

GLENABBY CONDOMINIUM ASSOCIATION

SPECIAL BOARD MEETING

January 2, 2019 5:30 PM

Board Members Present: Rod Holm- President, Dave Smith- Treasurer, Jim Pace- Member at Large, Pam Haskett- Member at Large, Meeting Call to Order 5:34

Shaaron Fisher- Secretary not in attendance.

UNIT OWNERS IN ATTENDANCE - None

SECRETARY'S REPORT – None

TREASURER'S REPORT - None

OLD BUSINESS – None

NEW BUSINESS –

Board discussion regarding Real Property Management (RPM) contract.

Item 5 of contract Liaison to Board. Dave Smith will be the Liaison with RPM during transition period. After that period the Board will name a new Liaison. Brandi of RPM to work closely with Board during the first 90 Days.

Item 6(f) of contract Annual Budget no less than (30) Days before end of the fiscal year. RPM wants to work with the Board to achieve a new Budget for the following year in September or October time frame but Board should approve Budget no later than (30) Days before end of the fiscal year.

Item 17 of contract Digital Products. RPM will provide to the Association at no cost "Town Square" which will be able to communicate with unit owners and provide information to the unit owners. "Revenue generated from the Digital Product through Association-solicited advertising will be the sole property of the Association."

There are costs if RPM sets up a web site for the Association.

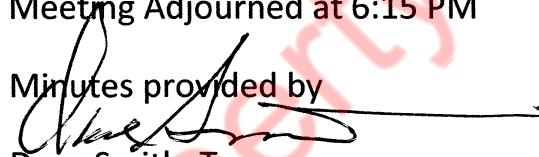
Discussion on the possibility of some Board meeting in the afternoon and some in the evening. This would allow working unit owners the opportunity to attend Board meetings.

Discussion on Vice-President tabled for future discussion.

Move to approve the RPM contract made by Dave Smith seconded by Jim Pace. Approved 4/0

Meeting Adjourned at 6:15 PM

Minutes provided by


Dave Smith, Treasurer

GLENABBY CONDOMINIUM ASSOCIATION

MONTHLY BOARD MEETING

January 15, 2019

Board Members Rod Holm President, Shaaron Fisher Secretary, Jim Pace Member at Large, Dave Smith Treasurer, Pam Haskett member at large.

UNIT OWNERS IN ATTENDANCE—None

The President called the meeting to order at 1:35P.M.

SECRETARY'S REPORT

The minutes of the November 20th 2018 meeting were read and approved 5-0.
The minutes of the January 2nd 2019 meeting were read and approved 5-0.

TREASURER'S REPORT

Balance Sheet December 31, 2018

GA-USB Operating 4287	48,282.46
Total Operating	48,282.46

Reserves

GA-CFB MM 3545	98,010.67
GA-CDB CD 8705 1.50% 04-24-19	<u>104,211.12</u>
Total Reserves	202,221.79

<u>Total Cash</u>	250,504.25
--------------------------	------------

<u>Total Assets and Net Worth</u>	250,504.25
--	------------

The Treasurer, Dave Smith presented a Motion to transfer \$13,456.59 from the Operating Account to the Reserve Account. Rod Holm 2nd the motion Approved 5-0.

OLD BUSINESS

Two requests presented by unit owners were tabled. Both owners were contacted by the Secretary and the issues will be discussed in the spring.

A Motion was made by Shaaron Fisher to change the type of mulch to be laid in the spring of 2019 by Benchmark Lawn Service. Pam Haskett 2nd the Motion. Passed 5-0.

NEW BUSINESS

Dave Smith made a Motion and Rod Holm 2nd the Motion to re-write the 2013 version of the memo on the use of portable generators. Passed 5-0.

Rod Holm made a Motion and Pam Haskett 2nd the Motion to have Shaaron Fisher to be the Community Liaison with the Landscape Company. Passed 5-0.


The Board suggested the Property Manager research and present three estimates to correct the mortar on the wall at the entrance to the Community. The company that repaired the cap is to be one of those companies.

Rod Holm made a motion and Jim Pace 2nd the Motion to not charge a late fee to unit owners that may be late with their February Condo Fees because of turnover of Property Management companies.

Jim Pace made a Motion to 1st, see if any unit owner wants the pool table in the clubhouse or post a FREE offer on social Media. Pam Haskett 2nd the Motion. Passed 5-0.

SF moved to adjourn 2nd by RH Passed 5-0 at 3:55 p.m.

Submitted by



Shaaron Fisher
Secretary



Our Mission Statement
*Delivering unsurpassed management
and lifestyle services to communities worldwide.*

**Glenabby Condominium Association
Board of Directors Meeting Minutes
February 19, 2019 | 1:30 p.m. | Clubhouse
5292 Abby Gate Ave., Westerville, OH 43081**

1. Call to Order

The meeting was called to order by Rodger Holm at 1:30 p.m. A quorum of directors was established.

