large. Denise Brown of Case Bowen was also present.

There was one Unit owner present.

The Secretary presented the Minutes of the Monthly Board Meeting of the 2/21/17 for approval. Don Kraemer made a motion to approve the Minutes that was seconded by Sharon McDevitt. The Motion passed 5-0.

The Treasurer reported a Checking Account Balance as of 2/28/17 of \$28,922.35 and a Money Market Account Balance of \$85,485.20. The CD Balance, with interest included, was \$101,534.18. Total Assets are \$215,941.73 with Equity of the same amount.

Don Kraemer informed the Board that he had notified Denise Brown that the amounts entered on the February 2017 Income/Expense Report for Landscaping should be entered as Snow Removal

John B. Phillips made a motion to approve the Treasurers report that was seconded by Jim Pace. The motion passed 5-0.

**Property Manager's Report**

Denise Brown presented the report.

## **OLD BUSINESS**

### **Financial Review Status**

The CPA firm, Pritchett, Dlusky, Saxe and Keller, LTD will have the financial review of Glenabby Condominium Financials completed before 27 April

### **Water Billing Status**

All actions with Guardian Utilities have been closed.

The first meter reading for the Community by Spectrum was questioned due to the lower amounts for the same usage that Guardian charged. The Board was advised by Spectrum that because the meter reading charges would be paid by the Association, it was removed from the amount Guardian was charging Unit Owners. It appears that Guardian included in the Water and Sewer rates an additional \$3.95 for meter reading. From the start of the Community, all Boards have budgeted for meter reading unaware that it was already in the Water and Sewer rates.

### **Roof Maintenance**

The Board is still working with State Farm Insurance concerning wind and hail damage.

## **NEW BUSINESS**

### **Bill Reimbursement**

Sharon Fisher submitted a bill for decorations for St. Patrick's in the amount of \$17.19.

Len Pavuk submitted 2 bills for independent weather reports on the dates of wind and hail storms at Glenabby for \$44.95.

Sharon McDevitt submitted a bill for Club House supplies in the amount of \$18.90.

Don Kraemer made a motion to approve the requests that was seconded by Sharon Mc Devitt. The motion passed 5-0.

Don Kraemer made a motion to move \$500.00 from Snow Removal to the Miscellaneous Administration in the 2017 Budget that was seconded by Jim Pace. The motion passed 5-0.

### **Financial Annual Motions**

Don Kraemer made the following motions:

- 1) That the Board, acting through its Treasurer and/or Manager, is authorized to expend the funds collected in accordance with but not in excess of the limitations of the individual budget categories established by the attached Budget.
- 2) That the Board, by majority vote, throughout the year, may transfer unexpended funds from one Budget account or category to another when needed.
- 3) That on December 31, 2017, all unexpended funds in the Budget be allocated towards Reserves and any balances outstanding in individual accounts where the home has been sold at foreclosure sale be written off as a Bad Debt.

John B. Phillips seconded the motion and it was passed by a vote of 5-0.

### **Annual Meeting – Agenda**

The Board Members were assigned topics for presentation at the Annual Meeting.

### **Asphalt Maintenance**

Don Kraemer made a motion to have Denise Brown contact Chemcoat and have them walk through with Board Members to provide a listing of recommended repairs and costs that was seconded by Sharon Mc Devitt. The motion passed 5-0.

Don Kraemer made a motion to adjourn to Executive Session that was seconded by Sharon Mc Devitt. The motion passed 5-0.

Submitted by John Phillips, Secretary

21 March 2017

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Handwritten signature of John B. Phillips in black ink.



**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING**

**April 18, 2017**

**1:30pm**

Board Members present: Len Pavuk – President, John Phillips – Secretary, Don Kraemer – Treasurer, Sharon McDevitt & Jim Pace – Directors at Large. Denise Brown of Case Bowen was also present.

There were no Unit Owners present.

The Secretary presented the Minutes of the Monthly Board Meeting of the 21 March 2017 for approval. Don Kraemer made a motion to approve the Minutes as corrected that was seconded by Sharon McDevitt. The Motion passed 5-0.

The Treasurer reported a Checking Account Balance as of 31 March 2017 of \$42,847.14 and a Money Market Account Balance of \$85,525.13. The CD Balance, with interest included, was \$101,649.73 Total Assets are \$230,022.00 with Equity of the same amount.

John B. Phillips made a motion to approve the Treasurers report that was seconded by Jim Pace. The motion passed 5-0.

**Property Manager's Report**

Denise Brown presented her report that contained a preliminary quote from Chemcote for Asphalt Maintenance based on their analysis with no Board input.

Don Kraemer made a motion to have Denise Brown contact Chemcoat and have them walk through with Board Members to provide a listing of recommended repairs and costs that was seconded by Sharon Mc Devitt. The motion passed 5-0.

**OLD BUSINESS**

**Annual Meeting Agenda was finalized**

## **CPA Final Report**

The CPA firm, Pritchett, Dlusky, Saxe and Keller, LTD report stated that Case Bowen's process of Cash Based Accounting was performed according to Customary Accounting Practices.

John Phillips made a motion to pay the CPA firm \$1600 that was seconded by Don Kraemer. The motion passed 5-0.

## **Roof Maintenance**

The Board is still working with State Farm Insurance concerning wind and hail damage.

## **E-Mail Service**

The Moderator Program is functioning as approved by the Board. There has been no negative feedback. The Moderators have only had to use the system twice since its start up.

