

River Oaks Condominium Association  
Board of Directors Meeting Minutes

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**Date:** January 26, 2012

**Place:** Community Clubhouse  
Landings at River Oaks  
Edgewater, MD

**Present:**

Jyl Dupont	-	President
Bill Sutton	-	Vice President
Bev Wright	-	Secretary
Jonathan Catrow	-	Member-at-large
Shannon Irizarry	-	Victory Management Property Manager

**Excused Absence:** Amy McCarthy - Treasurer

**Call to Order**

Ms. Dupont called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:07 p.m.

**Approval of Minutes**

The minutes for the September 22, 2011 meeting were previously sent to the Board for review. Ms. Wright moved to approve the minutes as amended. Ms. Dupont seconded. Motion carried.

**Treasurer's Report** – No report.

**President's Report** – Jyl Dupont

The community will join the Police-Community Relations Council and register as River Oaks in care of Victory Management; Board approved the \$5.00 annual membership fee.

- Unit owner Laurie Sonsino volunteered to attend the council meetings as often as possible.
- Notes from the first meeting will be included in the next newsletter.

Anne Arundel County personnel have made an evaluation that the circle at the intersection of Two Rivers Drive, Millhaven Drive and Tilden Way, and along both sides of Millhaven Drive between the traffic circle and Mayo Road will be NO PARKING areas.

- County personnel will observe activity in the area and report to the County supervisor.
- Signs will go up that the areas will become “No Parking” after a certain date.
- Starting in 2011, the county has been plowing the circle. Ms. Dupont advised this area is a county road subject to county plowing and guidelines.

Crystal (LNU) @ The Roof Center has advised that she would be happy to work with the Board to develop specifications for cleaning the roofs and chemicals used.

***Secretary's Report*** – Bev Wright

The Victory Management template for the newsletter is being implemented. Content for the newsletter should be submitted by the 1st of the month.

***Committee Reports***

***Architectural and Landscaping*** – Ken Via

*Report attached.*

- Mr. Via will endeavor to submit his reports in advance in the future so that the Board can review them prior to the meeting and be more prepared hear his report.

*CS Lawn*

- Communication “loop” solidified with contractor for snow removal.
- Will be invited to the March meeting.

*Tree service invoices* from Bartlett approved.

- Funds taken out of Retained Earnings and will be included in the 2011 Financials.

*Trees along the side of the Tot Lot* are being pruned.

- Roots of trees whose branches are being pruned are surfacing inside the Tot Lot and will be root-pruned and/or removed for safety purposes.
- A decision on whether to install a root barrier system along the edge of the Tot Lot to prevent future tree roots from surfacing in the lot will be made after it is determined to what extent repairs or upgrades will be done to the lot itself and/or the equipment there.

*Root pruning* of 17 trees along Millhaven Drive from the entrance to the circle and back will not be done as recommended by Bartlett Tree Service and as contracted by the Board because electric cabling exists along both sides of the street at the base of the trees.

- We would consider root pruning to prevent eventual root damage to the sidewalks years from now. Currently, tree roots have not damaged any sidewalks.

*A special note* should be added to the snow removal contract to shovel and clear handicap ramps during a snow event.

*The committee met* on January 25, 2012 to develop ideas for what the committee would like to do to make the community look better. Twelve (12) items were established.

*Property lines* from the circle to Mayo Road on the west side next to the Joy Reigns Church need to be established.

- Mr. Sutton will review the property plats, advise his best estimate of property lines and advise the committee and the Board so that a prompt decision can be made regarding maintenance of this area.

*Snow Service* – A proposal for restricting parking in some areas during snow events, to facilitate snow pushing and promote efficient removal, was provided to the Board. The Board discussed using cones prior to getting the signs up or in addition to any posted signs.

- Ms. Wright moved and Mr. Sutton seconded to accept CS Lawn snow removal proposal as presented; the number of signs installed will be at the Board's discretion. Motion carried.

### ***Management Report***

The next Regular Board of Directors meeting will be February 23, 2012 at The Landings/River Oaks pool clubhouse.

### ***Violation Letters***

#### **8 Millhaven Court**

- Violation: Remove trashcan from front of home, repair upper right shutter, paint front door, remove weeds from sidewalk, power wash, and seal deck.
- Board Decision: Approved request for extension until May 2012 to complete.