Directors present:

Rodger Holm	President
David Smith	Treasurer
Shaaron Fisher	Secretary – Attended via teleconference
James Pace	Director

There were four Owners present. Vice President, Brandi Smith, Senior Community Association Manager, Brittany Spencer and Community Association Manager, Amy Thompson from Associa were also in attendance.

2. Secretary's Report

David Smith presented the minutes from the January 15, 2019 Board of Directors meeting. A motion was made by Shaaron Fisher to approve the minutes as amended. Seconded by David Smith. Motion carried.

3. Treasurer's Report

The financial report for January 2019, was presented by David Smith. David Smith presented the Associations Accounts. Operating – \$28,122.55, New Operating Account with Associa - \$2,500 for a total of \$30,622.55. Reserve Money Market - \$115,753.78, Reserve CD - \$104,342.99. January had a total equity of \$250,719.52.

4. Manager's Report

Amy Thompson presented the manager's report to the Board. Her written report included an update on all violations noted on her February 18, 2019 inspection and an update on the Owner information forms that were received at Associa. Amy Thompson will send the violation report to the Board of Directors before letters are sent to the Owners. Amy Thompson will send a reminder via email to Owners, to send in the Owner information forms and will also notify Owners that the information forms are to be destroyed. Amy Thompson will update the Board of Directors at the March meeting regarding the Owner information sheets that were received.

5. Old Business

Code of Conduct



Our Mission Statement
*Delivering unsurpassed management
and lifestyle services to communities worldwide.*

David Smith made a motion to postpone the signing of the code of conduct until the new Board is elected in April. Seconded by Rodger Holm. Motion carried with a 3 to 2 majority.

Patio Fencing - Painting

Fencing was installed by the Developer within the community, and some owners also installed fences. David Smith made a motion to void the previous decision to have Owner's pay for their own fence painting. Seconded by Shaaron Fisher. Motion passed. James Pace motioned to have the Association responsible for painting all fences. Seconded by Rodger Holm. Motion passed.

Clubhouse Cleaning – Pool Table

The clubhouse cleaning day will be March 9, 2019, by resident volunteers. James Pace made a motion to approve the donation of \$150.00 for the pool table. Seconded by Shaaron Fisher. Motion passed.

Emergency Generator Guidelines

Rodger Holm made a motion to table the discussion of the emergency generator guidelines until the Board has met with the Contractor and Attorney. Seconded by David Smith. Motion passed.

Board Access to Financial Information

The Board would like to have access to the financial information via Town Square. Management will add the Balance Sheet and Income Statement to Town Square for Owners to view.

2018 Tax Preparation

Rodger Holm made a motion to have Pritchett, Dlusky, Saxe & Keller, Ltd. Prepare the 2018 taxes for the Association in the amount of \$240.00. Seconded by Shaaron Fisher. Motion passed.

Landscape Applications

David Smith made a motion to have Owners send in all landscape application to the Board prior to the next Board meeting on March 19, 2019. Seconded by Shaaron Fisher. Motion passed.

Mortar Repair

Amy Thompson will obtain bids for the mortar repair for the wall at the entry.

6. Next Meeting Date & Location

The next Board of Directors meeting will be the on March 19, 2019 at 1:30 pm at the Glenabby Clubhouse, located at 5292 Abby Gate Ave., Westerville, OH 43081.



Our Mission Statement
*Delivering unsurpassed management
and lifestyle services to communities worldwide.*

7. Adjourn

A motion was made by James Pace to adjourn the meeting at 2:46 p.m. Seconded by Rodger Holm. Motion passed.

Amy Thompson, CMCA®
Associa; Real Property Management
Glenabby Condominium Association

Property of glenabby.org



Our Mission Statement
*Delivering unsurpassed management
and lifestyle services to communities worldwide.*

Glenabby Condominium Association
ANNUAL UNIT OWNERS MEETING
April 23, 2019 | 7:00 p.m. | Glenabby Clubhouse
5300 Glenabby Dr., Westerville, OH 43081

AGENDA

1. **Welcome & Call to Order** 7:00 p.m.
2. **Quorum** 7:00 p.m.
3. **Introduce Board of Trustees and Associa Real Property Management** 7:05 p.m.
4. **Proof of Notice** 7:05 p.m.
5. **Secretary's Report** 7:05 p.m.
 - a. Associa® RPM has attached a copy of the April 17, 2018 Annual Meeting minutes for your approval.
6. **Treasurer Report** 7:10 p.m.
 - a. The December 2018 Balance Sheet is attached for your acceptance.

