

River Oaks Condominium Association
Board of Directors Meeting
January 27, 2011

River Oaks Condominium Association
Board of Directors Meeting

Date, Time, Location	Jyl Dupont called to order the regular meeting of the River Oaks Board of Directors at 7:08 PM at the Anne Arundel County Police Station, Edgewater, MD.
Attending	BOD: Jyl Dupont, Kraig McNally, Bev Wright, David Woodside, Alicia Smollon VMI: Shannon Irizarry COMMITTEE CHAIRS: Ken Via, AC&L. OWNERS/RENTERS: Joe Kolb, Kamala and Jagan Parthasarathy.
Minutes of Previous Meeting	The October 2010 minutes were approved as presented on the website and emailed to the Board for prior approval.

Officer Reports

Treasurer - David Woodside	<ol style="list-style-type: none">1. For period ending 12/31/2010, \$5,302.12 monthly profit; \$13,662.55 YTD profit. Total Current Assets: \$207,717.92.2. Shannon advised that the reason for a substantial spike in income was due to some owners prepaying 2011 dues in December 2010 and some collections from Mike Neall.3. Biggest four checks that cleared in December were Tulip Grove (\$3268), Victory Management Fee (\$2679), Reserve Check to Essex Bank (\$1685), Peachtree (12 boxes of dog bags \$1368).4. Profit/Loss adjustment will occur after audit.5. Treasurer's Report accepted as presented.
President - Jyl Dupont	Tabled until next month.

VMI & Committee Reports

VMI - Shannon Irizarry	<ol style="list-style-type: none">1. Confirm Next meeting date is February 24, 2011.2. Delinquency Report - no letters for BOD action at this time. VMI reads the Neall reports every month and will let us know if any action needed.3. Lease Letter Requests - were sent to owners January 4th who have a different mailing address than the unit.4. Steno - \$125/meeting of 2 hours +15/minutes. E-voted to approve in January, 2011.5. Increase in Sara Arthur Fee from \$220 to \$240/hour6. By-Law amendments have been recorded.
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7. Owner Contact Info Sheet - to be sent immediately with email authorization and debit form. Jyl wants a cover letter enclosing the owner info, email authorization and debit authorization. Not able to be emailed because it is an individualized form. Board voted unanimously to automatically send this information.
8. Lot Line Proposal - emailed to the Board. From Anarex, Inc. for \$950.00. Per Ken, we need permanent marks where something might happen between the two communities. The objects will be metal surveyor's stakes driven flush into the ground so that they can be found in the future. Anarex did the original plat when the community was built. The Landings is ready, willing and eager to split this cost with us. Board unanimously approved the contract with Anarex and to split the cost with the Landings.
9. Establish contact with The Landings re discussion of pool use - Shannon will approach them with our interest. We recommend that they establish a number of memberships available and at what cost, but it will most likely require a By-Law amendment.
10. Confirm new Board positions.
11. New Policies:
 - a. Parking Exceptions: for basic exceptions under a week, Shannon will approve and if time permits, send the unit owner/resident a parking pass. If not enough time, Shannon will email the owner with copy to Bev and North County. For requests longer than one week, Shannon will send to Bev for approval.
 - b. Landscape and Snow Removal Contracts: Shannon will send to Ken for approval.
 - c. Other Contracts: Shannon will identify a POC for each contract and work with that person to review and approve depending on the contract.
12. Landscape Lighting - one for landscaping cover and three proposals for lighting. Ken's preference is the Lawson proposal for 3 lights with vandal cages, to avoid concrete in the ground which can affect plants and if one light goes out, we have two left. Board unanimously approved the W M Lawson contract for \$1473.00.
13. Proposals for Concrete Work - Alcoa is a company recommended by a River Oaks owner and JMR is a VMI-recommended contractor. Shannon has personal experience with JMR and will get references for us on Alcoa by the next meeting.
14. Proposals for Asphalt Sealing - Shannon will get proposals for that, broken down by street. Shannon gets line item proposals and will include restriping and numbering. Shannon will contact Alcoa and JMR for this and maybe we can get a bulk rate.
15. Reserve Study - Shannon has worked with all three companies and all are outstanding. She does not know why Reserve Advisors is so much higher. Board unanimously approved Miller-Dodson contract.
16. Verizon - Shannon will schedule a meeting with Verizon and The Landings. Some issues have been fixed, including wire flags (between 173 & 177), open cable box at MHD. Shannon has had no luck getting any resolution, just being put in touch with other people. However, she

	<p>got responses this time on issues that had been handled but then that guy retired. Shannon will try to get the Customer Service representative to come to special meeting with The Landings.</p> <p>17. Homeowner Letters -</p> <ul style="list-style-type: none"> a. Chuck Grusholt re parking - Parking committee will take it under advisement. b. Kamala and Jagan Parthasarathy - Motion unanimously approved to reimburse them for towing from the hydrant space and have North County erect a No Parking sign and paint the small curb gray. c. 235 Braxton: Request to waive fine for light fixtures matching. Board unanimously voted to waive the fine. d. Joyce Perrie requested more compassionate parking and towing policies. Shannon will advise her to contact Bev and offer herself to serve as an offsite owner on the Parking Committee. e. 237 Braxton: Request to waive fine for replacing mismatched light fixtures. Motion by Kraig, seconded by David, to suspend violations of light fixture matching for 90 days beginning 2/1/2011 until the Lighting Committee recommendations are approved. 4 in favor, 1 opposed.
<p>Architectural Control & Landscaping - Ken Via</p>	<ul style="list-style-type: none"> 1. Architectural Change Applications: Nothing to Report 2. Snow Removal /Clearing: Tulip Grove has made 7 visits, prior to last night's snowfall, primarily for Road Salt and Ice Melt application. Total invoiced: \$4598 <ul style="list-style-type: none"> a. An inquiry has been received by the Committee concerning having all of the Complex walkways cleared and de-iced by the Snow removal contractor. Lots of points to consider in doing this, details under new business. 3. Trees <p>Work with Bartlett Tree Service proceeded to plan the last week of December, items considered priority one or priority 2 on our "to do" list were all taken care of, with exception of some Stump Grinding when the weather supports. In addition, an new task to perform an Air Spade process on the stumps and root systems around light poles and buried Cable lines will be added to the next increment of maintenance when the ground thaws out enough to support.</p> <p>Summary of what was accomplished:</p> <ul style="list-style-type: none"> a. Dead or severely leaning trees were felled in the wooded areas of the Courtyard, over the pond, and behind 164 Tilden Way b. Trees imposing on light poles, or stunting the growth of adjacent trees were removed along Tilden Way. c. Several large trees in the Courtyard and at the front pond had Cabling inserted high up between 2 or more Co-dominant tree trunks. d. Trees were trimmed around light poles on Tilden Way and Millhaven Drive. e. Overgrown areas behind Braxton Way along the fence line were thinned out with the removal of 6 small Gum Trees Evergreens. f. 8 new Bald Cypress trees were planted along the walking path at the tot lot (5), Braxton Park (2), an along side 237 Braxton Way.