#### **260 Braxton Way**

- Violation: repair/replace garage door, replace deck due to grill fire.
- Board Decision: Work completed. Fine waived.

#### **258 Braxton Way**

- Violation: clean/wash rear deck, treat grass for weeds, and reseed.
- Board Decision: Work completed. Fine waived.

#### **251 Braxton Way**

- Violation: paint/stain fascia board in rear
- Board Decision: Work completed. Fine waived.

#### **253 Braxton Way**

- Violation: paint/stain fascia board in rear, paint front door.
- Board Decision: Work completed. Fine waived.

#### **20 Millhaven**

- Violation: paint shutter and door, paint lamppost, complete staining of fence (fence and deck stain must match), store hose out of sight in front.
- Board Decision: Deferred until unit can be inspected.

#### **2125 Millhaven**

- Board Decision: More specific information will be provided.

#### **263 Braxton Way**

- Owner request for exemption due to the fact that "Rules" are not clear.
- Board Decision: Defer pending attorney letter review.

#### **190 Tilden Way**

- Board Decision: Defer decision pending attorney review.

#### **196 Tilden Way**

- Board Decision: Defer decision pending attorney review.

62 Millhaven Court

- Board Decision: Defer decision pending attorney review.

***Unit Owner Requests/Unit Issues***

2128 Millhaven

- ACA for one-piece combination storm/screen door reviewed and owner advised that approval is a Board decision. Door installed without approval.
- Board Decision: Defer pending attorney review.

252 and 260 Braxton Way

- Owner requested tenants be copied on *all* letters sent to the owner.
  - Management advised the Board that they discourage this practice.
  - The Board agreed that tenants will be copied on correspondence sent to the owner affecting the maintenance or condition of the unit.
- Owner requested information on VMI inspection fees.
  - Ms. Irizarry will respond that charges are comprehensive, not itemized, and are part of the overall fee.

205 Tilden Way

- Water flowing down the driveway. The Department of Public works inspected and advised that the water is not treated, indicative of a “natural spring.”
- Four (4) engineering proposals requested to investigate where the natural water is coming from and how best to handle. Deadline for response is February 1, 2012.

***Collection Account Matters***

245 Tilden Way

- \$1,100 outstanding. Mike Neall recommends pursuing District Court action.
- Board Decision: Ms. Wright moved and Ms. Dupont seconded to authorize Neall to proceed with District Court action. Motion carried.

Mike Neall's Collection Status report has not been received.

***Audit***

Letter to engage Strauss & Associates to conduct the 2011 audit presented for approval/signature. Cost for audit is \$1,250. The Board approved and signed.

***Rental Unit List***

Rental unit list sent to the Board. VMI will notify owners with expired leases that they are in violation of the Leasing Policies.

### ***Painting Proposals***

Proposals for painting wrought iron fence railing submitted for review.

- \$3,175 from A.M. Diversified and \$4,640 from Middeldorf
- Ms. Dupont moved and Ms. Wright seconded to approve A.M. Diversified. Work to begin as soon as possible. Motion carried.

### ***Annual Inspection***

Association Inspection schedule was discussed. Management advised the schedule will be:

- June - Initial inspection, to include roofs.
- August - Re-inspection and Show Cause letters sent to owners who have not corrected violations.
- September - Show Cause hearings.

***New Business*** – None.

### ***Adjournment***

Ms. Dupont moved and Mr. Catrow seconded to adjourn the meeting. The meeting adjourned at 9:15 p.m.

### ***Next Meeting***

The next meeting will be February 23, 2012 at 7:00 at The Landings' Community Clubhouse.

These minutes were recorded and transcribed according to accepted business practice and were read and edited for accuracy by the Board prior to distribution.