The notable highlights as of December 2018 are as follows:

▪ Operating Account (cash on hand)	\$ 48,282.46
▪ The Reserve Account	\$250,504.25
▪ Members Receivable (past due assessments)	\$ 25.00
▪ Prepaid Balances	\$ 7,945.87
▪ Net Income (Loss)	\$ 43,301.64
7. **Committees** 7:15 p.m.
 - a. Social Committee
 - b. Garden Committee
 - c. Clubhouse
8. **President's Report** 7:20 p.m.
9. **Election of Trustees** 7:25 p.m.
 - Nominations Previously Submitted
 - Nominations From the Floor
 - Remarks by Candidates
 - Cast Ballots/Count



Our Mission Statement

*Delivering unsurpassed management
and lifestyle services to communities worldwide.*

10. **General Questions & Discussion**

7:35 p.m.

11. **Announcement of Election Results**

7:55 p.m.

12. **Adjourn**

8:00 p.m.

Property of glenabby.org



Our Mission Statement
*Delivering unsurpassed management
and lifestyle services to communities worldwide.*

To: Glenabby Condominium Association
From: Associa, Real Property Management
Subject: Date Change for the Annual Meeting of Homeowners
Date: March 20, 2019

The Annual Meeting of Homeowners is **Tuesday, April 23, 2019** at 7:00 p.m. at the **Glenabby Clubhouse located at 5300 Glenabby Drive, Westerville, OH 43081.**

The original notice that went out stated the Annual Meeting was on Wednesday, April 17, 2019.

We apologize for any inconvenience, if you have any questions or concerns please call 614-766-6500 or email customerservice@rpmanagement.com

Best Regards,

By Order of the Board of Directors

A handwritten signature in cursive script that reads "Amy Thompson".

Amy Thompson
Community Association Manager

Glenabby Condominium Association

Balance Sheet

12/31/2018

Assets

CASH

Operating

GA-USB Operating 4287

48,282.46

TOTAL Operating

48,282.46

Reserves

GA-CFB MM 3545

98,010.67

GA-CFB CD 1.50% 04-24-19 8705

104,211.12

TOTAL Reserves

202,221.79

TOTAL CASH

250,504.25

Total Assets

250,504.25

Liabilities

Total Liabilities

0.00

Net Worth

Fund Balance as of 1/1

207,202.61

Net Income YTD

43,301.64

Total Net Worth

250,504.25

Total Net Worth and Liabilities

250,504.25

Glenabby Condominium Association

Expense Distribution Report

From : 12/01/2018 to 12/31/2018

Trx	Account	Description	Invoice / ch.	on	Amount
400105.00 - Clubhouse					
1070	Spectrum Utilities	Spectrum Utilities # 242647 water	ch. 1169	on	18.75
					Account Total
					18.75
400110.00 - Electric					
1072	American Electric Power	American Electric Power # 10520779306	ch. 1170	on	322.70
1072	American Electric Power	American Electric Power # 10192366127	ch. 1170	on	35.16
					Account Total
					357.86
400125.00 - Gas					
1083	Columbia Gas	Columbia Gas # 20313277 001 000 4 gas	ch. 1172	on	105.61
					Account Total
					105.61
400180.00 - Management					
1037	Condo Management of Columbus LLC	CMOC management	ch. 1166	on	1,150.00
					Account Total
					1,150.00
400190.00 - Office					
1106	James M Pace	James M Pace reimbursement-color copies	ch. 1174	on	17.46
1107	Patricia (Pam) Haskett	Patricia (Pam) Haskett reimbursement-copy/laminate	ch. 1175	on	5.68
1123	Condo Management of Columbus	CMOC office-postage/supplies/copies	ch. 1176	on	54.57
					Account Total
					77.71
400210.00 - Repairs					
1051	Harry Paulino	Harry Paulino reimbursement-sewer blockage	ch. 1168	on	198.00
1105	David Smith	David Smith reimbursement-driveway markers	ch. 1173	on	206.15
					Account Total
					404.15
400230.00 - Trash Removal					
1081	Rumpke of Ohio Inc	Rumpke of Ohio Inc # 1904361994 trash rmvl	ch. 1171	on	764.70

Glenabby Condominium Association

Expense Distribution Report

From : 12/01/2018 to 12/31/2018

Trx	Account	Description	Invoice / ch.	Amount
<u>Account Total</u>				<u>764.70</u>
400240.00 - Water & Sewer				
1049	Spectrum Utilities Solutions	Spectrum Utilities Solutions # 1619 water collection chg	ch. 1167 on	260.00
1054	No account payable in transaction	Spectrum collections		(2,364.67)
1152	No account payable in transaction	December water bill		2,930.25
<u>Account Total</u>				<u>825.58</u>
Distribution Total				3,704.36

GLENABBY CONDOMINIUMSSOCIATION ANNUAL MEMBER'S MEETING

APRIL 17, 2018

7.30P.M.

Due notice having been given to all owners of the time and place for the Annual Meeting to be held April 17, 2018 for the purpose of electing three 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 business that may be appropriate. The Meeting was called to order by the President Len Pavuk. We met the required number of residents to meet the Quorum requirements. President Len Pavuk introduced the current Board Members, Jim Chew the Property Manager and Jeff Kaman the Association's Attorney. Each Board member gave a summary of their activities over the past year. Nominations from the floor were taken for new Board positions in addition to Len Pavuk and Don Kraemer and Dave Smith. They were Pam Haskett and Tara Lamson. The association voted and the new Board Members are Pam Haskett, Tara Lamson and Dave Smith. Two other members, Shaaron Fisher and Jim Pace each have one more year to serve.

