

Report to the Board

R & G M A N A G E M E N T C O M P A N Y
A N A S S O C I A M E M B E R C O M P A N Y



Welcome New Communities

R&G would like to welcome Hartman Village, Falcon's Nest, Monteo Village, Lake Ridge, Springmill Villages, Heather Glen at the Legends, Stone Bridge, Woodland Trace, Haverstick and Huntzinger Farm to our fine family of communities. We are glad to be of assistance to you.

Welcome New Employees

Please join us in welcoming Greg Hardy to our Maintenance Services Division and Elizabeth Veach to our Accounting Department. We are glad to have them as part of our team.

COMMUNITY SPOTLIGHT

R&G Management Company is proud to introduce The Reserve at Timber's Edge in Greenwood, Indiana. We have had the honor of managing Timber's Edge since 2003.

Upon entering the community, one is greeted by the beautifully maintained grounds and amenities. This beautiful community consists of 106 ranch style condominium homes built by Premier Villages and has a very active social program. Two lakes, a fountain, wooded walking trails, gazebo and scenic nature views make this community a superb location to call home. Often, deer and other

wildlife can be seen about the property.

Like to swim? There is a lovely pool and clubhouse, plus a fitness center for the fitness conscious.

If you like to shop, Timber's Edge is just minutes from as many other shops and restaurants in the Greenwood

community. Timber's Edge is a relatively easy commute to downtown Indianapolis for either work or play. Commuting and traveling is a breeze via the major highway systems.

We feel privileged in serving such a outstanding community.



MINUTES - A FEW PRACTICAL POINTERS

Article courtesy Association Times, May 2006

When preparing the minutes for your Association board meetings it is important to remember a few key points.

Minutes are to reflect the motions made at the meetings. You need good note taking skills and you need to be organized when preparing the minutes. The following indicates items that are to be included in the minutes, along with action items and motions that may be helpful:

- Name of Association.

- Address, telephone number, and fax number of the management company.
- Title of the minutes (i.e. Regular Board Meeting Minutes, Executive Session Meeting Minutes, Annual Meeting Minutes, Organizational Meeting Minutes, etc...).
- Date, time, and place of meeting.
- Next meeting date, time, and place.
- Adjournment time and indicate if the Board steps into another type of meeting (i.e. Executive Session Meeting, etc.).
- Approval signature line indicating the Secretary and the date line for the Secretary to complete at the following meeting after the minutes have been approved by the Board.

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LANDSCAPE RENOVATIONS

Article courtesy Association Times, June 2005

Because community associations have existed across the U.S. for over a quarter century, landscaping in many older communities is showing signs of aging. Over the years, landscaping has gone through many trends. Remember the popularity of railroad ties? Or bark as ground cover? Or painted concrete?

Many boards across the country are currently considering different ways to update and enhance their landscaping in order to maintain curb appeal and timeless beauty. Upgrading a community's appearance through landscaping is a good financial investment that can enhance the common areas and increase the quality of life in an association.

So, what are a few ways an established community can renovate and upgrade its landscaping panorama? Here are some tips:

1. **Establish a regular program to replace plant material** . Select new plants that will tie in to your present landscape configuration. Also, choose plants that will bloom at different times of the year, so there is always some natural color around to brighten the view. To spruce-up the place, try adding some seasonal color to your entry and monument areas.
2. **Shrubs have a relatively short life span** of around ten (10) years. They are often replaced or removed because of declining health or incorrect location (i.e., a sun-loving shrub planted underneath a tree is not a good idea). During replacement, it is a better idea to update with drought-

tolerant shrubs, which can thrive in either sunlight or shade and also will bloom during the year. In most climates, these include Green Carpet Natal Plum, Indian Hawthorne, or Nandina. It is also good to have these evergreen-type shrubs near entryways and walkways where many people, including prospective homebuyers, must pass.

3. **Converting small lawn areas or other greenbelt areas** to ground cover or dwarf shrubs will often reduce maintenance and water costs plus the area will still stay "green" most of the time. Among my favorite ground covers when converting turf areas to shrub beds are Scaevola from Australia and purple and white Lantana. Generally speaking, shrubs have a deeper root structure than turf, thereby requiring less water and saving money. Associations with a well-conceived water conservation program can save money and better protect the value of their property.
4. **Tree replacement** is also a major part of landscape renovation for older communities. Years ago, many communities planted Maples, Willows and Pear trees, which can grow enormously and crack curbs and gutters, lift sidewalks, and create hazards. Picking a good replacement tree is important. When considering the different types of replacement trees, research to find out just how big the tree will be in 10 to 15 years and ask about the required maintenance. A tree that drops leaves in the autumn can mean a bigger mess and greater maintenance expenses. An evergreen-type tree is usually best.

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R & G FOOD DRIVE

R&G Management started a monthly food drive, in January of 2006, to feed the hungry in Indianapolis and the surrounding area. Items will be donated to Gleaner's Food Bank and the Salvation Army.

We need your help. If you could bring canned, non-perishable items to your board meetings each month, it would increase our donation tremendously. Your manager would be happy to bring your items back to our office to be taken to the appropriate charity.

With the recent hurricanes, tsunami and floods, all assistance organizations are severely drained. Donations have slowed because of the holidays and people donating so much to these tragedies already.

We need to dig deep in our pockets and hearts to help our neighbors. Not only will R&G appreciate your help, but those that benefit from the assistance will too.

For more information about Gleaner's Food Bank, visit their website at www.gleanersfoodbank.com. For more information about The Salvation Army, visit their website at www.salvationarmy.org.