## **Correction to Year End Surplus Funds**

The Auditor clarified the process of determining any excess budget amounts in a calendar year. The formula should be: Net Profit minus Reserve Contribution, minus Interest Earned, minus Pre-Paid amounts, PLUS the previous year's Pre-Paid amounts. Consequently, we need to adjust our Reserve Contribution for 2017 by \$3313.28 for the previous year's Pre-Paid Amounts.

## **NEW BUSINESS**

### **Funding Social Functions**

Len Pavuk made a motion that the Glenabby Association will not fund Social Functions going forward from this date that was seconded by Don Kraemer. The motion passed 5-0.

## **Address Identification for Buildings**

Len Pavuk will contact the Unit Owner who made the recommendation to ask the person if they would head up a task force to develop a plan with costs to present to the Board.

## **Benches**

John B. Phillips will contact the Unit Owner who made the request to get more details.

## **Thermostat Cover in Club House**

The cover on the Thermostat has been removed for the summer and early fall. It will be replaced in the mid to late fall.

## **Flower Committee**

A request was made to the Association Board for \$327.75 to purchase flowers for the Community Entrance and Clubhouse. A motion was made by Jim Pace to approve the request that was seconded Sharon McDevitt. The motion passed 5-0.

Don Kraemer made a motion to adjourn to Executive Session that was seconded Sharon McDevitt. The motion passed 5-0.

Submitted by John Phillips, Secretary

18 April 2017

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# GLENABBY CONDOMINIUM

## ASSOCIATION ANNUAL

### MEMBERS' MEETING

**APRIL 27, 2017, 7:00 P.M.**

Due notice having been given to all members of the time and place for the Annual Meeting to be held on April 27, 2017 for the purpose of electing two members to the Board of Directors, each of whom will serve a two year term, to review the status and financial condition of the Association and to take up other business that may be appropriate, the meeting was called to order by President Len Pavuk. In attendance were Denise Brown and Bob Bowen of Case Bowen together with all present Directors.

Two nominees for the two Board positions open due to terms of Sharon McDevitt and Jim Pace expiring were also present. They were: Jim Pace and Dave Parshall. There were two nominations from the floor, Shaaron Fisher and Tara Lamson. The latter two gave a synopsis of why they felt they should be elected.

Len Pavuk formally introduced Denise Brown and Bob Bowen of Case Bowen Co.

The vote counting was conducted by Denise Brown and Bob Bowen with Juanita Ragor and Andrea Allen representing the Unit Owners.

The Social Committee chaired by Shaaron Fisher and the Flower Planting Committee chaired by Barbara Epp were recognized and thanked for their hard work for the Community.

Len Pavuk expressed a sincere Thank You to Sharon McDevitt – Director, for her contributions while serving on the Association Board. Sharon has been on the Association Board since its inception and has logged many hours of her time for the improvement of the community

The Election Committee of 4 provided Len Pavuk with the results of the election. Shaaron Fisher and Jim Pace were elected as Board Members.

Special mention was given to Tara Lamson and Linda Pace, for bringing out the "cultural" part of our community at the Art Show and Sale. The Unit Owner displays were well received. The flute music provided by Linda Pace and her companions was great entertainment.

Len Pavuk reported on the move from State Farm to Middle Oaks as our Insurance Carrier.

John B. Phillips reported that the Minutes of the 27 April 2016 Annual Meeting were tabled at the Monthly Board Meeting held on 17 May 2016. They are posted on the website. He also commented on the increased communication from the Board to the Unit Owners in 2016. He also said that the Board will inform the Community when Chemicals will be applied by EMI and the details of the application...

Don Kraemer provided insight into the financial picture for the year ending December 2016. The review of our Assets for the first quarter of 2017 was presented. The review of our Financial Statements and the process of Cash Based Accounting by Case Bowen Company were completed by the CPA firm of Pritchett, Dlusky, Saxe and Keller, LTD. and found to be in compliance. The report is on the Community Website and can be printed for use. If you are not able to print, Jim Pace will provide a copy.

Don Kraemer also commented on the move from Guardian Utilities to Spectrum as our water billing company.

John Phillips presented a brief review of the Casto project concerning approximate starting dates and length of time to complete the project.

Sharon McDevitt reported that 15 Unit owners used the Clubhouse in 2016 for various functions bringing in \$300.

Jim Pace talked about the roof damage and the ongoing discussions with State Farm Insurance.

Jim also discussed the 2017 and 2018 painting of the remaining quads.

Jim's final presentation was on the changes to the e-mail service and Community Website.

Community Website - we have moved to a secure host that requires a User ID and Password (which you can get from Jim). He said the Website receives about 1000 hits per month.

E-mail Service - E-mail sent through the Group E-mail Service will be reviewed by a Moderator for approval. If approved, the e-mail will be distributed to members of the e-mail group. If rejected, the e-mail sender will be notified of the rejection and the reason for rejection. There will be two Moderators, Jim Pace and John Phillips. Only one Moderator is required to approve an email. This change will improve the flow of pertinent information to the Community through the Group E-mail Service.

The Board answered questions from the floor. Some of the items discussed were about our new Insurance Company, painting, dandelion control and receiving too much mulch from EMI.

Attendance at the Annual Meeting continues to be appreciated. There were 46 people at the meeting. 30 Unit Owners signed in and voted. 14 proxies were executed. 20 Unit owners did not participate.

Tom Fisher motioned that the meeting adjourn. Len Pavuk seconded the motion. The motion passed.