TREASURER REPORT

A complete report from 12/01/2017-12/31/2017 was provided to all owners in the Managements packet. A first quarter 2018 report was also included.

SECRETARY REPORT

The secretary's report was presented and a Motion to approve was presented by Stu Herlan and Nita Ragor 2nd. The minutes were accepted.

OLD BUSINESS

No old business

NEW BUSINESS

No new business.

The Motion to adjourn the meeting was presented by Tom Fisher and 2nd by Stu Herlan. The motion was approved.

EXECUTIVE SESSION

The new board immediately met and decided on positions.

Pam Haskett will serve as President, Shaaron Fisher as Secretary, Dave Smith as treasurer, Jim Pace as Website Coordinator and Tara Lamson as Member at Large.

Jim Pace presented a Motion to adjourn 2nd by Shaaron Fisher. The Motion was approved.

April 17,2018

Secretary

Property of glenabby.org

Code of Ethics and Rules of Conduct for Board Members

The Board of Directors of Glenabby Condominium Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all serving the community:

1. Violations of this Code of Ethics and Rules of Conduct will result in the remaining board members requesting the resignation of the offending member.
2. Each new board member will be given a copy of this document and will be asked to acknowledge that they received it, read it, and agree to abide by it.
3. Board members agree to abide by all association rules and be current in the payment of all association fees and assessments.
4. No gifts of any type worth \$50.00 or more per year will be accepted from any owner, resident, contractor or supplier.
5. No drugs or alcohol will be used prior to or during association or board meetings.
6. It is understood that differences of opinion will exist. They must be expressed in a clear and businesslike fashion. Confidentiality of other board members' opinions will be respected, and not criticized outside of a board meeting. The board is a team and will not criticize one of its own outside the confines of the board meeting.
7. Dissenting votes will be reflected within the official minutes of the association. A dissenting board member is always permitted to put into writing the reasons for the dissenting opinion and have the writing attached to meeting minutes.
8. Language at board meetings will be kept professional. Yelling, swearing and/or personal attacks against fellow board members, the property manager, contractors, owners, or residents is prohibited.
9. Board members agree not to make promises or assurances to any owner, resident, contractor, subcontractor, supplier, or anyone else unless the promise or assurance was approved by the board as a whole.
10. A board member will not knowingly misrepresent facts to anyone involved regarding any issue within the community.
11. No board members may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers or in any other manner whatsoever. Any potential conflict of interest must be immediately disclosed.
12. No contributions will be made to any political parties or political candidates by the association.
13. No board member will harass, threaten, or attempt through any means to control or instill fear in fellow board members, the property manager, a member of the staff or any owner/resident.

14. Confidentiality of other board members' personal lives, all residents' personal lives, the property managers' personal lives, as well as employees' personal lives, will be respected and preserved by the board members.
15. No board member will interfere with the duties of the property manager, contractor, or any staff member.
16. Any board member under investigation for a felony will request a leave of absence from the board of directors during the investigation and trial period. Any board member convicted of a felony will immediately resign.
17. The board will use its best efforts at all times to operate and make decisions that are consistent with high ethical principles, and to protect the safety of the residents and enhance the value of the property.

I hereby acknowledge receipt of this Code of Ethics and Rules of Conduct for Board Members and agree to abide by its terms.

Rod Holm Name

5-1-19 Date

(The law firm of Kaman & Cusimano represents our Association)

Property of Glenabbey.org

Code of Ethics and Rules of Conduct for Board Members

The Board of Directors of Glenabby Condominium Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all serving the community:

1. Violations of this Code of Ethics and Rules of Conduct will result in the remaining board members requesting the resignation of the offending member.
2. Each new board member will be given a copy of this document and will be asked to acknowledge that they received it, read it, and agree to abide by it.
3. Board members agree to abide by all association rules and be current in the payment of all association fees and assessments.
4. No gifts of any type worth \$50.00 or more per year will be accepted from any owner, resident, contractor or supplier.
5. No drugs or alcohol will be used prior to or during association or board meetings.
6. It is understood that differences of opinion will exist. They must be expressed in a clear and businesslike fashion. Confidentiality of other board members' opinions will be respected, and not criticized outside of a board meeting. The board is a team and will not criticize one of its own outside the confines of the board meeting.
7. Dissenting votes will be reflected within the official minutes of the association. A dissenting board member is always permitted to put into writing the reasons for the dissenting opinion and have the writing attached to meeting minutes.
8. Language at board meetings will be kept professional. Yelling, swearing and/or personal attacks against fellow board members, the property manager, contractors, owners, or residents is prohibited.
9. Board members agree not to make promises or assurances to any owner, resident, contractor, subcontractor, supplier, or anyone else unless the promise or assurance was approved by the board as a whole.
10. A board member will not knowingly misrepresent facts to anyone involved regarding any issue within the community.
11. No board members may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers or in any other manner whatsoever. Any potential conflict of interest must be immediately disclosed.
12. No contributions will be made to any political parties or political candidates by the association.
13. No board member will harass, threaten, or attempt through any means to control or instill fear in fellow board members, the property manager, a member of the staff or any owner/resident.