River Oaks Condo. Assoc. – January 26, 2012 – Regular – **Draft**

Submitted by: Josephine Jahnigen

River Oaks Condominium Association  
Board of Directors Meeting Minutes  
APPROVED on April 26<sup>th</sup>, 2012 - FINAL

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**Date:** March 22, 2012

**Place:** Community Clubhouse, Landings (Enclave) at River Oaks, Edgewater, MD

**Present:** Jyl Dupont, President  
Bev Wright, Secretary  
Jonathan Catrow, Member-at-large  
Amy McCarthy, Treasurer  
Shannon Irizarry, Property Manager, Victory Management

Guest: Chuck Saine, Owner, C.S. Lawn and Landscape, Inc. (C.S.)  
Committee Chair/Members: Ken Via (Chair), Joe Kolb  
Owners: Aaron Dockett, Brian Marshall

**Excused Absence:** Bill Sutton, Vice President

**Call to Order:** Ms. Dupont called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:00 PM.

**Approval of Minutes:** The amended minutes for the January 26, 2012 meeting were emailed to the Board for review. Ms. McCarthy moved and Mr. Catrow seconded a motion to approve the minutes as amended. Motion carried.

**Guest:** Mr. Saine reported that the early onset of warm weather caught almost every landscaping company by surprise, but C.S. gathered their crew in time to work on our community. They have cleaned and groomed the mulch beds to get them ready for new mulch. Mr. Saine explained the upcoming process for spring lawn treatments and improvement of turf areas. The soil test is due back next week. C.S. will begin mowing next week. Pre-emergent crabgrass treatment was completed earlier in the month. Our largest weed problem is chickweed growing rampantly. C.S. will spray the first of two post-emergent broadleaf weed control applications in April as planned. By law, the C.S. is required to post treatment signs in the areas when the weed control is applied, and, as a precaution, the Maryland Department of Agriculture recommends that people and pets stay clear of those areas for 48 hours after application. *(AC&L Note: The committee will request advance notification from C.S. and will notify the community by email when that notification is received.)*

**Officer Reports:**

**A. President**

1. **Fence Bids:** At Ms. Dupont's request, Joe Kolb contacted contractors for perimeter fence estimates to determine the cost/advisability of increasing the fence height to prevent teenagers from jumping over the existing fences and discouraging neighboring community residents from dumping trash onto our property; to repair fence sections in poor condition; and to install fence sections where the original builder did not complete the fence on the east side wooded area

bordering Londontowne.

Mr. Kolb reported his results thus far:

- a. A county permit is required to install any fence over six feet high, the height of our existing fences, and the permit process is lengthy. The two bids received thus far, from MidAtlantic and American Fence, have recommended that the community plant thorny bushes at the base of the fences to dissuade the jumpers instead of going over the 6 foot height.
  - b. To reduce trash dumping, Mr. Kolb furnished Marlboro Drive addresses to Ms. Dupont, who forwarded them to Ms. Irizarry. VMI will identify the owners and request in writing that they stop dumping their trash on our side of the fence.
    - i. In related observations, Mr. Kolb noted that the owner of 1660 Marlboro Road put a NO TRESPASSING sign on *our* side of the fence and someone else has put a *shed* in the space between two fences between South River Colony and ROCA at the far eastern end of Braxton Way.
  - c. Estimates will continue to be obtained to complete the fence along the side of Tilden and inside the property line in other locations where the builder installed partial fences.
2. *Surveyor Bids:* The Board requested Ms. Irizarry to obtain bids from surveyors to identify our property lines so that our perimeter fence would be in the correct place.
  3. *FHA Recertification:* Contracted with ABC Consultant Services to prepare FHA recertification documentation for River Oaks. Our FHA certification expired in August 2010. Certification will facilitate the process for buyers seeking to use FHA mortgage loans.
  4. Walked around the community to review the fence situation for needed improvements as suggested by the Architectural Control and Landscaping committee.

## **B. Treasurer**

1. *Operating Statement:* Still struggling with assigning income to the correct year, but that will be corrected over time.
  - a. Per Ms. Irizarry, people who prepaid for 2012 were not showing up in the correct category earlier, but that has been corrected. Other items still need to be corrected.
2. *Insurance Premiums:* Seem to be over budget, but Ms. Irizarry explained that the budget is not set up to reflect the nine seasonal payments, only the amount over 12 months.
3. *Collection Attorney Reports:* Spoke with Sean Suhar in Mike Neall's office about improving the clarity of the collection reports.
4. *Delinquent Accounts:*
  - a. With reference to one owner who died and an outstanding balance remains on their account for association dues, the association must wait until the estate is "opened", and no one in the deceased's family has done that yet.