Submitted by: John B. Phillips, Secretary

\_\_\_\_\_ 27 April 2017 \_\_\_\_\_

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**ORGANIZATIONAL MEETING**  
**27 April 2017**

Board Members present: Len Pavuk, John B. Phillips, Don Kraemer, Shaaron Fisher and Jim Pace.

An Organizational Meeting was held Thursday, 27 April 2017 at the Community Center for the purpose of electing Board Officers for 2017.

Don Kraemer made a motion to nominate Len Pavuk as President that was seconded by Shaaron Fisher. The motion passed 5-0.

Don Kraemer made a motion to nominate John B. Phillips as Secretary that was seconded by Shaaron Fisher. The motion passed 5-0.

John B. Phillips made a motion to nominate Don Kraemer as Treasurer that was seconded by Jim Pace. The motion passed 5-0.

Len Pavuk made a motion to nominate Jim Pace as a Director at Large that was seconded by Don Kraemer. The motion passed 5-0.

Don Kraemer made a motion to nominate Shaaron Fisher as a Director at Large that was seconded by John B. Phillips. The motion passed 5-0.

Don Kraemer made a motion to have all Monthly Association Board Meetings the third Tuesday of the month at 1:30 PM in the Club House that was seconded by Shaaron Fisher. The motion passed 5-0.

Jim Pace made a motion to adjourn the Organizational Meeting that was seconded by Don Kraemer. The motion passed 5-0.

Submitted by: John B. Phillips, Secretary

\_\_\_\_\_ 27 April 2017 \_\_\_\_\_





**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING  
May 16, 2017  
1:30pm**

Board Members present: Len Pavuk – President, John Phillips – Secretary, Don Kraemer – Treasurer, Shaaron Fisher & Jim Pace – Directors at Large. Denise Brown of Case Bowen was also present.

There were no Unit Owners present.

The Secretary presented the Minutes of the Monthly Board Meeting of the 18 April 2017 and the Minutes of the Annual Meeting with the Unit Owners of 27 April 2017 for approval.

Shaaron Fisher made a motion to table the review of the 18 April 2017 Monthly Board Meeting Minutes and 27 April 2017 Annual Meeting Minutes with the Unit Owners until the 20 June 2017 Monthly Board Meeting that was seconded by Don Kraemer. The Motion passed 5-0.

The Secretary presented the Minutes of the Organizational Meeting of 27 April 2017 for approval. Don Kraemer made a motion to approve the Minutes as corrected that was seconded by Jim Pace. The Motion passed 5-0.

The Treasurer reported a Checking Account Balance as of 30 April 2017 of \$34,838.49 and a Money Market Account Balance of \$88,874.69. The CD Balance, with interest included, was \$101,761.68 Total Assets are \$225,474.86 with Equity of the same amount.

**Pre-Paid Income**

Don Kraemer will meet with Karen Murley of Case Bowen to discuss Association Fee and Prepaid Income Accounts.

Shaaron Fisher made a motion to accept the Treasurers report that was seconded by Jim Pace. The motion passed 5-0.

## **Property Manager's Report**

Denise Brown presented her report.

Our Insurance Company has requested a sign be installed near the Life Saving Ring at the pond stating that there will be no fishing, swimming or ice skating.

Shaaron Fisher made a motion to approve the installation of the sign that was seconded by Don Kraemer. The motion passed 5-0.

## **OLD BUSINESS**

### **Chemcoat Asphalt Status**

Board Members walked the property with the Chemcoat Representative. The Proposal is to be submitted before the next Monthly Board Meeting.

### **Roof Maintenance**

Denise Brown will follow up with ABLE Roofing to determine if there are any grounds to appeal State Farms Insurance's declining the claim for hail and wind damage from 2013.

### **Address Identification for Buildings**

Shaaron Fisher volunteered to chair a committee to develop a proposal to present to the Board

## **Benches**

John B. Phillips needs to contact the Unit Owner who made the request to get more details.

## **NEW BUSINESS**

### **Community Maintenance Action Plan**

Board Members did a walk through on 10 May 2017. Items were identified. There will be a planning meeting on 31 May 2017 to review the list.

John B. Phillips made a motion to adjourn to Executive Session that was seconded Shaaron Fisher. The motion passed 5-0.

Submitted by John Phillips, Secretary

\_\_\_\_\_  
16 May 2017

Handwritten signature of John B. Phillips in black ink.

**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING**

**June 20, 2017**

**1:30pm**

Board Members present: Len Pavuk – President, John Phillips – Secretary, Don Kraemer – Treasurer, Shaaron Fisher & Jim Pace – Directors at Large. Denise Brown of Case Bowen was also present.

There were 2 Unit Owners present.

**Community Input**

The Unit Owner from 5339 Abby Gate Avenue presented a proposal to change the signs in front of the Unit and add a No Outlet Sign in the Unit's yard.

The problem will be discussed in the Executive Session.

**Contractor Schedule**

The Unit Owner from 5234 Bridwell Lane asked if there was a time restriction for Owners to have contractors complete projects that have been approved by the Board. Len Pavuk told the Unit Owner that the Board has no responsibility for any contracts between a Unit Owner and an Independent Contractor.

The problem will be discussed in the Executive Session.

The Secretary presented the Minutes of the Monthly Board Meeting of 18 April 2017 for approval. Don Kraemer made a motion to approve the Minutes as corrected that was seconded by Shaaron Fisher. The Motion passed 5-0.

The Secretary presented the Minutes of the Annual Meeting with the Unit Owners of 27 April 2017 for approval. Jim Pace made a motion to approve the Minutes that was seconded by Shaaron Fisher. The Motion passed 5-0.