14. Confidentiality of other board members' personal lives, all residents' personal lives, the property managers' personal lives, as well as employees' personal lives, will be respected and preserved by the board members.
15. No board member will interfere with the duties of the property manager, contractor, or any staff member.
16. Any board member under investigation for a felony will request a leave of absence from the board of directors during the investigation and trial period. Any board member convicted of a felony will immediately resign.
17. The board will use its best efforts at all times to operate and make decisions that are consistent with high ethical principles, and to protect the safety of the residents and enhance the value of the property.

I hereby acknowledge receipt of this Code of Ethics and Rules of Conduct for Board Members and agree to abide by its terms.

Andrea M. Allen Name

May 1, 2019 Date

(The law firm of Kaman & Cusimano represents our Association)

Property of Glenabby.org

Code of Ethics and Rules of Conduct for Board Members

The Board of Directors of Glenabby Condominium Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all serving the community:

1. Violations of this Code of Ethics and Rules of Conduct will result in the remaining board members requesting the resignation of the offending member.
2. Each new board member will be given a copy of this document and will be asked to acknowledge that they received it, read it, and agree to abide by it.
3. Board members agree to abide by all association rules and be current in the payment of all association fees and assessments.
4. No gifts of any type worth \$50.00 or more per year will be accepted from any owner, resident, contractor or supplier.
5. No drugs or alcohol will be used prior to or during association or board meetings.
6. It is understood that differences of opinion will exist. They must be expressed in a clear and businesslike fashion. Confidentiality of other board members' opinions will be respected, and not criticized outside of a board meeting. The board is a team and will not criticize one of its own outside the confines of the board meeting.
7. Dissenting votes will be reflected within the official minutes of the association. A dissenting board member is always permitted to put into writing the reasons for the dissenting opinion and have the writing attached to meeting minutes.
8. Language at board meetings will be kept professional. Yelling, swearing and/or personal attacks against fellow board members, the property manager, contractors, owners, or residents is prohibited.
9. Board members agree not to make promises or assurances to any owner, resident, contractor, subcontractor, supplier, or anyone else unless the promise or assurance was approved by the board as a whole.
10. A board member will not knowingly misrepresent facts to anyone involved regarding any issue within the community.
11. No board members may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers or in any other manner whatsoever. Any potential conflict of interest must be immediately disclosed.
12. No contributions will be made to any political parties or political candidates by the association.
13. No board member will harass, threaten, or attempt through any means to control or instill fear in fellow board members, the property manager, a member of the staff or any owner/resident.

14. Confidentiality of other board members' personal lives, all residents' personal lives, the property managers' personal lives, as well as employees' personal lives, will be respected and preserved by the board members.
15. No board member will interfere with the duties of the property manager, contractor, or any staff member.
16. Any board member under investigation for a felony will request a leave of absence from the board of directors during the investigation and trial period. Any board member convicted of a felony will immediately resign.
17. The board will use its best efforts at all times to operate and make decisions that are consistent with high ethical principles, and to protect the safety of the residents and enhance the value of the property.

I hereby acknowledge receipt of this Code of Ethics and Rules of Conduct for Board Members and agree to abide by its terms.

Joseph C. Santillo

JOSEPH C. SANTILLO Name

MAY 1, 2019 Date

(The law firm of Kaman & Cusimano represents our Association)

Code of Ethics and Rules of Conduct for Board Members

The Board of Directors of Glenabby Condominium Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all serving the community:

1. Violations of this Code of Ethics and Rules of Conduct will result in the remaining board members requesting the resignation of the offending member.
2. Each new board member will be given a copy of this document and will be asked to acknowledge that they received it, read it, and agree to abide by it.
3. Board members agree to abide by all association rules and be current in the payment of all association fees and assessments.
4. No gifts of any type worth \$50.00 or more per year will be accepted from any owner, resident, contractor or supplier.
5. No drugs or alcohol will be used prior to or during association or board meetings.
6. It is understood that differences of opinion will exist. They must be expressed in a clear and businesslike fashion. Confidentiality of other board members' opinions will be respected, and not criticized outside of a board meeting. The board is a team and will not criticize one of its own outside the confines of the board meeting.
7. Dissenting votes will be reflected within the official minutes of the association. A dissenting board member is always permitted to put into writing the reasons for the dissenting opinion and have the writing attached to meeting minutes.
8. Language at board meetings will be kept professional. Yelling, swearing and/or personal attacks against fellow board members, the property manager, contractors, owners, or residents is prohibited.
9. Board members agree not to make promises or assurances to any owner, resident, contractor, subcontractor, supplier, or anyone else unless the promise or assurance was approved by the board as a whole.
10. A board member will not knowingly misrepresent facts to anyone involved regarding any issue within the community.
11. No board members may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers or in any other manner whatsoever. Any potential conflict of interest must be immediately disclosed.
12. No contributions will be made to any political parties or political candidates by the association.
13. No board member will harass, threaten, or attempt through any means to control or instill fear in fellow board members, the property manager, a member of the staff or any owner/resident.