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	<p>There are priority three jobs remaining in the wooded area to the east side of Tilden Way, between the two fences behind Braxton Way, behind the units on Millhaven Drive that we may share with the Landings.</p> <p>A subsequent walking inspection was accomplished on Saturday 22 January with Bartlett present. As a result, some additional work around the root systems of the pin oaks that line the entry road will be proposed, along with a number of small tree additions along the walking path behind 6 MC, between the MC and TW townhomes, and behind 60 MC.</p> <p>4. Landscaping Lighting repairs to the Front entry sign – Two proposals submitted by Tulip Grove using an Electrical subcontractor, one for a concrete encased base with protruding lights, the second with 3 vice 2 lights, smaller, but enclosed in protective cages. Both proposals will require a landscaping change to that location, minor, but more protective of the lighting structures. New Business.</p>
By-Laws/Rules & Regs - Alicia Smollon	Blinds and Fences Committee - recommendation has been submitted to the Board. David and Bev made comments and Alicia will be forwarding them to the committee.
Safety Security/Parking - Alicia Smollon	Email comment from Jyl on going to Police Community meeting. Next is 2/17. David will go.
Communications - Bev Wright	<p>1. Newsletter: Bev is working on it.</p> <p>2. Website: Template updated with positive comments received from community. Members are joining website.</p> <p>3. Email Group: Nothing to report.</p> <p>4. Unit Owner Roster: Bev will work with Shannon to keep updated.</p>

Unfinished/Old Business

Landscaping contract	For 2009, we budgeted for woods clean-out and this is still pending.
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New Business

ATV on property	Will email Board re ATV on property. Police called. Wants community aware of it. (NEWSLETTER ITEM)
Snow Removal on sidewalks	Several considerations which Ken has outlined in a white paper - where to blow snow, cost per hour, amount of ice melt.

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Open Forum

Ms. Lee	Towing on December 8th of vehicle belonging to 285 Braxton. valleygrown@comcast.net. Owner claims that the car was not parked in violation. The Board will obtain the photograph from North County Towing and render a decision upon review of the photograph.
Joe Kolb	Questioned parking exceptions.

Next Board Meeting	February 24, 2011
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Adjournment	Jyl Dupont adjourned the meeting at 9:50 PM.
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Minutes submitted by: Beverly Wright

Treasurer's Report for Period Ending 12/31/2010

Monthly		Year to Date	
Monthly Income	21,703.35		
Monthly Expense	(16,401.23)		
Monthly Profit/Loss	5,302.12	YTD Profit/Loss	13,662.55
Checking Account beginning Balance	58,631.70		
Monthly Activity	7,796.13		
Ending Balance	66,427.83		
Savings Account Balance	107,965.03		
Other	33,325.06		
Total Current Assets	207,717.92		

APPROVED FINAL

River Oaks Condominium Association Board of Directors Meeting Minutes

Date: March 24, 2011

Place: Southern District Police Station
35 Stepneys Lane
Edgewater, MD

Present:

Jyl Dupont	-	President
David Woodside	-	Treasurer
Kraig McNally	-	Vice President
Bev Wright	-	Secretary
Deborah Barbour	-	Member-at-large
Shannon Irizarry	-	Property Manager Victory Management

Call to Order

Ms. Dupont called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:02 p.m.

Approval of Minutes

The minutes for the January 27, 2011 meeting were previously sent to the Board for review. Mr. Woodside moved to approve the minutes as presented. Mr. McNally seconded. Motion carried.

A meeting was not held in February.

Treasurer's Report – David Woodside

Period Ending	<u>January 31, 2011</u>	<u>February 28, 2011</u>
Monthly Income	\$ 28,370.59	\$ 18,180.19
Monthly Expense	\$ 23,225.43	\$ 18,706.50
Monthly Profit/Loss	\$ 5,145.16	\$ - 526.31 (loss)
Year-to-Date Profit/Loss	\$ 5,145.16	\$ 4,618.85
Checking Account Beginning Balance	\$ 66,427.83	\$ 59,012.99

Monthly Activity	\$ 7,414.84	\$ 1,687.12
Ending Balance	\$ 59,012.99	\$ 57,325.87
Savings Account Balance	\$112,885.70	\$117,894.63
Other	\$ 92,338.05	\$ 90,650.93
Total Current Assets	\$205,233.75	\$208,545.56

Largest checks cleared in	<u>January 2011</u>	<u>February 2011</u>
Erie Insurance -	\$5,700	\$5,700
Erie Insurance -	\$5,700	
Bartlett Tree Services -	\$7,600	
Essex Bank -	\$4,920	\$4,900
Bartlett Tree Services -	\$4,900	
Victory Management		\$2,600
Tulip Grove		\$2,300
Tulip Grove		\$1,072

- Expenses appear to be down mostly due to accounting being done on a cash basis rather than accrual basis.
- February Income is showing \$10,000 less than January due in part to prepaid fees.