The Secretary presented the Minutes of the Monthly Board Meeting of 16 May 2017 for approval. Shaaron Fisher made a motion to approve the Minutes as corrected that was seconded by Don Kraemer. The Motion passed 5-0.

The Secretary presented the Minutes of the Association Annual Meeting with the Unit Owners 27 April 2016 for approval. Don Kraemer made a motion to approve the Minutes that was seconded by John B. Phillips. The Motion passed 5-0.

The Secretary presented the Minutes of the Association Fall Meeting with the Unit Owners 02 November 2016 for approval. Len Pavuk made a motion to approve the Minutes that was seconded by Don Kraemer. The Motion passed 5-0.

The Treasurer reported a Checking Account Balance as of 31 May 2017 of \$45,308.75 and a Money Market Account Balance of \$88,918.88. The CD Balance, with interest included, was \$101,877.49 Total Assets are \$236,105.12 with Equity of the same amount.

John B. Phillips made a motion to accept the Treasurer's Report that was seconded by Don Kraemer. The Motion passed 5-0.

### **Pre-Paid Income**

The determination of the Association Fees collected on any monthly Income/Expense Statement is the Actual Amount reported, Year-to-Date, plus the previous Year's final Prepaid Amount.

Don Kraemer made a motion to add a Non-Budgeted Expense Line in the Income/Expense Statements for Excess Budget amounts from the previous year that was seconded by Len Pavuk. The Motion passed 5-0.

## **Property Manager's Report**

Case Bowen had the sign installed at the Life Saving Ring at the pond stating that there will be no fishing, swimming or ice skating.

Don Kraemer made a motion to credit the Unit Owner at 5327 Abby Gate Avenue \$418.74 for overpayment on the Water Bill that was seconded by Shaaron Fisher. The vote was 5-0.

Don Kraemer made a motion to approve Units 5226 and 5246 Bridwell Lane and 6249 Glen Abby Drive for installation of larger water diverters on the gutter corner over the patio that was seconded by John B. Phillips. The vote was 5-0.

Case Bowen received a quote from All Seasons Landscaping of \$15.00 each for the topping, at the gutter level, of 20-25 Arborvitae trees.

## **OLD BUSINESS**

### **Pure Property Invoice**

Don Kraemer made a motion to pay the invoice of \$5732.50 for the Quad painting completed in 2017 that was seconded by John B. Phillips. The Motion passed 5-0.

### **Validate Signatures CF Bank**

Len Pavuk made a motion to approve the CF Bank Signatures that was seconded by Don Kraemer. The Motion passed 5-0.

### **Chemcoat Asphalt Status**

Denise Brown will contact Chemcoat to review the costs and changes to the updated proposed repair areas.

## **Benches**

The action is closed

## **Address Identification for Buildings**

Shaaron Fisher will make a presentation at the 18 July 2017 Board Meeting.

## **Security Lite/Cameras**

Don Kraemer made a motion to reject the proposal from the Unit Owner at 5261 Bridwell Lane due to privacy issues that was seconded by Jim Pace. The Motion passed 5-0.

## **Kickout Flashing**

Denise Brown will obtain an updated quote from Feazel Roofing.

## **Roof Valley Painting**

Don Kraemer made a motion to accept a bid from Pure Property Solutions of \$475.00 per Quad and contact them to do a test on one Quad before proceeding with the remaining Quads that was seconded by Jim Pace. The Motion passed 5-0.

## **Community Maintenance Action Plan**

The Board is reviewing and setting priorities.

## NEW BUSINESS

### Club House Cleaning Request

Unit Owner from 5335 Abby Gate Avenue will provide details of the work to be done.

### Add Reserve Study to Web Site

Don Kraemer made a motion to add the Reserve Study to the Web Site that was seconded by Jim Pace. The Motion passed 4-1.

### Add "No Outlet Sign" at Intersection of Abby Gate Avenue, Bridwell Lane and Abby Gate Court

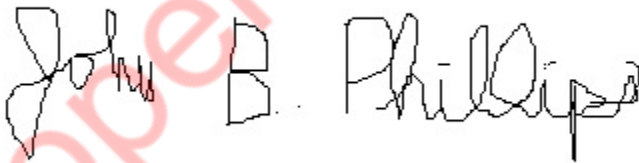
This request will be added as part of to the request from the Unit Owner at 5339 Abby Gate Avenue.

Don Kraemer made a motion to adjourn to Executive Session that was seconded John B. Phillips. The motion passed 5-0.

Submitted by John Phillips, Secretary

20 June 2017

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**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING**

**July 18 2017**

**1:30pm**

Board Members present: Len Pavuk – President, John Phillips – Secretary, Don Kraemer – Treasurer, Shaaron Fisher & Jim Pace – Directors at Large. Denise Brown of Case Bowen was also present.

There was one Unit Owner present.

**Community Input**

None

**Secretary's Report**

The Secretary presented the Minutes of the Monthly Board Meeting of 20 June 2017 for approval. Jim Pace made a motion to approve the Minutes, as corrected, that was seconded by Don Kraemer. The Motion passed 5-0.

**Treasurer's Report**

The Treasurer reported a Checking Account Balance as of 30 June 2017 of \$47,888.99 and a Money Market Account Balance of \$83,226.23. The CD Balance, with interest included, was \$101,989.69. Total Assets are \$233,104.91 with Equity of the same amount.