14. Confidentiality of other board members' personal lives, all residents' personal lives, the property managers' personal lives, as well as employees' personal lives, will be respected and preserved by the board members.
15. No board member will interfere with the duties of the property manager, contractor, or any staff member.
16. Any board member under investigation for a felony will request a leave of absence from the board of directors during the investigation and trial period. Any board member convicted of a felony will immediately resign.
17. The board will use its best efforts at all times to operate and make decisions that are consistent with high ethical principles, and to protect the safety of the residents and enhance the value of the property.

I hereby acknowledge receipt of this Code of Ethics and Rules of Conduct for Board Members and agree to abide by its terms.

Sharon Luska Name

5/1/2019 Date

(The law firm of Kaman & Cusimano represents our Association)

Property of Glenabbey.org

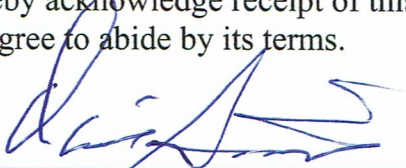
Code of Ethics and Rules of Conduct for Board Members

The Board of Directors of Glenabby Condominium Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all serving the community:

1. Violations of this Code of Ethics and Rules of Conduct will result in the remaining board members requesting the resignation of the offending member.
2. Each new board member will be given a copy of this document and will be asked to acknowledge that they received it, read it, and agree to abide by it.
3. Board members agree to abide by all association rules and be current in the payment of all association fees and assessments.
4. No gifts of any type worth \$50.00 or more per year will be accepted from any owner, resident, contractor or supplier.
5. No drugs or alcohol will be used prior to or during association or board meetings.
6. It is understood that differences of opinion will exist. They must be expressed in a clear and businesslike fashion. Confidentiality of other board members' opinions will be respected, and not criticized outside of a board meeting. The board is a team and will not criticize one of its own outside the confines of the board meeting.
7. Dissenting votes will be reflected within the official minutes of the association. A dissenting board member is always permitted to put into writing the reasons for the dissenting opinion and have the writing attached to meeting minutes.
8. Language at board meetings will be kept professional. Yelling, swearing and/or personal attacks against fellow board members, the property manager, contractors, owners, or residents is prohibited.
9. Board members agree not to make promises or assurances to any owner, resident, contractor, subcontractor, supplier, or anyone else unless the promise or assurance was approved by the board as a whole.
10. A board member will not knowingly misrepresent facts to anyone involved regarding any issue within the community.
11. No board members may use his/her position to enhance his/her financial status through the use of certain contractors or suppliers or in any other manner whatsoever. Any potential conflict of interest must be immediately disclosed.
12. No contributions will be made to any political parties or political candidates by the association.
13. No board member will harass, threaten, or attempt through any means to control or instill fear in fellow board members, the property manager, a member of the staff or any owner/resident.

14. Confidentiality of other board members' personal lives, all residents' personal lives, the property managers' personal lives, as well as employees' personal lives, will be respected and preserved by the board members.
15. No board member will interfere with the duties of the property manager, contractor, or any staff member.
16. Any board member under investigation for a felony will request a leave of absence from the board of directors during the investigation and trial period. Any board member convicted of a felony will immediately resign.
17. The board will use its best efforts at all times to operate and make decisions that are consistent with high ethical principles, and to protect the safety of the residents and enhance the value of the property.

I hereby acknowledge receipt of this Code of Ethics and Rules of Conduct for Board Members and agree to abide by its terms.



Name

DAVID SMITH

5/1/19

Date

(The law firm of Kaman & Cusimano represents our Association)

Property of Glenabby.org

GLENABBY CONDOMINIUM ASSOCIATION
BOARD MEETING
May 21, 2019

Board Members Present: Rod Holm, Dave Smith , Joe Santillo, Andi Allen and Shaaron Fisher

Unit Owners Present: Marilyn Bates, Barb Epp, Tom Fisher, John Gentry, Sandy Kloeb, Don Kraemer, Tara Lamson, Linda Landis, Sharon Linscot, Carol May, Linda Pace, Len Pavuk, John & Maggie Phillips, Nita & Mark Ragor, Terri Santillo, Becky Smith, and Karen Wilson,

CALL TO ORDER

Rod Holm called the meeting to order at 7:00pm.