Management Report – Shannon Irizarry

- The next meeting is scheduled for April 28, 2010.
- The Delinquent Activity report and attorney's letter were given to the Board.
- Miller-Dodson Reserve Study has been completed and was emailed to the Board in February.
 - \$50,072 per year is the recommended contribution to the Reserve Fund. This is already being done.
 - Mr. Woodside moved to pay the Miller-Dodson invoice in the amount of \$2,400. Ms. DuPont seconded. Motion carried.
- The property line survey has been done between River Oaks and The Landings designating common area boundaries, and 1" diameter metal stakes have been placed in the ground to mark the boundaries for future reference. The Landscaping Committee will coordinate with the landscaping contractor, Tulip Grove, on a proposal to improve the marked spots for easier identification over time.
- Concrete and Asphalt repairs proposals were reviewed and scope of work comparisons were made.
 - GMC - \$42,773
 - JMR - \$44,239
 - WE Seal - \$44,695
 - Alcoa - \$64,235

- Mr. McNally moved to approve JMR proposal for concrete and asphalt repairs at a price of \$44,239. Mr. Woodside seconded. Vote: Unanimous. Motion carried.
- VMI advised that a schedule of the repair work will be developed and distributed by email and flyers to all residents (owners and tenants).
- The Board approved mailing notices of repair work to be done two (2) weeks in advance and posting on the website.
- The project liaison will be Kraig McNally with VMI and the contractor.
- JMR contract was signed.
- Homeowner Letters
 - 186 Tilden Way – Owner reported they are having problems with their fees being transferred from Comanco to Victory Management, Inc. Delays in transfers have caused late charges due to transfer not being made in October 2009.
 - Mr. Woodside moved to waive late fees and credit back one month assessment. Mr. McNally seconded. Motion carried.
 - 256 Braxton – Request for extension to fix broken shutter.
 - Board agreed to extend completion until May 1, 2011, and owner should email the Board if they are unable to complete by that date.
 - 54 Millhaven Ct. – Owner presented a list of her concerns regarding the community (list is attached).
 - Parking – Requested that two numbered spaces per non-garage unit on Millhaven Court be provided. Ms. Wright advised it was determined when the parking spaces for non-garage units on Millhaven Court and Tilden Way were numbered originally, that one space per non-garage unit would be permitted to allow maximum flexibility and sufficient visitor parking throughout the community.
 - Trash – Trash pickup in the common areas is not provided by the landscaping contractor.
 - VMI will investigate options for proposing the association hire a contractor that does clean up services for the common areas.
 - Pet Waste – This is an ongoing problem. VMI will include this service with the cleanup contractor bid requests.
 - 52 Millhaven – 2 weed trees in the rear yard.
 - VMI advised owners have already been sent violation to maintain the rear yard.
 - It appears the owners of the Valvoline store beyond the fence behind Millhaven court townhouse may not picking up the trash in their area, and the winds sometimes deposits trash across the fence onto our common areas
 - VMI will research and advise.

President's Report

Ms. Dupont advised she had received a request to modify the playground to be accessible for wheel chairs, strollers, and similar items. The Landscaping Committee report will address this as a new project to begin work on.

Old Business/Committee Reports

Architectural Control and Landscaping Committees – Ken Via

- Architectural Change Applications
 - 242 Tilden Way – Request to change large model outside window shutters in front of home with Builders Edge 15 inch x 71 inches raised panel shutters, Model #030140071018, (Internet #100376896, \$63.96 per pair), because the original shutters installed by the builder are no longer sold in stores and home centers. Shutters to be purchased from Home Depot. Small shutter specifications will be provided. Ms. Wright moved to approve contingent on all shutters matching. Mr. McNally seconded. Vote: Unanimous. Motion carried.
 - 54 Millhaven Ct. – Three changes were requested by the Unit Owner: (1) install a second level deck under the boarded sliding kitchen doors – Approved. Unit owner must obtain a County permit and submit the County completion inspection report to obtain a configuration concurrence letter from VMI for including in the Unit Owners records as approved. (2) construct a fence in the rear yard of the property. – not approved until the proposed design conforms to Rules and Regulations, and (3) plantings along the front walk– approved, with the stipulation the property be marked by Miss utility before any plantings, and care is exercised around the Verizon FiOs box near the front curb sidewalk.
- Granting the Architectural Control Committee authority to approve architectural change requests was reviewed. The Board agreed the Committee should have authority to approve change Applications, with the stipulation that the Board and VMI be advised of all approvals. VMI will send all Application disposition results to the respective Unit Owner.
- Landscaping
 - As new projects, and as the weather begins to turn to spring, the Committee has requested proposals from the Landscaping contractor concerning Fence repairs near Braxton way, and sink hole repairs around in-ground drains behind Braxton Way units. The Landscaper will also be asked to propose trimming of overgrown shrubs at the fences, and ground repairs to the GCE behind Millhaven Drive units where the county performed late Fall 2010 repairs to in ground drain piping. The County dug up an area to raise the piping access cover to the soil line, but the

disturbed areas around the covers were not properly groomed and seeded.

- VMI is in contact with the County to rectify and will advise outcome.
- Bartlett Tree Service proposals were accepted by both our complex and the Landings to remove dead trees and Prune others. Along the newly marked border between the two communities.
 - Lights at front signs were installed with concrete and cages using a contractor through our landscaping service. The lights are very large and imposing, with the large cages very visible from the road and front sidewalk areas, taking away from the attractiveness of the frontal area. The Landscaping Committee has requested Tulip Grove consider a design to lower the concrete bases and cage stand will be pursuing a fix to the issue. Bartlett Tree Service will be planting additional trees along the walking path behind 6 Millhaven Court, at the request of several owners.
 - Tilden Way Islands – Suggestions have been received from Unit Owners to redesign the grounds on these islands to help prevent dirt, debris and pet waste from being tracked into cars parked next to those islands. In at least one instance, this area is being used as a pet waste dumping area, and unit owners are not “picking up” after Fido..
 - A Proposal has been requested from the Landscaper.
 - Recommendation was made to request the County to replace the reflectors in the traffic circle. VMI will ascertain if it is a County responsibility and will get costs for replacing.
- The Architectural Control Committee & Landscaping Committee will provide an article in the newsletter *reminding unit owners to comply with the By-laws and Rules and Regulations of the community regarding changes to landscaping, structures, patios, fences, decks, shrubbery, etc. by submitting the required Architectural Change Application to VMI prior to taking any intended actions.*
- Lighting Committee – Deborah Barbour
 - Two ideas for light replacements have been formulated:
 - Three lamp light styles were presented for Board approval with the recommendation to give owners a choice and 60 days to replace their lights.
 - OR – choose two additional styles and send to owners requesting a majority vote on one style to be used.
 - Energy saving lights need to be included
 - VMI advised it is the owner’s duty to maintain and repair lights, and the selected light style would be a requirement when light replacement is needed. Mandatory replacement would *not* be required.