Shaaron Fisher made a motion to accept the Treasurer's Report that was seconded by Jim Pace. The Motion passed 5-0.

**Utility Bills from the City of Columbus**

Denise Brown will check into what appears to be a double billing from the City of Columbus on the 30 June 2017 Income/Expense Report.

## **Property Manager's Report**

A check for \$418.74 was mailed 17 July 2017 to the Unit Owner at 5327 Abby Gate Avenue for overpayment of the Water Bill.

Units 5226 and 5246 Bridwell Lane and 6249 Glen Abby Drive had existing water diverters on the gutter corner over the patio replaced with larger diverters over the entire length of the gutter. The gutters were cleaned and corners sealed.

The Kickout Flashing will be installed, as needed, on Wednesday 19 July 2017.

All Seasons Landscaping will be in the Community Thursday 20 July 2017 to top designated Arborvitae trees.

## **OLD BUSINESS**

### **Chemcoat Asphalt Status**

The contract has been signed and sent back to Chemcote. The Board is awaiting a schedule.

The Board is getting bids for the Concrete Work to be done at Unit 5268 Abby Gate Avenue.

### **Add "No Outlet Sign" at Intersection of Abby Gate Avenue, Bridwell Lane and Abby Gate Court**

Denise Brown is trying to find signs similar to the existing ones so they match.

## **Address Identification for Buildings**

Shaaron Fisher will present the final proposal at the 15 August 2017 Board Meeting. She will send out the proposal before the meeting for Board Member review.

## **Roof Valley Painting**

The painting is scheduled for the week of 24 July 2017 to do a test on one Quad before proceeding with the remaining Quads.

## **Community Maintenance Action Plan**

In Process.

## **Club House Cleaning Request**

Approved via Email.

## **NEW BUSINESS**

### **Bill Reimbursements**

Don Kraemer submitted a bill for paper towels for the Club House Restrooms in the amount of \$30.63.

Len Pavuk submitted a bill for hanging files for the file cabinet in the Club House and a ream of paper in the amount of \$19.34.

Sharon Fisher made a motion to approval the reimbursements that were seconded by Jim Pace. The motion passed 5-0.

## **Update Rules Handbook**

Board members will send suggestions to Len and all other Board Members. Len will set up a Special Meeting to discuss.

## **Collection Procedure and Policy**

The Board agreed to develop these documents.

## **FHA Certification**

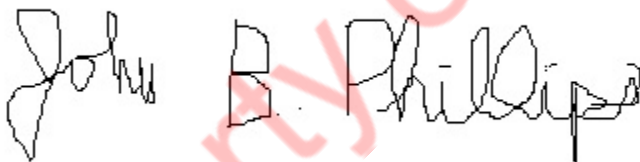
The Board discussed and is not interested in pursuing.

Don Kraemer made a motion to adjourn to Executive Session that was seconded John B. Phillips. The motion passed 5-0.

Submitted by John Phillips, Secretary

18 July 2017

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A handwritten signature in black ink, appearing to read "John B. Phillips". The signature is written in a cursive style with some capital letters. It is positioned below a horizontal line.

**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING  
August 15 2017  
1:30pm**

Board Members present: Len Pavuk – President, John Phillips – Secretary, Don Kraemer – Treasurer, Shaaron Fisher & Jim Pace – Directors at Large. Denise Brown of Case Bowen was also present.

There were 5 Unit Owners present.

**Community Input**

A Unit Owner wanted to know the status of AEP's plans to clear the area underneath the high tension wires east of the Community. The Board will be discussing later in the meeting and then contacting AEP.

Another Unit Owner discussed various issues about the Community finances.

**Secretary's Report**

The Secretary presented the Minutes of the Monthly Board Meeting of 18 July 2017 for approval. Don Kraemer made a motion to approve the Minutes, as corrected that was seconded by Shaaron Fisher. The Motion passed 5-0.

**Treasurer's Report**

The Treasurer reported a Checking Account Balance as of 31 July 2017 of \$49,248.69 and a Money Market Account Balance of \$83,940.37. The CD Balance, with interest included, is \$102,105.76. Total Assets are \$235,294.82 with Equity of the same amount.

John B. Phillips made a motion to accept the Treasurer's Report that was seconded by Jim Pace. The Motion passed 5-0.

The Treasurer had a conference call with the two owners of Case Bowen to express the concerns of the Board about the integrity of the Monthly Financial Statements involving the handling of Utility payments. Applications have been missed, posted early and misapplied.

Case Bowen recently contracted with AvidPay, an accounts payable firm, to make payments to Vendors and Utilities on a more prompt basis. The changeover did not go as smoothly as planned. Case Bowen acknowledged their mistakes according to the owners of Case Bowen and said a better control system is now in place and the mistakes should not occur in the future.

### **Property Manager's Report**

The Property Manager is waiting for the Concrete and Asphalt Schedules from Chemcote.

Kick-out flashing is complete.

Installed new soil boot and ice and water shield and replaced damaged shingles at Unit 5299 Abby Gate Avenue.

Damage to the siding at Unit 5354 Bridwell Lane from EMI trimming will be repaired at EMI's cost.

### **OLD BUSINESS**

#### **Community Collection Policy**

Don Kraemer made a motion to approve the Community Collection Policy that was seconded by Jim Pace. The Motion passed 5-0.

Len Pavuk will send the policy to legal for approval.

### **Approve Kick-out Flashing Invoice**

John B. Phillips made a motion to approve the Kick-out Flashing Invoice from Feazel Roofing for \$1903.00 that was seconded by Don Kraemer. The Motion passed 5-0.