- i. Mr. Kolb reported that the deceased's daughter has been residing in the unit for nine years.
  - ii. Ms. Irizarry will advise Mr. Neall's office of that information so that he can pursue having the estate "opened."
- b. Pursuing delinquent accounts may not necessarily be worth spending the money if the court ultimately determines the amount due to be insufficient to justify the action.

**B. Secretary:** No report.

**C. Member-at-Large:** Distributed a draft of revisions to the Parking Policies and Enforcement Procedures that had been suggested in a meeting with Ms. Dupont, Ms. Wright and Mr. Catrow. Mr. Catrow will email a copy to the Board for further revisions. Ms. Irizarry recommended having Sara Arthur, our attorney, review the revisions before the meeting with unit owners is held.

### ***Management Company Report***

1. *Next Regular Board of Directors Meeting:* April 26, 2012 at The Landings/River Oaks community clubhouse.
2. *Stenographer:* Ms. Irizarry has not been able to identify a new stenographer to record the minutes of the River Oaks Board, special and Annual meetings. Of the eight that she contacted, all have declined due to other commitments. Ms. Irizarry recommended contacting the community to see if anyone knows of another stenographer.
3. *Contracts:* List emailed to the Board for information and review.
4. *Dumpster:* Will be in the community on September 26, 2012.
5. *FHA Recertification:* Contract with ABC Consulting Services was signed and the first phase of collecting the recertification documents is complete.
6. *Maintenance:* Wrought iron railing painted completed.
7. *Surveyor Bids:* The surveyor who marked the boundary between our complex and the Landings last year did not respond to our request this year for a bid to survey our fence lines mentioned above. The original community surveyor responded with a bid to survey the entire community, including verification of our current boundaries and markings where potential fence repair on installation may occur.
8. *Mosquito Spraying:* Received an unsolicited bid from a local company for mosquito spraying. Ms. Wright moved and Ms. Dupont seconded a motion to accept the bid. In discussion, Ms. McCarthy asked if the bid identified whether the contract stipulated that treatment would be for regular and/or tiger mosquitoes because tiger mosquitoes were harder to eradicate. Motion tabled to get more information on the types of mosquitoes expected to be present in our community and how the company would be apply treatment to reduce or eliminate infestation.
9. *Unit Owner Letters:* 2111 Millhaven Drive requested waiver of fine levied in 2009 for a maintenance inspection item. Ms. Irizarry recommended delaying a decision on the request until after the 2012 annual inspection. The Board agreed to hold the request in abeyance.



## ***Committee Reports***

### **Architectural Control and Landscaping**

February and March, 2012 reports attached.

1. *Tot Lot Proposal:* Presented a proposal from C.S. that included removing the top layer of rich soil and decomposed wood chips and laying a new surface of wood fiber chips. The old soil would be used in other parts of the community to enrich poor soil. Ms. Wright moved and Mr. Catrow seconded a motion to approve the proposal. Motion carried.
  - a. Mr. Via will put together a calendar for the website as to when the Tot Lot will be closed for repairs and he will also advise the community via email about the plans.
2. *Information Coordination:* Request from the committee was approved to allow the Architectural Control and Landscaping Committee to initial off on landscaping and tree service proposals signed with contractors and to be provided with a copy of the contracts for their records.
3. *221 Tilden Way:* Requested that overhanging tree branches posing a safety hazard for the residents be removed or trimmed back. The committee received an estimate from Bartlett Tree Services, but rather than paying for the service, the committee will remove the impinging saplings in the General Common Element.
4. *Clean-Up:* Ms. Dupont requested the committee to ask C.S. to provide an estimate to have the wooded areas behind Millhaven Court and between Tilden Way and Braxton Way cleaned of brush and vines similar to the other wooded areas done last year.

### ***Old Business***

1. *Stenographer:* Discussed during Management Report.
2. *Photographer:* Ms. Irizarry advised that the re-shoot of the unit photos will be completed during the 1<sup>st</sup> week of April, weather permitting.
3. *Current Project Priorities:*
  - a. Tot Lot – identified as the #1 priority.
  - b. Property Survey – bids being obtained.
  - c. Fence repair/replacement – bids being obtained.