- VMI recommended consulting attorney for their legal opinion.
 - Ms. Dupont will discuss with attorney.
 - A decision was tabled until a legal opinion is obtained.

Homeowner Forum

- Mailbox replacements – When will they be done?
 - VMI advised that mailbox mounting pads are in the proposal for the asphalt/concrete repairs, and replacements will be addressed after the concrete and asphalt work is completed.

Adjournment

Mr. Woodside moved to adjourn the meeting. Mr. McNally seconded. The meeting was adjourned at 9:22 p.m.

The next meeting will be held on April 28, 2011 at 7:00 at the Southern District Police Station.

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

Submitted by: Josephine Jahnigen
River Oaks Condo. Assoc. – March 24, 2011 – Regular – **Approved Final**

River Oaks Condominium Association Board of Directors Meeting Minutes

Date: April 28, 2011

Place: Southern District Police Station
35 Stepneys Lane
Edgewater, MD

Present:

Jyl Dupont	-	President
David Woodside	-	Treasurer
Kraig McNally	-	Vice President
Bev Wright	-	Secretary
Deborah Barbour	-	Member-at-large
Shannon Irizarry	-	Property Manager
		Victory Management

Call to Order

Ms. Dupont called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:02 p.m.

Approval of Minutes

The minutes for the March 24, 2011 meeting were previously sent to the Board for review. Ms. Wright moved to approve the minutes after final review. Mr. McNally seconded. Motion carried.

Treasurer's Report – David Woodside

Period Ending March 31, 2011

Monthly Income	\$ 25,618.58
Monthly Expense	\$ 9,817.30
Supplemental Reserves	\$ 15,801.28
Year-to-Date Profit	\$ 20,420.13
Total Current Assets	\$ 229,267.51

Largest checks cleared in March:

Essex Bank	-	\$4,920
Victory Management	-	\$2,679

- Large upcoming expenses: Asphalt, accounted for in the Operating Budget, and Concrete, which is a capital expense and will be paid out of the Reserve account.
- Mr. McNally moved to accept the Treasurer's report. Ms. Barbour seconded. Motion carried.

Victory Management Report – Shannon Irizarry

- The next meeting is scheduled for May 26, 2011
- The Delinquent Activity report was reviewed.
 - Procedure for handling delinquent accounts was reviewed. Management will compose an explanation to be posted on the website, and procedure will also be included in the next newsletter.
 - Once a delinquent account has been turned over to the attorney, VMI or a Board member is not legally able to disclose information to the owner.
- An email vote was taken and the Board approved Bartlett Tree to treat for tent caterpillar infestation at a price of \$775.
- Tulip Grove's proposal for additional work was reviewed.
 - Create two openings in the Tot Lot border edging to accommodate wheeled vehicles - \$157.50
 - Modify the lights and cages at the front sign - \$930.66
 - Mr. McNally moved to approve Tulip Grove proposal. Ms. Barbour seconded. Motion carried.
- Concrete and Asphalt plans were reviewed. Board involvement will be used.
 - Concrete work is scheduled to begin on May 16, 2011
 - Asphalt work is scheduled to begin June 6, 2011. A flyer will be posted with the anticipated schedule, but owners should check the temporary sign that will be posted at the end of the cul-de-sac to get the exact date.
 - The proposed five areas for asphalt sealing were given to the Board.
 - Vehicles must be relocated. Owners will be given advance notice.
 - Vehicles will be towed if parked in designated areas being done on that day.
 - Speed hump locations and pricing will be provided by the contractor. Humps will be wider.
 - Proposals will be emailed to the Board.
 - Three mailboxes on Millhaven will be relocated to gain additional parking spaces. This will be done when concrete work is done.
- E-Sentry pricing for pet waste removal on common areas was presented.
 - 1 pickup per week - \$95.00
 - Each additional visit per week will be \$75.00
 - Tulip Grove has not responded to request to submit a proposal for this work.
 - Mr. Woodside moved to contract with E-Sentry on a month-to-month basis to clean areas once a week. Mr. McNally seconded. Discussion. Pickup should be on Fridays beginning August 1, 2011 when Pauline is no longer providing this service. Vote: Unanimous. Motion carried.
- 2131/2129 – Drainage Issue – Decision was tabled until further information is obtained.

- Homeowner Letters
 - 224 Tilden – Siding being shot at with BB gun. Siding was damaged, and police were notified.
 - 202 Tilden Way – Owner was present and requested reimbursement of \$300 for towing of her vehicle. Vehicle was parked in front of a fire hydrant.
 - Mr. McNally moved and Ms. Barbour seconded to approve reimbursement of towing charge even though it was a rightful tow according to law and River Oaks Parking Policy.
 - Discussion – Reimbursement justified because a No Parking-Fire Hydrant sign was not posted at the time of the tow, a belief that others have parked there without being towed, that the yellow curb indicating No Parking was not clear, that the rule not previously enforced, and therefore the tow was arbitrary and capricious.
 - Vote: Kraig, David, Deb-For; Jyl, Bev-Opposed. Motion carried.
 - Owner provided copy of invoice for towing.
 - 224 Tilden Way – Requested reimbursement of \$350 for towing. Owner advised tags were not expired, the sticker “fell” off.
 - Ms. Wright moved to reimburse owner because their sticker fell off, even though it was a rightful tow.
 - Discussion – Owner should provide evidence that vehicle was legally registered at time of towing. Parking Policy prohibits parking of unregistered vehicles, vehicle must be currently registered.
 - Vote: Bev-For; Kraig, Deb, David, Jyl-Against. Motion denied.
 - VMI will request proof of registration from owner.
 - 244 Tilden – Owner has a commercial grill in their driveway. Management has sent a violation letter advising they have ten (10) days to remove.