OPEN FORUM

1. Don Kraemer delivered a document to the board regarding the responsibility of maintenance on patios and fences. Considerable discussion followed. These positions were presented:
 - a. Patios that were built by Rockford as original construction to the unit, not an option, should be maintained by Glenabby Condominiums. Add on patios are to be maintained by the unit owner.
 - b. All patios should be maintained by Glenabby Condominium.
 - c. No patios should be maintained by Glenabby Condominium; all patios are to be maintained by the unit owner.

Rod agreed to get a legal position on this question.

2. Beck Smith brought up the question of where guests may park during events at the club house. There is a need for clear delineation.
3. Len Pavuk commented that the Board should make sure that motions which are passed should be completed. He gave the example of the motion that a sign be posted that no fire arms are to be carried in the Community Center.
4. Mark Ragor questioned the policy on Generators, noticing that one had recently been installed within the community. It was explained that this is a temporary generator necessitated by medical conditions. A statement of the Generator policy and exception will be issued to the community.
5. Rod Holm announced that Glenabby Condominium will be using Town Square as our official website.
6. Don Kraemer indicated that he has had issues with RPM not responding to his request for Financial information.

BOARD MEETING

1. Secretary's Report

Minutes from April 23, 2019 read by Andi Allen. Rod Holm motioned to approve, Shaaron Fisher seconded. Motion passed.

2. Treasurer's Report

Dave Smith met with Associa (RPM) to review their financial reports. He reported that the reports are a different format from previous property managers.

In order to match RPM's report numbers,

Dave Smith modified Balance Sheet. He made a motion to add \$10 to the Printing line item. Shaaron Fisher seconded. Motion passed.

Due to change over in management companies, Glenabby Condominium's insurance was not paid on time. RPM performed rush actions so insurance coverage did not lapse.

3. OLD BUSINESS

Handbook Update

High priority item for Board to update. Board members to study handbook and mark items they believe need to be updated before next Board Meeting.

Landscape Change Applications and Drainage Issues

Referred to Executive Meeting.

Results of Walk Around Inspection

Shaaron Fisher summarized findings:

Speed bump on north side of ring road constantly wet.

Pruning --- to be scheduled, probably in June.

Requesting to RPM to inspect downspouts

Noted some trees are too close to buildings and some trees angled.

Entrance Wall - Waiting on estimates for mortar repaired.

Curb Repair – Rod Holm to investigate.

Reserve Study

Criteria has quoted \$2,500.

Waiting for RPM to secure two more estimates.

Sealing Asphalt

To be scheduled.

Need to verify if 3 lanes can be implemented at Condominium entrance to minimize wait for outgoing traffic turning right.

Number of Directors

Dave Smith brought up status of Bylaws statement on number of directors and length of term and timing of election.

Dave Smith motioned to adjourn the Board Meeting. Shaaron Fisher seconded. Passed.

Submitted by Andi Allen, Secretary.

June 16, 2019

**GLENABBY CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 18, 2019 | 1:30p.m. | Clubhouse
530 Glenabby Dr., Westerville, OH 43081**

1. **Call to Order**

The meeting was called to order by Rod Holm at 1:28 p.m. A quorum of directors was established.

Directors present:

Rod Holm	President
David Smith	Treasurer
Andi Allen	Secretary
Joe Santillo	Director
Shaaron Fisher	Director

Associa Representatives present:

Brittany Spencer	Senior Community Association Manager
Amy Thompson	Community Association Manager

Unit Owners present:

Gordon & Glenda Kaylor
Roger Klein
Don Kraemer
Bob Mains
Jim Pace
John & Maggie Phillips
Mark & Nita Ragor
Terri Santillo

2. **Homeowners Discussion**

Items discussed included concern about Associa not responding to homeowners, mowers causing ruts in lawn, height of speed bumps, preferred time of Board Meetings, drainage issues, request for documents and difference in "Board Meeting", "Special Meeting and "Executive Session".

3. **Secretary's Report**

Andi Allen presented minutes from the May 21, 2019 Board Meeting. Dave Smith made a motion to accept minutes, Shaaron Fisher seconded. Motion carried.

4. **Treasurer's Report**

Dave Smith reviewed the financial reports. He reported that in May the new CD yielded \$438.82 interest compared to the April interest on the previous CD of \$98.20. The Board thanked Dave Smith for his efforts in acquiring the CD at the higher interest rate.

5. **Manager's Report**

Amy Thompson presented the report from Associa.

6. **Social Committee**

Notice of the upcoming gathering on July 4 10:00 a.m. – Noon. Coffee and tea will be available, attendees are encouraged to bring a brunch food to share.
In July there will be a co-ed lunch outing to the Olive Garden restaurant.

7. **Old Business**

Asphalt Sealing

Will be postponed until August, to permit time to resolve the issue with the permanently wet spot on the pavement on the north side of the neighborhood. Shaaron Fisher has contacted the City of Columbus. Associa to investigate cause of the wetness.