### ***New Business:***

1. *Fence “jumpers”:* Discussed during President’s Report.
2. *Board “tour of fences”:* Discussed during President’s Report

***Unit Owner's Forum***

1. *Brian Marshall, 240 Tilden Way:* Was going to ask about mosquito spraying but that issue was addressed during the meeting.
2. *Aaron Dockett, 2100 Millhaven Drive:* Asked about how to bid on the community lawn care contract because he works with a company and would like them to submit a bid. Ms. Irizarry explained the process and asked Mr. Dockett to send her his contact information for the next time we request bids on those services.

***Adjournment:*** Ms. McCarthy moved and Mr. Catrow seconded to adjourn the meeting. Meeting adjourned at 8:45 PM.

***Next Meeting:*** April 26, 2012, 7:00 PM, Community Clubhouse, Landings (Enclave) at River Oaks.

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***Submitted by:*** Beverly Wright, Secretary

Architectural Control and Landscaping (AC&L) Committee Report  
ROCA Board Meeting  
23 February 2012

1. Snow Service:

Nothing new to report. Committee is still finalizing the signs to go up restricting parking in specific spaces during a Snow event where snow pushing and snow clearing are required.

2. Tree Service:

As pre-designated in the Bartlett proposal, 17 of the 35 trees along Millhaven Drive from Mayo road to the traffic circle and back to Mayo Rd, along with the 3 Maple trees on the Tilden Way side of the Tot Lot, were pruned for the first time since planning, to ensure a better looking and healthier growth pattern. Awaiting an Invoice.

3. Future Initiatives Progress:

- a. Item #4 - Determination of the property line from the circle to Mayo Road on the west side next to the Joy Reign Church. Plat drawings were provided to Bill Sutton following a tour of the 2011 boundary markings between River Oaks and the Landings, who is reviewing where the official corner marker may actually be located compared to the existing landscaping.

4. Lastly, the new Landscaping contractor (CS Lawn and Landscaping) has accepted a verbal invitation to either the March 2012 Board Meeting, or before that at a Board coffee klatch,

Sincerely,

Ken Via, AC&L Committee Chair.

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Architectural Control and Landscaping (AC&L) Committee Report  
ROCA Board Meeting  
22 March 2012  
Happy Spring!!!

1. Tree Service:

- a. Proposal received from Bartlett Tree Experts for root pruning of the maple trees along the Tilden Way side of the Tot Lot, grinding of the roots that have already surfaced in the lot, along with the installation of an 18" deep root barrier system to prevent further migration of tree roots into the tot lot to surface in the future and present a trip hazard to the residents and guests who use the lot. The BOD approved the proposal in late February. Bartlett has ordered the barrier system materials, and will schedule Miss Utility, and the work when the materials arrive.

- b. At the request of the unit owner at 221 Tilden Way, I have asked Bartlett for an estimate to remove a clump of Sweet Gum saplings all 3-4 inches in diameter growing between two huge gum trees, and presenting a nuisance overhang of branches onto the owner's property.
  - c. Bartlett has promised replacement of the dead Dawn Redwood tree behind 6 Millhaven Court. The Committee will continue to follow this through removal and installation of the replacement (under warranty).
2. Landscaping Contract:
- a. Last week, CS Lawn and Landscape was invited to visit the complex for their first walk around with the AC&L Committee to look the grounds over, get an education on property lines, unusual circumstances concerning residents to be aware of during their landscape work, property boundaries with the Landings, get their ideas on treatment of heavily overgrown weed areas, bare spots, uneven grounds, traditional "wet" areas, etc.
  - b. Because of the spring-like weather prior to this week, and the spring weather this week, CS has stepped up his plans to begin Spring Clean up, and has in fact already begun with bed cleaning and edging, and pre-emergent weed control application to the general common element grass areas earlier this week. Mulching will begin before week's end. CS tells me that mowing will begin next week. Rain is expected sometime this weekend, so the grass will get a boost just before the mowing begins.
  - c. Upon our request, CS has provided the association a proposal for removal of the remaining wood chips and 6-8 inches of the composted soil in the tot lot, and replacement with 8 inches of new wood fiber mulch approved and suitable for playgrounds and community lots. All the dirt that is removed from the tot lot will be dispersed around the complex in new growth, damaged and or re-seeded grass areas, as agreed to by the committee based on CS recommendations. The Tot Lot will need to be closed and roped or taped off in its entirety while the excavation and rebuilding is taking place. CS proposes 3 days to clean out the old, and replace with the desired materials, if their proposal is approved. The CS proposal is presented at this meeting. The cost of the dirt removal effort is priced separately from the wood fiber replacement. I'm attempting to coordinate both the Tot Lot replacement (if approved) with the tree root pruning effort from Bartlett, but the two jobs can be executed separately. Only a portion of the Lot will need to be marked off for just the tree service efforts. The community will be given notice prior to the closing of the Lot, when work effort(s) can be scheduled.
  - d. CS is available for individual unit servicing with independent contracts worked out between CS and the unit owner. Some in the community have already taken advantage of the opportunity. CS can be reached at [CSlawn1@aol.com](mailto:CSlawn1@aol.com).
3. ACA submits (Months of February and March 2012):
- a. 205 Tilden Way – request to install pavers over a small garden area near the corner of the unit following underground water piping repairs – Approved
  - b. 242 Tilden Way – Shutter replacement. Paperwork clean-up from last summer. – Approved
  - c. 206 Braxton Way – Request for installation of a patio and backyard fence. Insufficient details provided regarding the planned fencing, ACA returned for additional information.