President's Report

Ms. Dupont advised a newsletter is being organized.

Old Business/Committee Reports

Lighting – Deborah Barbour

- An email was received from Sarah Arthur, attorney for the Association, advising the Association *cannot* pay for lamp lights. Alternative would be to find a contractor that would do the entire community for better pricing and uniformity.
- The board and lighting committee are looking into other options.
- Attorney will be requested to attend the May meeting.

Communications – Bev Wright

- How the newsletter should be distributed was discussed.
 - VMI will format the newsletter and set up distribution to all owners and residents.
 - The Board will review prior to distribution.

- Ms. Wright moved to accept the proposed three rule modifications to the Rules and Regulations submitted by the Violations Subcommittee of the Architectural Control & Landscaping Committee, and send to all owners in time to be approved at the May 26, 2011 meeting. Mr. Woodside seconded. Vote Unanimous. Motion carried.

New Business

- Ms. Wright suggested a new meeting place be pursued. The Landings' clubhouse was proposed.
 - Ms. Irizarry will pursue with The Landings' Board.
- Pool membership locations and building a community pool were discussed.

Homeowner Forum

- 257 Braxton – this is an end unit and teenagers are jumping their fence and skateboarding in her driveway. The area behind her unit is trashed; grass is missing and area is muddy, and the fence is damaged.
 - Owner was advised to call the police.
 - Complaint can also be sent via the website.
 - Area is overgrown and not maintained.
 - VMI will address with the landscaper.
 - Mr. McNally will address with Ken Via – Landscape Committee.

Adjournment

Ms. Wright moved to adjourn the meeting. Mr. McNally seconded. The meeting was adjourned at 9:20 p.m.

The next meeting will be held on May 26, 2011 at 7:00 at the Southern District Police Station

River Oaks Condominium Association Board of Directors Meeting Minutes

Minutes

Date: May 26, 2011

Place: Southern District Police Station
35 Stepneys Lane
Edgewater, MD

Present:

Jyl Dupont	-	President
David Woodside	-	Treasurer
Kraig McNally	-	Vice President
Bev Wright	-	Secretary
Deborah Barbour	-	Member-at-large
Shannon Irizarry	-	Property Manager Victory Management

Call to Order

Ms. Dupont called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:05 p.m.

Approval of Minutes

The minutes for the April 28, 2011 meeting were previously sent to the Board for review. Ms. Wright moved to approve the minutes as amended. Ms. Dupont seconded. Discussion. Vote: Bev – Yes; Jyl, Kraig, Deborah, David – No. Motion denied.

Mr. McNally moved to table approval of minutes until the Board has reviewed further. Ms. Barbour seconded. Motion carried.

Treasurer's Report – David Woodside

Period Ending April 30, 2011

Monthly Income	\$ 20,816.34
Monthly Expense	\$ 23,644.82
Month-to-Date Loss	\$ -2,828.48

Year-to-Date Profit	\$ 17,591.65
Total Current Assets	\$ 231,002.70

Largest checks cleared in March:

Essex Bank	-	\$4,920.67
Victory Management	-	\$2,679.00
Bartlett Tree	-	\$3,034.95
Tulip Grove	-	\$4,061.80
Miller & Dodson	-	\$2,200.00

- Mr. McNally moved to accept the Treasurer's report. Ms. Barbour seconded. Motion carried.

Victory Management Report – Shannon Irizarry

- The next meeting is scheduled for June 23, 2011.
 - In order to accommodate show cause hearings and still handle Board business; the following schedule was agreed upon:
 - Owner letters will go out 6/10/2011 advising of the inspection.
 - Inspection will be done July 1 through 15.
 - The Regular Board meeting will be held on **July 28**.
 - **No** meeting will be held August 25.
 - The first show cause hearings will be held **September 8th**.
 - The balance of show cause hearings will be held on **September 22** *plus* the Regular Board meeting.
- A summarized flow chart of Roberts Rules of Order was given to the Board for informational purposes.
- The Delinquent Activity report was reviewed.
 - Procedure for handling delinquent accounts was reviewed.
- Proposals for removal of trees (12) and debris between 238 Braxton and wooded/path area at 284 Tilden Way were reviewed. Five contractors were requested to bid on this work and only two submitted a quote.
 - After review of the bids Kraig and Debbie agreed to research further to determine if a cheaper price could be obtained for this work.
 - Decision was tabled.
- Inspections will be held 7/1 through 7/15.
 - A draft of the notice to be sent to owners was given to the Board for review. A checklist of items that will be inspected; along with a cover letter will be included with the notice.
 - Inspections were discussed.
 - Ms. Dupont requested VMI to include more in-depth information of each inspection.
 - Using pictures to document violations and identify the unit was suggested.

- VMI advised they are in the process of researching a computer program for pictures with identification. This service is about a year away from being able to be implemented.
 - In the interim, VMI will get proposals for professional photographer costs.
- Speed Humps
 - JMR invoice for installation of six (6) speed humps was presented for approval to pay. Cost = \$1,800 per speed hump, Total invoice = \$10,800.
 - County requirements and specifications quoted by JMR were discussed. VMI will request the specifications from JMR and email to the Board. Decision was tabled until information received.
- JMR invoice for \$23,774.50 for concrete work was presented to the Board for approval to pay. Mr. McNally moved to approve payment of invoice. Ms. Wright seconded. Vote: Unanimous. Motion carried.
- Dog Waste Disposal
 - E-Sentry was requested to assume this service. They will charge \$350 per month to clean eight (8) stations two (2) times per week. The current charge is \$378 per month and the Association purchases the bags.
 - Mr. McNally moved to approve E-Sentry to remove dog waste and purchase the bags; cost not to exceed \$70 per month. Mr. Woodside seconded. Motion carried.
- Erie Insurance Company has advised the *proposed* upcoming insurance premium will be \$60,028. \$53,000 has been budgeted.
- Proposed Rules & Regulations revisions were discussed.
 - VMI recommendation is to actually amend the rules and be all inclusive as one document with an indication of the areas that have been changed.
 - A decision was tabled. The Board will hold a special meeting to review further; the Ad Hoc Committee will also attend the meeting. *Monday, June 13, 2011 @ 7:00 p.m.*
- Tow company comparisons were given to the Board for review.
- Signs will need to be posted when road sealing is being done. Mr. McNally will not be available to do this, and other Board members will need to get involved.
 - Extra parking will be provided at the gym and church.

