

## **PINE BLUFFS HOMEOWNERS ASSOCIATION**

### **5<sup>th</sup> ANNUAL MEETING NOTICE**

December 22, 2020

Dear Homeowner:

The 5th annual meeting of the Pine Bluffs Homeowners Association will be held on Monday, January 18<sup>th</sup> at 6:30 pm via Zoom. The full annual meeting packet can be found at the Stonegate Property Management website at [www.spmhoa.com](http://www.spmhoa.com). Click on Owner Resources, Association Notices, then click on Pine Bluffs. The link for the meeting itself will be posted a few days prior to the meeting. You may join with your computer or telephone.

The affairs of the Association are to be managed by a Board of three Trustees, who are members of the Association. The purpose of the meeting will be to elect one homeowner for a two-year term.

We look forward to seeing you!

The Pine Bluffs Homeowners Association  
Board of Trustees

#### **AGENDA**

1. Call to Order: 6:30 pm
2. Welcome and Introductions:
3. Attendance:
4. Proof of Notice: Notice of the meeting was mailed on December 22, 2020
5. Approval of the 2020 Annual Meeting Minutes
6. Reports:
  - a. Homeowner Board Member
7. Election:
8. Open Discussion: Owners in attendance can address the Board of Trustees regarding questions and issues of general interest to the community.
9. Adjournment:

**PROXY INFORMATION**

If you are unable to attend the meeting, you can participate by exercising your vote of proxy in one of two ways as follows:

1. You may appoint someone to vote as your agent. Simply place the name of your agent in the space provided. Your agent will receive a ballot at the meeting and vote for you at that time.
2. Select to abstain. Simply write "Abstain" in the space provided. This will indicate that you wish to abstain from voting, but will contribute to the establishment of a quorum needed to elect Board Members.

PLEASE RETURN ALL COMPLETED PROXIES TO:

STONEGATE PROPERTY MANAGEMENT, INC.  
 431 Ohio Pike, Suite 210  
 Cincinnati, OH 45255  
 Fax 513-528-5105

Proxies sent to the management company must be received by 5:00 PM on January 18, 2021.

**PINE BLUFFS HOME OWNERS ASSOCIATION  
 ANNUAL MEETING OF THE MEMBERSHIP  
 PROXY**

Date: \_\_\_\_\_

I, the undersigned Homeowner, represent that I am unable to attend the Annual Meeting of the Association on January 18, 2021 and hereby appoint:

\_\_\_\_\_ as an agent, in my name, place and stead, to vote on my behalf as he/she sees fit on all business that may come before the meeting.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of homeowner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**IT IS IMPERATIVE TO RETURN YOUR PROXY IF YOU CANNOT ATTEND.  
THE MEETING CANNOT BE HELD IF A QUORUM IS NOT ESTABLISHED.**

**PINE BLUFFS HOMEOWNERS ASSOCIATION  
2020 ANNUAL MEETING  
HELD FEBRUARY 27, 2020 AT THE MIAMI TOWNSHIP CIVIC CENTER**

**Call to Order:** Mr. Gehm called the meeting to order at 6:35 pm.

**Welcome and Introductions:** Mr. Gehm welcomed the homeowners and thanked them for attending.

**Attendance:** Jim Gehm was in attendance. Graham Parlin and Doug Herald have resigned their Board seats. Nancy Fay represented Stonegate Property Management, Inc.

**Proof of Notice:** Ms. Fay confirmed that the notice of the meeting was mailed to all members of record on January 27, 2020. A quorum was represented.

**Approval of the 2019 Annual Meeting Minutes:** Mr. Gehm motioned to approve the minutes and waive the reading. It was seconded by Ms. Zander.

**President Report:**

As of January 31, 2020, the Operating account balance was \$16,995.28 and the Reserve account balance was \$44,774.63. At the end of 2019, the Board was able to transfer \$4,000 from Operating into Reserves. The 2020 budget calls for income of \$3,000 from Capital Contributions, but that source of income will cease this year.

The Operating account is for day to day expenses such as landscape maintenance, utilities, taxes, insurance, etc. The Reserve account is for capital expenditures such as entry fence replacement, monument repairs/replacement, pond dredging, etc.