This invoice will be processed as a non-budgeted item.

### **Approve Roof Valley Painting Invoice**

Jim Pace made a motion to approve the Roof Valley Painting Invoice from Pure Property Solutions for \$8075.00 that was seconded by Don Kraemer. The Motion passed 5-0.

This invoice will be processed as a non-budgeted item.

### **Approve Rules Handbook Updates**

All input should be sent to Len Pavuk and a final draft of the Rules Handbook will be reviewed, corrected and approved at the September 2017 Board Meeting.

### **Chemcoat Asphalt and Concrete Status**

The contract has been signed and sent back to Chemcote. The Board is awaiting a schedule.

Don Kraemer made a motion to approve the Chemcote bid for \$2820.00 for the Concrete Work to be done to the sidewalk near Unit 5268 Abby Gate Avenue that was seconded by Jim Pace. The Motion passed 5-0.

### **Add No Outlet Signs bid**

Awaiting final bid

## **Address Identification for Buildings**

Shaaron Fisher presented one of two proposals. She will obtain a sample from the other contractor and show to Board Members before the next Board Meeting

## **Community Maintenance Action Plan**

Completed:

- Painting of 5 Quads
- Arborvitaes trimmed
- Kick-out flashing installed on all units
- Roof Valleys painted on 17 buildings.

## **NEW BUSINESS**

### **Bill Reimbursements**

John B. Phillips submitted a bill for three reams of printing paper in the amount of \$25.77.

Don Kraemer made a motion to approve the Bill Reimbursements that was seconded by Jim Pace. The Motion passed 4-0.

### **AEP Spraying or Cutting Vegetation Under High Voltage Wires**

John B. Phillips made a motion to recommend cutting the vegetation instead of spraying to AEP that was seconded by Shaaron Fisher. The Motion passed 5-0.



## Entrance Way Wall Repair Bids

The Board received two bids:

\$6280.00 All Ohio Masonry Restoration, LLC

\$6850.00 Steve Parker Masonry Company

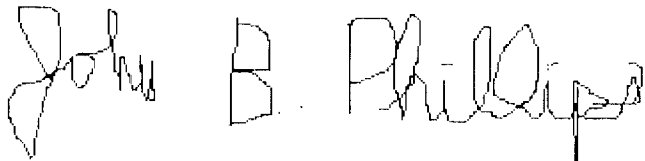
Don Kraemer made a motion to accept the bid from All Ohio Masonry Restoration, LLC for \$6280.00 that was seconded by Shaaron Fisher. The Motion passed 5-0.

John B. Phillips made a motion to adjourn to Executive Session that was seconded by Shaaron Fisher. The motion passed 5-0.

Submitted by John Phillips, Secretary

15 August 2017

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**GLENABBY CONDOMINIUMS  
MONTHLY BOARD MEETING  
September 19, 2017  
1:30pm**

Board Members present: Len Pavuk – President, Don Kraemer – Acting Secretary & Treasurer, Shaaron Fisher & Jim Pace – Directors at Large. Denise Brown of Case Bowen was also present.

There were no Unit Owners present.

The Acting Secretary presented the Minutes of the August 15, 2017 Board Meeting for approval. Shaaron Fisher made a Motion to approve the Minutes, as corrected that was seconded by Jim Pace. The Motion passed 4-0.

The Treasurer reported a Checking Account Balance as of July 31, 2017 of \$37,186.74 and a Money Market Account Balance of \$87,243.92. The CD balance, with interest included, is \$102,221.96. Total Assets are \$226,652.62 with Equity of the same amount.

Jim Pace made a Motion to accept the Treasurer's Report that was seconded by Shaaron Fisher. The Motion passed 4-0.

The Treasurer reported that the proper recording of payments on utilities on the Financial Statement continues to be an issue. A personal visit to discuss the continuing problems will occur prior to the next Board Meeting with both Jim Case and Bob Bowen.

Property Manager reports various repairs were completed at 6251 Abby Gate Ct., 6247 Abby Gate Ct. and 5234 Bridwell Lane.

Damage to the Siding at 5354 Bridwell Lane was repaired on 9/11/17 at the Expense of the Landscaping Co.

Tru Green checked the property for grubs and based on the formula used to determine existence of grubs could not find any infestation.

## OLD BUSINESS

Payment of the invoice for kick out flashing in the amount of \$1903.00 was sent to Feazel Roofing on 9/18/17.

Property Manager reported that AEP has agreed to mow the property and not to spray. The completion of the work could occur anytime up to two years from now.

Jim Pace made a Motion to approve the updated Rules Handbook dated September, 2017 that was seconded by Shaaron Fisher. The Motion passed 4-0. Copies will be sent the Unit Owners by Case Bowen.

The "No Outlet" sign will be added to the existing pole at Abby Gate Ave. and Bridwell Lane.

The Board received two bids for Address Signs. They are:

|                   |          |
|-------------------|----------|
| Signs by Tomorrow | \$640.57 |
| Fast Signs        | \$674.13 |

Neither priced included installation which will be done by community volunteers.

Shaaron Fisher made a Motion to approve the bid from Signs by Tomorrow for \$640.57 that was seconded by Jim Pace. The Motion passed 4-0.

Jim Pace made a Motion to approve disbursement of the Down Payment of \$1884.00 required by All Ohio Masonary Restoration for work on the Entrance wall. Sharon Fisher seconded the Motion and the Motion passed 4-0. The Actual work should commence in about 2 weeks.