- d. 54 Millhaven Court – Re-generation of an earlier approved request for a deck installation. Previously submitted and approved ACA was not acted on within 180 days of approval, and the unit owner changed the dimensions of the deck. A new ACA was requested, submitted, and approved.
  - e. 240 Tilden Way – Deck Installation and ground level paver patio installation request received by the committee on 21 March. Currently being reviewed. Prognosis is good or approval.
4. Future Initiatives Progress:
- b. Determination of the property line from the circle to Mayo Road on the west side next to the Joy Reign Church. Plats have been reviewed by the committee and by the Board VP, with the non-surveyor opinion that the wooded area above the collection pond is not the responsibility of the Association.
  - c. Part of the walk through with CS was a discussion of the transformation of the wooded areas between ROCA and the Landings into a weed/invasive plant free mulched area. Following the decisions on the Tot Lot base replacement, the committee will seek an estimate from CS for other projects on the “future initiative” list, including this project, mulch bed expansion in the courtyard behind the Tilden Way units, along with the drainage area project behind 159-161 Tilden Way, and behind 2130 Millhaven Drive.
  - d. Following the root barrier project by Bartlett Tree Experts, the Committee will ask for recommendations from both Bartlett and CS concerning the Islands in Millhaven Court and Tilden Way.

Respectfully submitted,

Ken Via, AC&L Committee Chair.

River Oaks Condominium Association  
Board of Directors Meeting Minutes  
APPROVED on May 24<sup>th</sup>, 2012 - FINAL

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**Date:** April 26, 2012

**Place:** Community Clubhouse, Landings at River Oaks, Edgewater, MD

**Present:** Jyl Dupont, President  
Bill Sutton, Vice President  
Bev Wright, Secretary  
Jonathan Catrow, Member-at-large  
Shannon Irizarry, Property Manager, Victory Management  
Kim Grounds, Stenographer

Committee Chair/Members: Joe Kolb  
Owners: Don Chaney

**Excused Absence:** Amy McCarthy, Treasurer

**Call to Order:** Ms. Dupont called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:00 PM.

**Approval of Minutes:** Ms. Dupont requested one change to the minutes the March 22, 2012 meeting, which were emailed to the Board for review. She noted she was thanking Mr. Catrow and not Mr. Kolb for talking to an owner about removing a “tree house” from a tree. Mr. Sutton moved and Mr. Catrow seconded a motion to approve the minutes as amended. Motion carried.

**Officer Reports:**

**A. President**

1. Ms. Dupont reported that many action items are currently held in abeyance but will begin to pick up in May.
2. Ms. Dupont reported that Joe Kolb and Ken Via did not receive the **revised surveyor’s report** that she had sent them. She has asked Mr. Kolb to contact the surveyor directly to ask all appropriate and necessary questions. She further stated that once they obtain the correct measurements, they can move forward.
3. Ms. Dupont reported there were discussions to allow owners attending these board meetings to state their issues/questions early in the meeting vs. having to wait until the end.

