

Sanctuary Homeowners' Association
Annual Meeting Minutes
May 16, 2005

CALL TO ORDER Upon being notified of a quorum of 48% of the owners being represented either in person or by proxy, President Tim McCord called the 2005 Sanctuary Homeowners' Association Annual meeting, being held at the Kirtland Library, 9267 Chillicothe Road, Kirtland, Ohio, to order at 6:37 PM. Included in those present were Board members Joe Stanzi and Bruce Gravens; Jay Cusimano of the law firm of Kaman & Cusimano and Jeanne E. Laveglia of Continental Management Company. Mr. Viviani and Frank DeMilta were unable to attend.

INTRODUCTIONS President McCord introduced the current Board Members and representative from Continental Management Company.

PROOF OF MEETING Mr. McCord verified that the proof of Notice of the Annual meeting was mailed to all owners of record prior to the Annual Meeting as required by the Association's governing documents.

MINUTES Kori Smith moved to waive the reading of the Minutes of the Annual Meeting held on June 9, 2004 and approve as presented. The motion was seconded by Cheryl Barabani and unanimously approved.

OFFICERS REPORT

President McCord gave an officers report. In conjunction with comments from homeowners present at the meeting, the following matters were discussed:

- (1) Irrigation for the year should be status quo. Signs posts will hopefully be painted this year. Sprinkler installations are almost all complete. Natural islands are to be left alone.
- (2) Septic testing. The Board met with Ohio Aeration and saw the complications that are associated with testing and maintaining working septic systems within the Sanctuary development. Everyone should receive a report after their system has been inspected. Homeowners should read and ask Ohio Aeration questions.
- (3) A proposal to create a website was presented by Bruce Gravens. The design of the site was discussed. Questions are whether the site should have just communication and be static, or have interaction. It could be used as a tool for the Board to communicate. Cost considerations would also bear on the choice. Nothing was finalized. Some homeowners questioned both the need and cost and relevant use of such a service. Others brought up ability to sell advertising space. Could we attract outside funding (landscapers, real estate agents, etc.). There will be an ongoing discussion among the Board. Tim McCord stated that we will try to determine if it will be cost effective and evaluate the process. The Board can make recommendation and approve without a vote from homeowners.
- (4) Delinquent homeowners: 7 Homeowners are delinquent on their annual fees. The Board will be taking appropriate follow up action. The Association has 122 paid fees by lot or homeowner.

- (5) Homeowners suggested that homes are not always being built as “code” requires. The Board noted that when lots are sold, the homeowners do not always give notice to the Association, even though they are required to do so. Some homeowners also noted that sellers may not disclose that a fee is required to be paid to the Association. There were no other questions on this matter.
- (6) Various landscaping matters were discussed. Homeowners wanted to know if the Association could accept a bid on landscaping. Tim McCord explained that 2 yr. contracts have been the norm. Questions were asked about whether the undeveloped areas were being done properly. The Board noted that it felt that Master Greenscapes had been given good marks and homeowners generally seemed to be pretty happy. Questions were raised about dumping of leaves. Master Greenscapes is not doing it. Homeowners should keep their eyes open to report it. Cardinal Drive to Regency Woods Subdivision, landscaping was sighted. The Association has an agreement with the homeowners. Questions were asked whether the Association was mulching this year. Yes, and blowing it in.
- (7) Liability insurance was discussed. Homeowners questioned whether it was needed. A minimal liability of \$2,000,000 is being maintained.

TREASURERS REPORT: Bruce Gravens reviewed the financial status of the Association. He reported that the Association was in good financial condition, that it was operating within its budget, and that all of the funds of the Association were accounted for. Bruce gave reports on delinquencies, and the Association’s checking account and Certificates of Deposit. We have waived late fees in the past. Delinquencies were \$3,500 vs. \$5,000 last year at this time.

LEGAL COUNSEL REPORT: Jay Cusimano gave a report as legal counsel for the Board. He advised that the Association was not involved in any lawsuits. He advised of a situation in another development where a shed had to be removed because it was prohibited in the documents of that development. Important issues are architectural control and collecting legal fees paid by the delinquent homeowners. He advised Homeowners to keep an eye out for vandalism, and noted that association communities are now 80% of new housing projects. He also advised that deed restrictions are a way of the future because protection of property value is important.

APPOINTMENT OF INSPECTORS OF ELECTION Jay Cusimano explained the voting procedure for the election of officers.

ELECTION OF BOARD MEMBERS: Jay Cusimano advised everyone that there were three positions open, those currently held by Bruce Gravens, Joe Stanzi and Frank DeMilta were all up for current re-election. All had advised the Board that they would serve again. Mr. Cusimano opened the floor for nominations and/or volunteers. There were no other nominations. There being no further nominations or volunteers, William Davis moved to close the floor for nominations and to cast a unanimous ballot to elect Bruce Gravens, Joe Stanzi and Frank DeMilta. Motion was seconded by Dave Thomas and passed unanimously.

UNFINISHED AND/OR OLD BUSINESS There was no unfinished or old business.

NEW BUSINESS

There were Homeowner questions about the Handbook of rules for the Sanctuary. The Board advised that new homeowners receive a copy. A suggestion was made that homeowners should get them every five years. Continental includes an owner information sheet with contact information. However, only half are sent back.

Website: One homeowner asked for a show of hands on those who liked the idea. Most were somewhat undecided and another discussion started. Bob Weinberg thought it would be a waste of money and offered to do it in his free time. The question was would residents use it? New owners would have a lot of their questions answered. Cost of internet site would go down. Advertising would be great.

A homeowner commented on the consistent enforcement of rules. Mailboxes were brought up as an example. The Board advised that "Gestapo" technique was not its intention. The Board would prefer to meet and discuss the issues with Homeowners.

A Homeowner pointed out that there is a homeowner on his street that does not have a paved driveway after many years of living there. He also has landscaping issues. Other homeowners brought up similar issues. The Board said they will try to handle all issues in due time. The gravel driveway issue will try to be handled without legal action if possible. Documentation of issues is very important to the Board. The Board has threatened foreclosure on some issues, but it is very difficult.

The Board discussed methods for enforcement of the issues. Actions taken will depend on how important the issue is and at what cost. Examples are various issues relating to dogs. It sounds simple, but could take years to resolve. A homeowner stated that it may seem trivial, but felt that the Board would get results if it does its job. The Board advised that it has to decide whether it wants to go to war over small matters. Even if the Board has a quick response and is proactive, it takes time.

ADJOURNMENT Having no further business, a motion was made by Tom Smith, and seconded by Cheryl Barabani, to adjourn the meeting at 7:51 p.m. Motion carried.

Respectfully submitted,

Gregory J. Viviani - Secretary

Approved:

Tim McCord - President