## NEW BUSINESS

Len Pavuk submitted a bill for reimbursement of \$128.45 for a cartridge and 2 reams of paper.

Shaaron Fisher submitted a bill for reimbursement of \$8.60 for a directional arrow on the "No Outlet" sign.

Jim Pace made a Motion to approve both requests that was seconded by Don Kraemer. The motion passed 3-0.

John Phillips informed the Board he is resigning effective 9/1/17. His official letter will follow.

Shaaron Fisher will replace John Phillips as a Website Moderator.

Shaaron Fisher made a Motion to have Len Pavuk send a letter to the Community for anyone interested in filling the open Board position. Jim Pace seconded the Motion. The Motion passed 4-0.

The Board will have a Budget Planning meeting on October 6, 2017.

The Board will have a planning meeting on October 19, 2017 to review various ancillary documents used within the Community.

Shaaron Fisher made a Motion to hold the Fall Meeting of Unit Owners on November 8, 2017 that was seconded by Jim Pace. The Motion passed 4-0.

Jim Pace made a Motion to adjourn to the Executive Session that was seconded by Shaaron Fisher. The Motion passed 4-0.

Submitted by: Don Kraemer, Acting Secretary



**GLENABBY CONDOMINIUM ASSOCIATION  
MONTHLY BOARD MEETING  
DATE 10/17/2017 1:30 P.M.**

**BOARD MEMBERS PRESENT**

**Len Pavuk - President, Don Kraemer- Treasurer, Shaaron Fisher- Secretary, Jim Pace - Member at Large and Denise Brown- Property Manager**

**UNIT OWNERS IN ATTENDANCE—None**

Don Kraemer made the Motion to elect Shaaron Fisher as Secretary. Jim Pace 2<sup>nd</sup>. Approved 4-0.

**SECRETARY'S REPORT**

Acting Secretary Don Kraemer presented the Minutes of the September 19<sup>th</sup> Board Meeting for approval. Shaaron Fisher moved to approve the Minutes. Jim Pace 2<sup>nd</sup>. Approved 4-0.

**TREASURER'S REPORT**

The Treasurer reported as of 9/30/17 the Checking Account Balance was \$34,669.43 and the Money Market Account Balance \$90,546.44. The CD Balance with interest included is \$102,334.54. Total Assets \$227,550.41 with Equity of the same amount. Shaaron Fisher made the Motion to accept the Treasurer's Report. Jim Pace 2<sup>nd</sup> the Motion. The Motion was approved 4-0.

**OLD BUSINESS**

Jim Pace made a Motion to leave the open Board Position vacant until elections unless an acceptable applicant comes forward. Don Kraemer 2<sup>nd</sup> the Motion. The motion was approved 4-0.

The "NO OUTLET" sign at Abbygate Ave. and Bridwell Ln. has been installed.

Address sign installation timing needs to be investigated by Shaaron Fisher.

Jim Pace made a Motion to pay Chemcote \$39,989.00 for Blacktop work, Don Kraemer 2<sup>nd</sup> the Motion. The Motion was passed 4-0.

The invoice for \$661.13 was paid to A.D.L. for tree trimming.

Don Kraemer made the Motion to purchase a Larger "NO OUTLET" sign for the Hamilton Road entrance. The current "NO OUTLET" sign will be moved to Abbygate Ave. and Abbygate Ct. Jim Pace 2<sup>nd</sup> the Motion. The Motion was approved 4-0.

Denise Brown reported that The Entrance Way Wall Repair has been delayed because of the Contractors scheduling. Denise will follow up and let us know when it can be completed.

Maintenance projects for 2017 are being completed.

### **NEW BUSINESS**

A Motion was made by Don Kraemer to pay reimbursements to Don Kraemer \$3.85 for keys, Len Pavuk \$141.90 for the purchase of eight outdoor light fixtures and Shaaron Fisher \$57.56 spray paint. The Motion was 2<sup>nd</sup> by Jim Pace. The Motion was passed 4-0

The Board discussed the 2018 Budget. A Motion was made by Len Pavuk to approve the preliminary Budget for 2018. Don Kraemer 2<sup>nd</sup> the Motion. The Motion Passed 4-0.

Len Pavuk made a Motion to approve the Rumpke Contract for services providing:  
"HAND SERVICE AT ONE TIME A WEEK AT \$10.39 EACH A MONTH FUEL LOCKED AT 15% BASE RATE HELD FIRM FOR THE 1<sup>ST</sup> YEAR AND ANNUAL BASE RATE INCREASES IN YEARS 2 AND 3 SHALL NOT EXCEED 5% PER YEAR. RATE DOES NOT INCLUDE ANY GOVERNMENTAL FEES, TAXES OR SURCHARGES PER PARAGRAPH 4 OF THE CONTRACT." Don Kraemer 2<sup>nd</sup> the Motion. The Motion was passed 4-0.

The agenda for the November 8<sup>th</sup> Unit Owners Meeting was discussed. Each member selected topics to present.

A Motion was presented by Shaaron Fisher to allow Case Bowen to charge a fee for copying documents. The amount of the fee will be determined by Case Bowen. Don Kraemer 2<sup>nd</sup> the Motion. The Motion was passed 4-0.

Don Kraemer made a Motion we adjourn to Executive Session. Jim Pace 2<sup>nd</sup> the Motion. The Motion passed 4-0.