**B. Secretary**

1. Ms. Wright reported that a new **stenographer** had been identified and contracted to take meeting minutes at these board meetings, beginning with tonight’s meeting. She is Kim Grounds, of Providing Time.
2. Ms. Wright reported she had a goal of sending out the **newsletter** between the 1<sup>st</sup> and the 15<sup>th</sup> of the month. She requested any articles to be included in the newsletter should be submitted to

her by **Thursday, May 3<sup>rd</sup>**. A suggestion was offered that bulleted lists of things unit owners can do would be a good approach vs. full articles.

3. Notice of the mosquito spraying will be included.

#### **C. Treasurer**

1. Ms. McCarthy was not present and no notes were left from which to report upon.

#### **D. Unit Owner Forum**

1. Ms. Dupont requested, with the board's permission to change the order of the meeting format to allow owner Dan Chaney to discuss his issue at this time. All agreed.
2. **Mr. Dan Chaney, 223 Braxton Way**, reported he had an extension to report on discrepancies from last year and these never were recorded. He had mailed a copy to VMI/Ms. Irizarry and was bringing an additional copy to the meeting to ensure they could be recorded. Shannon's office had received them and did record them.

#### **Management Company Report**

1. *Next Regular Board of Directors Meeting:* May 24, 2012 at The Landings/River Oaks community clubhouse at 7pm.
2. *Stenographer:* Ms. Irizarry noted that the board had approved and signed the contract for Kim Grounds to begin work as the group's new stenographer at a rate of \$215.00 per month.
3. *Proposal from Morgan Stanley for Current Funds:* Ms. Irizarry noted she had mailed information to the board members for review pertaining to Morgan Stanley and how they would propose handling the large balances in the reserve funds currently maintained by the association.
  - a. Mr. Sutton requested that emails and information to be reviewed by the board prior to a meeting should be sent to the board members the Friday prior to the meeting in order to ensure review time. Ms. Irizarry noted she will inform contractors and potential vendors of this new plan.
  - b. Ms. Irizarry explained that existing funds are currently held at FCB (First Century Bank) in a savings and an operating account. FCB is a partner with CINC, the system the board, and others, use to manage funds. She relayed that the savings account has a very low interest rate. VMI has used Morgan Stanley in the past because they offer lower risk types of accounts – a characteristic that most home owners' associations desire. Further, Morgan Stanley can offer higher rate CD's however this will lock in funds (making them inaccessible for a longer period of time).
  - c. It was suggested that this discussion is tabled until the Treasurer returns.
4. *Mosquito Proposals:* Received two proposals, from **Mosquito Squad** and **Mosquito Man**. Others declined to bid because the job was too big for some to handle.
  - a. **Mosquito Squad** offered a proposal where they would walk around the units and spray on the application with the goal of killing off bugs and their larvae. The cost would be \$16,000 total for 8 treatments.
  - b. **Mosquito Man** offered a proposal where they would spray their application from a truck mounted device with the goal of killing off the bugs that fly into the spray. The cost would be \$1,625 total for 5 treatments.

***Meeting Interrupted for Report by Steve Bealieu – President of the Landings at River Oaks***

- Mr. Bealieu reported they had retained the services of a security firm, Top Caliber, to patrol the surrounding neighborhoods for 10 hours per week for a 6 month time period. This patrol would consist of state troopers and county police in their police cars. They would be onsite different times of the day, different days. They would report, for example, which units had left garage doors open. These reports are sent to Mr. Bealieu and he will share them with the Board.
- Mr. Kolb questioned the authority given to the security company in writing tickets in a private community. Discussions followed noting the officers have authority since the community is part of the county. Further, Top Caliber has been very successful to date with prior clients.
- Ms. Dupont positively supported this approach and several noted that “word” was getting out through word-of-mouth transmission that the Landings at River Oaks community was being patrolled.

***5. Mosquito Proposal Discussion Resumed:*** Discussions followed as to :

- a. why proposals were even offered,
- b. how the county had stopped their mosquito spraying last year,
- c. possibility of standing puddles in the communities,
- d. other possible options to rid area of mosquitoes such as purple martin houses and bat houses,
- e. trying the less expensive option first,
- f. the need to keep the unit owners informed that this will be occurring so they know the board is trying to address the issue.