Committee Reports

- The Architectural Control and Landscaping Committee Report is attached.

Homeowner Forum

- 2153 Millhaven – Owner was present and asked what the Board’s position is on athletic equipment on the premises.
 - Residents at 252 Braxton were using common element for their lacrosse/soccer net. The net has now been moved to their yard, but is obtrusive.
 - VMI will send a letter to tenants advising the goal is unsightly and complaint has been received.
- Ms. Barbour reported unkempt yards are increasing. What can be done to keep up with owners that are not maintaining their property.
 - VMI advised these units should be reported to them and a violation letter will be sent to the property owner.

Adjournment

Ms. Wright moved to adjourn the meeting. Mr. Barbour seconded. The meeting was adjourned at 9:55 p.m.

The next meeting will be held on June 23, 2011 at 7:00 at the Southern District Police Station

River Oaks Condominium Association Board of Directors Meeting Minutes

Minutes

Date: June 23, 2011

Place: Community Clubhouse
Landings at River Oaks
Edgewater, MD

Present: Jyl Dupont - President
Kraig McNally - Vice President
Deborah Barbour - Member-at-large

Also Present: Sara Arthur - Attorney for the
Association

Excused Absence: Bev Wright - Secretary

Call to Order

Ms. Dupont called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:12 pm.

Approval of Minutes

The minutes for the April 28, 2011 meeting were previously sent to the Board for review. Mr. McNally moved to approve the minutes as amended. Ms. Barbour seconded. Motion carried.

Ms. Dupont moved to approve the May 26, 2011 meeting minutes as presented. Ms. Barbour seconded. Motion carried.

Treasurer's Report – Report attached.

Period Ending May 31, 2011

Monthly Income	\$ 21,048.34
Monthly Expense	\$ 20,612.69
Month-to-Date Profit	\$ 435.65

Year-to-Date Profit	\$ 18,027.30
Total Current Assets	\$ 236,359.02

- Copies and postage expense was \$895 to the budgeted \$416 due to the newsletter and asphalt mailings.
- Mr. McNally moved to accept the Treasurer's report. Ms. Barbour seconded. Motion carried.

Sara Arthur was present to provide legal advice for proposed lighting fixture requirements in the community.

- Lighting for the pathway and entrance of unit are the responsibility of the unit owner.
 - The Board *cannot* use Reserve Funds to maintain, improve, or replace these fixtures.
- By-law Article 5 Section 5 N. covering responsibilities of the Association and responsibilities of the owner was reviewed.
 - Whatever exists now, the owner has the right to and must maintain. ("pink flamingo" effect)
 - Association Options:
 - Require unit owners to pay costs for maintenance and repairs that are reasonably necessary.
 - Unit owners can be required to replace non-functioning lights with the approved lighting fixture for the community. The unit owner will incur the cost.
 - Owners now have the option of choosing from two styles of light fixtures. Brass is *not* allowed.
 - Going forward, owners can be required to replace light fixtures with **approved** fixtures.
 - Proving that tarnished lights effect and devalue properties would be difficult to prove.
 - Maintenance of lamplights (fixtures) is the responsibility of the owner; lampposts are part of the unit because they are "installed to serve the unit."
- Actions that can be taken to improve the situation were discussed.
 - Prove justification of impact on property value.
 - Association can mandate owner maintenance of their lights.
- Two (2) Options are now available:
 1. Create an incentive campaign to change light fixtures by *showing* new installation of the approved fixtures.
 2. Mandate that all lights must be changed within a certain amount of time and offer an incentive *now* to get the lower price and finance through the Association.
- It was estimated that there are currently 70 to 80 units with the small fixtures, and 50 to 60 with tarnished brass fixtures.

- Estimated cost per household unit \$200, installed.
- Legal position for installation of satellite dishes was reviewed.
 - Ms. Arthur advised the federal law allows a dish 1 meter in size.
 - River Oaks' By-laws do not allow satellite dishes, but the previous Board agreed to allow installation in the rear of the unit.
 - 1 meter/39" satellite dish on the rear of the unit per federal law.
- Window treatment requirements reviewed.
 - Requirement for window treatments is white or off white as stated in the original Rules and Regulations and By-law use restrictions.
 - The Board agreed to continue to follow the established rules.
- Mechanics of "grandfathering" an issue were discussed.
 - Developer or prior Board approval is the only way an exception can be grandfathered. Owner must have hard copy "proof."
 - The Association does not have statutes of limitations even if the unit is purchased with a violation.
 - Fences that are non compliant (approximately eleven (11) are currently not in compliance) should submit an Architectural Request and must be approved by the Board.
 - This is *not* an "umbrella." Caution should be held not to set precedence with Board approvals.
 - A statement to this effect should be included on the approval of the Architectural Request.
 - Options:
 1. When fence is replaced it must come into compliance.
 2. Must become compliant within five years.
 3. When unit is sold or in 5 years, whichever is first, must become compliant.
 - a. Resale certificate should state the existing violation and unit is not in compliance with Association documents.
 - b. The Board must advise the management company so they can pursue inclusion when a resale certificate is issued.
 - c. The Board will advise VMI to make sure they keep a record.

Homeowner Concerns

- 2121 Millhaven Drive – Runoff from air conditioner is creating standing water and attracting bugs; drainpipe creates a pool in backyard.
 - VMI will be requested to research and to advise how to proceed.
- Tot Lot lights are malfunctioning. Owner was advised to get the pole number and report to BGE. This is a BGE pole, not the Association's.

Board Business

- Ms. Barbour volunteered to chair the campaign for light fixture replacements.
 - A fixture has to be chosen first.