LANDSCAPE RENOVATIONS (CONT'D)

5. **Irrigation may need upgrading**, as well. Old systems don't offer much water conservation, while newer systems can be programmed to make every drop count and cut your water consumption by up to 20-30%. Your landscape contractor can help to design the best system for you, whether it's with sprinklers or a hose system with emitters. Drip irrigation can also work well. The polyethylene hose with laser-drilled holes every few inches is effective when completely buried a few inches deep, applying water directly to the roots. When everything is underground, there's nothing to get in your way. So naturally, the water penetrates deeper into the root zone than flood or sprinkler methods. Feeding the roots only small, measured amounts of water can cut the amount you use in half. Since the water is applied into the ground slowly, less is lost through evaporation and runoff. Drip irrigation is not good for all types of plants nor for turf, so well-thought-out plans are required before getting bids.

local landscape professional in your area for appropriate plant selections. Landscape is usually one of the largest and often the most **VISUAL** part of any common area. Enhancing your community's landscape can bring enjoyment to your owners along with increased property values. It is a great investment for most any community.

**Lucinda Hoe, Vice President
NN Jaeschke Co.
San Diego , CA**

I've mentioned different plant selections, but some varieties may not be suitable for the part of the country your association is in. Be sure to check with a



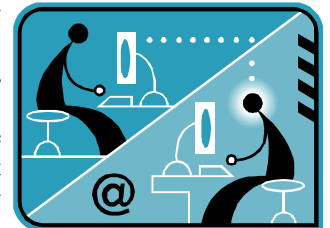
R & G ' S C O M M U N I T I E S S U R F T H E I N F O R M A T I O N S U P E R H I G H W A Y

Did you know that your community may have a website available? There are many useful features of the website created with the residents of your community in mind.

concerns or questions that may come up after our regular business hours.

You can register for free and find a Resident Center containing links to your Association Documents, Forms, Newsletters, a Community Calendar, a Survey section and a Photo Gallery and much more! You can also contact us via the website for maintenance

This is an awesome tool for the residents of your community. Go to our website at www.randgmanagement.com and click on the Association Websites link to find out what you have been missing. If your community doesn't have a website yet, ask your Community Manager about it today!



MINUTES (CONT'D)

- For organizational purposes, motions made are to be in a categorized order (i.e. Architectural, Landscape, Maintenance, Rules and Regulations etc.). This will allow you to create the vendor action items in sequence with respect to how the minutes are written. Note: Conversations made outside of motions are not considered motions and are not to be included in the minutes.
- Attach the vendor action items to the draft of the minutes prior to mailing

the minutes to the Board for their review and amendment where they deem appropriate. The Board is to approve the minutes at the following Regular Board Meeting.

- Motion Example - Upon a motion made, seconded and carried, the Board approved the light pole bid from ABC Lighting Company, in the amount of \$2,015.00 regarding installing the light pole at the entrance to the Association's pool area for safety purposes. The bid is to be received by no later than March 31, 2006.

Note - This motion provides the approval by the Board, name of the vendor, amount of the approved bid, location of the work to be done, and the purpose for which the work is to be performed.

**June Irey, CCAM®
Vice President of Management
N. N. Jaeschke, Inc.
San Diego , CA**

WE'RE ON THE WEB!
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"Do it once, do it right, do it now"



TRAINED MANAGERS ARE IMPORTANT

Congratulations to Cheryl Altemose, Valerie Atwell, Tony Brown and Joyce Harlow for attaining their CMCA (Certified Manager of Community Associations) designation. Currently, all of our association managers have at least one designation: Tracy Barker, CMCA, AMS; Michael Boucher, CMCA, AMS; David Michael, AMS; Tony Brown, CMCA, AMS; Joyce Harlow,

CMCA; Cheryl Altemose, CMCA.

Just what does this mean for your community? Having a trained manager is the key to a community's success. By having a trained manager board members and homeowners benefit from a qualified, knowledgeable professional who can advise and manage their communities.

R&G's managers are designated through Community Associations Institute (CAI) a nationally recog-

nized organization that provides education opportunities for community association volunteers, professional community managers and service providers. Students learn community governance, risk management, facilities management and much more.

To find out more about CAI's education opportunities and about CAI in general, visit their website at www.caionline.com.

PRESIDENT'S MESSAGE

My favorite time of year in Indiana is spring. With all the trees in bloom, the smell of freshly cut grass and the lengthening of the days make this a great time of year to be a Hoosier. This year has been especially rewarding with the daylight being extending by a full hour in the evenings due to Day Light Savings Time. Not only does this make the golfers happy, and those that own the courses, but it also increases the usage of your community pools and other amenities. Associations may even see increased costs due to more wear and tear on these amenities this summer. But, after a hard day at the office isn't it great to be able to enjoy the extended daylight lounging around your community pool after dinner? We hope you take advan-

tage of the extended daylight to enjoy your community's amenities this season. As a volunteer for your community you deserve it!

We also hope you find this quarterly newsletter to our Board members an informational and enjoyable read. The Board Secretary is responsible, per the community By-laws, to write the meeting minutes. The minute writing pointers within this newsletter present some great ideas to make the minutes more precise and functional for your HOA. Long winded and rambling minutes are not necessary and tend to "wear out" the reader. There are also some great landscaping tips enclosed for our communities to help reduce maintenance costs of your common areas while enhancing

their appearance.

We appreciate your business and we are here to serve you, our valued clients, in making your community a great place to call home. We at R&G hope all of you enjoy the extra long days that are ahead of us this summer.

Matt Englert, PCAM
As President of R&G Management Co., Inc.