There is 1 seriously delinquent account, and as of February 26, 2020, 18 owners who have not yet paid the 2020 fees.

Last year, was very quiet for the Association. The following were addressed:

- The white entry fence was cleaned.
- A fence section in the rear of the community was repaired.
- A “No Solicitation” sign was installed near the entry.
- Electric was added at the entry for holiday lighting.
- A nozzle was replaced on the irrigation system.

The spring cleanup will begin in March or April, weather permitting, at the entry. The beds will be edged, and pre-emergent and mulch will be put down. The floral display will be installed around Mother’s Day.

Thanks to all who submitted Improvement Applications last year. The applications are available from the management company. The approval process typically takes 7-10 business days. Improvement applications are required for exterior improvements.

The Township requires the street trees throughout the community, and they are the responsibility of the homeowners. The Township can provide a list of approved street trees. Mr. Gehm said he will post a list of the approved trees on the Facebook page.

2020 Contractors include:

- Stonegate Property Management Maintenance Division ~ landscape and irrigation maintenance. The landscape maintenance contract is now in the 3rd year of a 3-year contract. Bids will be gathered in late summer for the Board to review.
- Wheeler Insurance Group ~ provides the liability, umbrella policy and the Director's and Officer's coverage.
- Dawson & Company ~ prepares the annual tax return
- Cuni, Ferguson & LeVay ~ provide legal counsel
- Jones Fish Hatchery ~ treats the ponds

**Election:**

The main purpose of the meeting this evening, is to elect 1 homeowner for a 1-year term, one for a 2-year term and 1 for a 3-year term. The staggering will allow for 1 new board member each year. Board members review the monthly financial reports, direct the property manager, review bids, award contracts, and make day to day decisions for the Association.

The floor was opened for nominations:

Shannon Athon-Shockey nominated herself  
Zander King nominated himself  
Jim Gehm nominated himself  
Dan Hornback was nominated by Liz Hornback  
Keith Nagle was nominated by Denise Nagle  
Brian Beavers nominated himself

Each nominee took a few minutes to explain why they wanted to serve. The residents voted and the ballots were counted by Nancy Fay and Kristen Ankenbauer.

Zander King, Jim Gehm and Brian Beavers were elected to the Board.

**Old Business:**

Residents voiced concern about the following items that are to be handled by the Developer:

- 1440 Norway Knoll – water heater in the ravine behind his home.

- The Developer/builder pushed down trees behind 1435 Norway Knoll Court that were never removed.

It was noted that the owners of the lots are responsible for maintaining the empty lots.

Mulching of the street trees requires an amendment of the documents.

The Board was asked to see if they would be willing to move the 4 bus stops to the locations of the current streetlights. The Board can bring this to the Transportation Department's attention but cannot control the decision. The bus stop locations may change based where the children live and how many there are for a particular stop.

Are items being approved that follow the documents? Mr. Gehm said that he believes 2 sheds were approved with variances due to the lay of the land.

**New Business:**

A resident said that all the sheds should be inspected to see if they are in compliance. Mr. Gehm said the Board will look at them.

At the end of Pine Bluffs Way, the area is not in good shape. There is a lot of silt and the pond likely needs to be dredged. The Developer should take care of the pond. A resident asked if the County would be able to help.

Shannon Athon said the pond by her home needs to be checked. She is concerned about drainage.

The sidewalks are very cracked or damaged and have X's on them. SPM will check with the Developer to see if he is repairing them.

Residents said there was a large concrete quality problem throughout the community.

Ryan Homes has a division that monitors social media. It was suggested that residents reach out to them via social media if their concerns are not being addressed.

The Township is responsible for curb issues.

**Adjournment:** With no further business, Mr. Pierce motioned to adjourn the meeting and it was seconded by Zander King. The meeting was adjourned at 7:42 pm.

**Organizational Meeting:**

**Call to Order:** 8:05 pm.

The following Board positions and terms were determined:

President – Jim Gehm	2021
Secretary – Zander Neal	2023
Treasurer – Brian Beavers	2022

**Adjournment:** 8:12 pm.