- Electric vs. solar was discussed. Costs will be obtained for both and compared.
- Proposals for removal of two wood piles and debris at Millhaven and Tilden Way were reviewed.
 - Mr. McNally moved to approve Laser Cut at a price of \$1,290. Ms. Barbour seconded. Vote: Unanimous. Motion carried.
- The Landings at River Oaks has been requested to allow River Oaks to hold their meetings in their community club room.
- Mailbox maintenance/replacements are still being pursued.
- The paving looks good, but there are three spaces on 157 Tilden with holes/bare street, and there is a rut at the seam in front of 166-170 Tilden Way.
 - Ms. Dupont moved to withhold \$5,000 of the \$20,000 owed to JMR until such time as they come out and correct necessary areas. Mr. McNally seconded. Motion carried.

Adjournment

Mr. McNally moved to adjourn the meeting. Mr. Barbour seconded. The meeting was adjourned at 8:45 p.m.

The next meeting will be held on July 28, 2011 at 7:00 at The Landings' Community Clubhouse.

FINAL

River Oaks Condominium Association
Board of Directors Meeting Minutes

Minutes

Date: July 28, 2011

Place: Community Clubhouse
Landings at River Oaks
Edgewater, MD

Present:

Jyl Dupont	-	President
Amy McCarthy	-	Treasurer
Bev Wright	-	Secretary
Deborah Barbour	-	Member-at-large
Shannon Irizarry	-	Victory Management Property Manager

Excused Absence: Kraig McNally - Vice President

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.

Ms. Wright moved to appoint Amy McCarthy to fill the vacancy created by David Woodside's resignation. Ms. McCarthy will serve the remainder of the year until the next election. Ms. Barbour seconded. Motion carried.

Approval of Minutes

The minutes for the June 23, 2011 meeting were previously sent to the Board and Sara Arthur for review. Ms. Barbour moved to approve the minutes as amended, and pending any changes made after review by Sara Arthur. Ms. Dupont seconded. Motion carried.

Treasurer's Report – Report attached.

Period Ending June 30, 2011

Monthly Income	\$ 22,368.81
Monthly Expense	\$ 15,177.27
Month-to-Date Profit	\$ 7,191.54

Year-to-Date Profit	\$ 25,218.84
Total Current Assets	\$ 238,076.23

- There were no noteworthy expenses this period
- Ms. Wright moved to accept the Treasurer's report as presented pending audit. Ms. Dupont seconded. Motion carried.

Management Report

- The next meeting Regular Board of Directors meeting will be held on September 22, 2011.
- Delinquency Activity report was given to the Board for review. No Board decisions were required.
 - There are currently 14 delinquent accounts for a total of \$23,534.89.
- An email response was received from The Landings at River Oaks regarding use of the Clubhouse and Pool.
 - The Clubhouse was approved for use with the stipulation that the meetings are no longer than 10:00 p.m.
 - Outside membership to their pool is not available at this time.
- Ms. Wright moved to fence in the tot lot to limit usage to River Oaks residents only. Ms. Dupont seconded. Management will obtain three proposals for fencing and keypad gate. Motion carried.
- The master policy insurance renewed with an \$8,000 increase.
- Tax returns were presented and signed.
- Proposals for photographing the front, side, and rear of units were presented. Photos will be digital images for clarification and documentation record.
 - Bids were: Lori Pierelli - \$5,800, Cary Fuller - \$4,454, and J. P. McGinnis Photography - \$3,920.
 - Ms. Wright moved to accept J. P. McGinnis' proposal. Ms. Dupont seconded. Discussion. Vote: Unanimous. Motion carried.
 - Management will schedule.
- Homeowner Letters
 - 181 Tilden Way – Owner request to be reimbursed \$360 for work he had to do on his lawn as the result of concrete replacement damages.
 - Management will address with the contractor (JMR) regarding this particular area and advise the Board.
 - Management will respond to owner to advise the issue is being reviewed.
 - 2153 Millhaven – Owner was present to register a complaint regarding owners not picking up after their dogs. Suggested installation of video cameras.

- Management advised they are aware of this owner (2150 Millhaven Dr.) and they have already been sent a complaint letter requesting them to pick up after their pet.
- A violation letter will be sent advising owner to cease and desist. Verification of time and dates of occurrences will be included in the letter.
- 218 Tilden Way – Owner was cited for landscaping of common ground without prior approval.
 - Board Decision: Accept owner's letter as request for approval and approve the landscaping.
- 242 Tilden Way – 6 violations – owner responded advising they are in the process of becoming compliant.
 - Board Decision: Repair or replace the lamppost light. If the light is unable to be repaired, it must be replaced.
 - Ms. Wright moved if the part cannot be found within 10 days, post and house light must be replaced and match those on the website. Ms. Dupont seconded. Discussion. Vote: Dupont – No, Barbour – No, McCarthy – Abstained, Wright – Yes. **Motion DENIED.**
 - Ms. Dupont moved since homeowner has advised he cannot obtain the cap to repair the lamppost, he must replace carriage light and lamppost light with one of the two approved black designs. Ms. Wright seconded. Vote: Unanimous. Motion carried.
- Management was requested to determine when the current landscaping contract expires and if there is an “out” clause.
- Management will email the contract to the Board and Ken Via.

President's Report

- Ms. Dupont and Ms. Wright are currently reviewing old records to determine what needs to be kept. Mr. Via will go through his records and give copies of records he feels is necessary.
- A meeting will be held with the Association's attorney, Sara Arthur, on Tuesday August 2, 2011 at 7:00 p.m. to review comments and questions covered at the June 23, 2011 meeting.
- An informal meeting is scheduled with Victory Management on August 16, 2011 to discuss inspections.
 - The Board requested a copy of Victory Management's contract be emailed to them.
- A meeting will **not** be held in August.
- The Board was requested to start thinking of future projects they feel need to be done.
- All Show Cause Hearings will be held on Monday, September 12, 2011 at the Southern District Police Station beginning at 7:00 p.m.