Ms. Dupont moved to accept the proposal from **Mosquito Man** for 5 treatments for a total for \$1,625. Mr. Sutton seconded and the motion passed.

***6. Delinquency Activity:*** The April report on delinquencies, from Michael Neall & Associates, was uploaded to the Victory Management/River Oaks website accessible only to Board members.

- a. 233 Braxton Way – Ms. Irizarry reported on Neall’s recommendation that the board obtain a District Court judgment for amount owed, totaling \$4,325.65. A judgment would be valid for 12 years. Ms. Irizarry noted that a letter was sent to the owner on April 6<sup>th</sup> asking for a response within 15 days. The owner did not respond.
- b. Mr. Sutton moved to move forward with the attorney’s recommendation. Mr. Catrow second and the motion passed.
- c. Ms. Irizarry reported the delinquency reports will be available online starting in May so the board can be made aware of owners in delinquency.

***7. Bubbler / Aerator:*** Ms. Irizarry was tasked with researching aerator options for the pond to help rejuvenate plant and fish life.

- a. She found there are no county approved or recommended devices but that the county will have to review and approve any proposal to install such a device.
- b. Ms. Irizarry obtained a rough estimate from TLC Irrigation, by way of C.S. Lawn and Landscape, that it would cost approximately \$3500 to install this. Ms. Irizarry asked if the board would like her to obtain 3 bids to purchase and install an aerator.
- c. Discussion followed on different kinds of aerators, including those installed by the county at other locations, and potentially use of a solar unit. Ms. Irizarry was asked to continue



researching options, including the one utilized by the county at Stony Creek and Curtis Creek.

- d. Mr. Sutton proposed to put this discussion on hold until further information was obtained.

**8. *FHA Certification Update:*** Ms. Irizarry reported that the application package was submitted, additional information was requested and it has been provided.

- a. Discussions followed about what additional information was requested and how long until a decision might be reached.
- b. Ms. Wright suggested the board obtain a copy of the final submitted application once it is approved.

**9. *Parking Issues:*** Mr. Catrow described a situation with a “possibly” abandoned car being towed. The owner contacted North County to advise that they had been on vacation.

- a. Discussions followed clarifying the written policy of marking a possible abandoned car with a sticker noting that it would be towed in 14 days if not moved.
- b. Mr. Catrow noted that the rules and regulations surrounding how abandoned cars are handled has been rewritten and clarified.
- c. The board talked about how and if these rule changes needed to be presented to the community. It was noted that the changes must first be reviewed by the VMI attorney, Sarah Arthur.
- d. Ms. Wright asked to ensure the rules reflect the change from saying “unit owners” to “unit owners guests and tenants”.
- e. Discussions continued on rules relating to dumping water and washing cars, vehicles and trucks, as well as parking of commercial vehicles within the community, and moving PODS.

**10. *Tot Lot:*** Mr. Catrow discussed the possibility of a “red bug” infestation in the mulch, or wood mat at the tot lot. Ms. Dupont reported that C.S. Lawn and Landscaping would be addressing this issue in June and this will be conveyed to the community.

**11. *Property Survey:*** Mr. Kolb expressed concern that the survey did not include all “corners” of the property. Ms. Dupont asked Mr. Kolb to contact the surveyor to discuss.

**12. *Grass:*** There have been questions from community members such as “what’s happening to our grass?” Ms. Dupont will report back to community members that each time we change lawn and landscape companies, this issue arises. She will let them know the board is aware of this.

### ***New Business:***

**1. *Schedule for Annual Inspections:*** Discussed when these would occur. Noted a meeting would be held on April 30<sup>th</sup> at Ms. Dupont’s home at 7pm to discuss what needs to be inspected. The inspections must occur during the work week, Monday – Friday, 9am-5pm, per contract. Ms. Irizarry will forward a copy of the current inspection and notice to the board members for review. The inspection will be tentatively scheduled for June 11<sup>th</sup> & 12<sup>th</sup> and a letter will go out to the community announcing it and providing a list of what the inspection will include.

***Adjournment:*** A motion was presented and seconded to adjourn the meeting. Meeting adjourned at 8:50 PM.

***Next Meeting:*** May 24, 2012, 7:00 PM, Community Clubhouse, Landings (Enclave) at River Oaks.

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***Submitted by:*** Kim Grounds, Stenographer