Submitted by:



Shaaron Fisher  
Secretary

**GLENABBY CONDOMINIUM ASSOCIATION  
MONTHLY BOARD MEETING  
November 21, 2017 1:30 P.M.**

**Board Members Present:** Len Pavuk- President, Don Kraemer-Treasurer, Shaaron Fisher-Secretary, Jim Pace- Member at Large and Denise Brown Property Manager

**UNIT OWNERS IN ATTENDANCE--NONE**

**SECRETARY'S REPORT**

The Secretary presented the Minutes of the October 17, 2017 Board Meeting for approval. Don Kraemer made a motion to approve the Minutes that was 2<sup>nd</sup> by Jim Pace. The Motion was approved 4-0.

The Secretary presented the minutes of the Nov.8, 2017 Informational Meeting for Unit Owners for approval. Don Kraemer made a motion to approve the Minutes that was 2<sup>nd</sup> by Jim Pace. The Motion was approved 4-0.

**TREASURER'S REPORT**

Treasurer's reported as of 10/31/2017 the USB Checking Account Balance was \$42,447.03 and The Money Market Account Balance \$53,866.04. The CD Balance, with interest included, is \$102,451.00. Total Assets are \$198,764.07 with Equity of the same amount. Len Pavuk made a motion to accept the Treasurer's report that was 2<sup>nd</sup> by Shaaron Fisher. The Motion was approved 4-0.

**OLD BUSINESS**

The stone wall repair at the entrance was started today.

The Board approved via email the payment of \$2820.00 to Chemcote for concrete work.

The 2018 Budget was presented by Len Pavuk for approval. Don Kraemer made a Motion to accept the 2018 Budget that was 2<sup>nd</sup> by Shaaron Fisher. The Motion was approved 4-0.

Outside Light fixtures are continuing to be painted or replaced as needed. 66 of 104 have been completed as of today. The project will continue as long as the weather is good.

## NEW BUSINESS

President announced that Condo Management of Columbus (CMOC) will prepare the December Packet that is mailed to Unit Owners.

Denise Brown asked the Board if we wanted leaves removed from the gutters this year. Jim Pace made a Motion to have the leaves removed that was 2<sup>nd</sup> by Don Kraemer. The Motion was approved 4-0.

A Motion was presented by Jim Pace to approve the following Reimbursements:

Len Pavuk- \$173.61 for light fixtures and hardware.

Don Kraemer- \$45.98 for snow stakes and downspouts.

Shaaron Fisher- \$655.97 for address signs and hardware.

Shaaron Fisher 2<sup>nd</sup> the Motion. The Motion was approved 4-0.

Three Community Volunteers saved the Association \$450.00 by installing the address signs.

Don Kraemer made a Motion to transfer \$350 from the Exterminating/Animal Control Yearly Budget to the Printing and Reproduction Yearly Budget that was 2<sup>nd</sup> by Jim Pace. The Motion was approved 4-0.

Don Kraemer made a Motion to adjourn to Executive Session that was 2<sup>nd</sup> by Jim Pace. The Motion was approved 4-0.

Submitted by:



Shaaron Fisher  
Secretary

Nov 2017



**GLENABBY CONDOMINIUM ASSOCIATION**

**MONTHLY BOARD MEETING**

**December 19, 2017 1:30 P.M.**

**Board Members Present: Len Pavuk- President, Don Kraemer- Treasurer, Shaaron Fisher- Secretary, Jim Pace- Member at Large, and Denise Brown- Property Manager**

**UNIT OWNERS IN ATTENDANCE—NONE**

**SECRETARY'S REPORT**

The Secretary presented the Minutes of the November 21st meeting for approval.

Len Pavuk made a Motion to approve the Minutes as corrected that was 2<sup>nd</sup> by Don Kraemer. The Motion was approved vote 4-0 .

**TREASURER'S REPORT**

The Treasurer reported as of November 30, 2017 the Checking Account Balance was \$ 37,325.63 and the Money Market Account Balance \$57,157.80. The CD Balance, with interest included, is \$102,563.83. Total Assets \$197,047.26 with Equity of the same amount.

Shaaron Fisher made a Motion to accept the Treasurer's report that was 2<sup>nd</sup> by Jim Pace. The Motion was approved 4-0.

Adjustments to the Financial Report were discussed and approved.

**OLD BUSINESS**

The "NO OUTLET" sign at the Hamilton Road entrance should be up by the end of the year.

Gutter clean up was completed by De Roche Construction.

EMI cleared away leaves for the last time this season.

All of the planned outside light fixtures have been painted, replaced or repaired.

### **NEW BUSINESS**

The Design Interest Group of Innis Wood Gardens and resident Margaret Allen sent a Thank You note to the Board. The group used the Community Center for their Holiday Party and was extremely pleased with the facility.


Jim Pace made a Motion to approve the Reimbursement of \$8.91 to Don Kraemer for supplies that was 2<sup>nd</sup> by Shaaron Fisher. The Motion was approved 4-0.

Shaaron Fisher made a Motion to approve the Contract with Condo Management of Columbus dated November 27, 2017 and Jim Pace 2<sup>nd</sup>. The Motion was approved 4-0.

Don Kraemer made a Motion to approve a transfer \$5,000 to establish a new US BANK account for use by Condo Management of Columbus effective January 1, 2018. Shaaron Fisher 2<sup>nd</sup> the Motion. The Motion was approved 4-0.

Don Kraemer made a Motion to adjourn to Executive Session. Jim Pace 2<sup>nd</sup> the Motion. The Motion was approved 4-0.

Submitted by:

  
Shaaron Fisher  
Secretary