Front Wall

Awaiting bids for necessary mortar repair.

Power Washing

Have received 4 bids. Company will be selected and power washing will be scheduled.

Town Square

Rod Holm motioned that as of July 16, 2019 Town Square will be the official website of Glenabby Condominiums. Joe Santillo seconded. Motion passed, 4-1. Andi Allen dissented.

Associa to send out cards with unit Account numbers in the mail and to provide training at 6pm on Tuesday, July 16, 2019 (before the next Board Meeting).

8. **Next Meeting Date & Location**

The next Board of Directors Meeting will be on Tuesday, July 16, 2019 at 7:00pm at the Glenabby Clubhouse, located at 5300 Glenabby Drive, Westerville, OH 43081.

9. **Adjourn**

A motion was made by Dave Smith to adjourn the meeting at 2:15 p.m. Sedonded by Rod Holm. Motion passed.

Submitted by
Andi Allen, Secretary

**GLENABBY CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 16, 2019 | 7:00p.m. | Clubhouse
5300 Glenabby Dr., Westerville, OH 43081**

1. **Website Training**

Preceding the Board Meeting Amy Thompson from Associa provided a training session on the TownSq website. She assisted individual owners signing up for the website.

2. **Call to Order**

The meeting was called to order by Rod Holm at 6:58 p.m. A quorum of directors was established.

Directors present:

Rod Holm	President
David Smith	Treasurer
Andi Allen	Secretary
Joe Santillo	Director
Shaaron Fisher	Director

Associa Representatives present:

Amy Thompson	Community Association Manager
--------------	-------------------------------

31 Unit Owners attended the meeting.

3. **Homeowners Discussion**

Items discussed included:

- Social and Gardening Committees looking for new members
- Question about who is doing welcoming and orientation for new owners
- Discussion of process for Proxy Votes for Board Directors
- Stone placement to prevent cars driving on grass.
- Lack of response in repairing roof leaks
- Suggestion of benches throughout the neighborhood
- Need for removal of dead trees
- Suggestion to put American Flag outside Community Center
- Suggestion to get utility map of property

4. **Property Manager's Report**

- Sent out TownSq postcards
- Work order to clean gutter
- Posted Homeowners' Financial Reports to website
- Power/Soft Washing done
- Front Wall Masonry – waiting on 2 bids

5. **Secretary's Report**

Andi Allen presented minutes from the June 18, 2019 Board Meeting. Dave Smith made a motion to accept minutes, Shaaron Fisher seconded. Motion carried.

6. **Treasurer's Report**

Dave Smith reviewed the financial reports. He pointed out that the Reserve Fund is overstated by \$7,326 due to a check from ChemCoat being taken out of the operating funds which is understated. This will be corrected. Reserve Fund deposits year-to-date is \$22,575.84. In total operating and reserve cash on hand as of June 30th is \$242,626.50 which includes \$5,010.36 in pre-paid funds

7. **Social Committee**

Notice of the co-ed lunch outing to the Olive Garden restaurant on July 17, 2019.

8. **Old Business**

Asphalt Sealing

It appears that the wet spot on the asphalt is possibly due to an underground spring. ChemCoat will look at the situation.

Asphalt sealing will be done I August. Schedule will be released to unit owners prior to the event so that people know when they will have to have their cars relocated to permit the sealing.

Patios

The Following motions were made and passed at the Executive Board Meeting on June 12, 2019

Dave Smith made the following motion:

"To reverse the approved motion made by Jim Pace at the February 19th Board Meeting to have the association responsible for painting all fences."

Seconded by Shaaron Fisher. Motion Passed, 5-0.

Dave Smith then made the following motion:

"The maintenance and repair of all patios, patio additions, and patio fencing will be the responsibility of each individual unit owner. "

Rod Holm seconded. Approved, 4-1.

3 Traffic Lanes at Entrance

It was decided that the entrance pavement is too narrow for three lanes. Shaaron Fisher made a motion to abandon the implementation of 3 traffic lanes at the condo entrance. Rod Holm seconded. Motion passed, 5-0.

Issues from Directors' Walkthrough

Units with problems with the splash guard from the downspout in the driveway to be addressed.

Insurance

Per our Bylaws, Unit Owners are responsible for the insurance deductible in the event of a claim. The current insurance deductible is \$10,000. It was suggested that unit owners check with their own condo insurance policies to see if they are covered for this amount.

8. **Next Meeting Date & Location**

The next Board of Directors Meeting will be on Tuesday, August 20, 2019 at 1:30pm at the Glenabby Clubhouse, located at 5300 Glenabby Drive, Westerville, OH 43081.

9. **Adjourn**

A motion was made by Dave Smith to adjourn the meeting at 7:40 p.m. Seconded by Shaaron Fisher. Motion passed.

Submitted by
Andi Allen, Secretary

Property of glenabby.org