- The Regular Board of Directors meeting will be held on September 22, 2011.
- The Board requested moving forward, the time line stated in violation letters should be followed.
 - Management will email the fining policy to the Board prior to the hearings.

Committee Reports – Ken Via – Report Attached.

- Mr. Via's written report will be emailed to the Board.
- Architectural Request
 - 270 Braxton Way – Request to approve staining of deck. Owner was requested to submit additional clarification, i.e. color being used. Decision deferred.
 - 246 Tilden Way – Request to repaint faded shutters. Color (smoky pewter) was chosen from approved colors on the website. Request was approved. Management will respond to the owner.
- Bartlett Tree Services' invoice received, but work has not been done.
 - Mr. Via will respond to the contractor.
- Mosquito spraying pricing will be obtained by Management.

Old Business

- All four (4) wood piles have been removed.

New Business

An informal notice will be drafted and mailed to every owner and resident and posted on the website to bring everyone up to date on community issues.

Homeowner Concerns

- 2123 Millhaven Drive – Owner advised pipe burst because outside pipe was not drained or turned off for the winter. The pipe froze and flooded their unit.
- 58 and 60 Millhaven – there are bare spots in the lawn that are not being maintained by the landscaper. This is common area.
- The fence on Millhaven Drive is filled with mold.

Adjournment

Ms. Barbour moved to adjourn the meeting. Ms. McCarthy seconded. The meeting was adjourned at 9:55 p.m.

The next meeting will be held on September 22, 2011 at 7:00 at The Landings' Community Clubhouse.

River Oaks Condominium Association Board of Directors Meeting Minutes

Minutes

Date: September 22, 2011

Place: Community Clubhouse
Landings at River Oaks
Edgewater, MD

Present: Kraig McNally - Vice President
Amy McCarthy - Treasurer
Bev Wright - Secretary

Late Arrival: Jyl Dupont - President

Shannon Irizarry - Victory Management
Property Manager

Call to Order

Mr. McNally called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:02 p.m.

Homeowner Forum

241 Tilden Way – James and Kathy Thompson

- Owner requested establishing a committee to address issues with parking and towing. She volunteered to serve on the committee.
- Concerned that Board members' vehicles are *not* being towed.
 - Owner was advised the towing company does not know the Board members and does not have their addresses. Management is not allowed to give that information out.

248 Tilden Way

- The manner in which parking violations are being handled by the towing company is of concern. The towing company is on the premises every night. Is it necessary to patrol the neighborhood *every* night?
 - Joe Kolb advised the rules do not have any specific provisions for parking. An example of an "instant" tow situation is parking on the sidewalk, curbs, and in front of mailboxes.

249 Tilden Way

- Owner requested an amendment to the rules to address parking problems. Amendment should stipulate towing could only be done when company is called. Expired tags should not be the concern of the Associations.
 - By-laws and rules will be reviewed and owner called to participate on the Parking Team.

2126 Millhaven

- Towing/parking issues are a concern to owner. Towing is causing her undue tension and stress; specifically towing being done when vehicle is partially on the sidewalk.
 - Owner was advised vehicles are only towed when all wheels are on the sidewalk.
 - Pictures are taken to validate towing.

246 Tilden Way

- Owner thanked the Board for their hard work.
- Owner expressed his frustration with the inspection process and feels expectations are unclear.
 - Management advised fronts of units are inspected on a monthly basis.
- The general agreement among attendees was *rules are needed*.

163 Tilden Way

- Owner received a violation letter for the “no solicitation” sign on her door. She does not feel this is necessary and will not remove it.
- Tree is growing over the top of her fence. Management advised the tree is allowed, but must be trimmed so it does not grow onto the outside of the fence.
- Stairway is allowed but must fit in the footprint of the deck, not outside.
- Lattice work was requested to be removed. Owner did not feel this is necessary.

2145 Millhaven – Paula Santos

- Violation received requesting power washing of siding. She advised she cleaned the siding, and then received another violation for the same thing. She had to hire a contractor for \$250 to power wash the siding.
 - Management advised Show Cause owners should send their concerns in writing to them *prior* to the hearing.

161 Tilden – Greg Townsend

- Mr. Townsend advised he felt the homeowner guidelines are stringent, and the Board should use better judgment when inspections are done.

34 Millhaven Court – Peggy Donald

- Violation received regarding correcting backing on blinds and fence. Ms. Donald advised the fence is the same as when she purchased the unit.
 - Management advised the attorney for the Association is in the process of addressing grandfathering issues approved by previous Boards.

- Ms. Wright advised owner condominium law and Association rules are legally required to be followed.

265 Tilden Way - Dan Oddis

- Cosmetic requirements have no value when property is sold.

24 Millhaven – Ryan Sackett

- North Count Towing fee is \$350.
- Owner felt the second inspection was “nit picky” and not necessary.

Approval of Minutes

The minutes for the July 28, 2011 meeting were previously sent to the Board for review. Ms. Wright moved to approve the minutes as presented. Ms. McCarthy seconded. Motion carried.

Treasurer’s Report – No report was given.

Management Report

- The next meeting Regular Board of Directors meeting will be held on October 27, 2011 at LRO pool clubhouse.
- Deborah Barbour resigned from the Board on September 19, 2011.
- Annual meeting call for nominations will be mailed on October 1, 2011.
 - *The Annual Meeting* will be held on November 30, 2011 at the Southern District Police Station.
 - Management will send draft to the Board to make any edits they feel are necessary.
 - Two positions are up for election.
- Delinquency Activity report was given to the Board for review. No Board decisions were required.
 - There are currently 11 (4%) delinquent accounts for a total of \$21,635.16.
 - Account is turned over to the attorney after it is three months delinquent. Late and delinquent are not the same.
 - Delinquent affects the ability to finance.
- The photographer contracted to take pictures of all units in the community is behind schedule, but should be done by mid October.
- The Proposed 2012 Budget was given to the Board for review.
 - An 8% increase in homeowner fees is recommended. An increase is necessary to:
 - Fully fund the Reserve Account
 - Recover \$40,000 used for snow removal.
 - \$50,000 spent on sidewalks and streets.
 - If there are any residual funds they will be placed in the Reserve Account, but not used as the basis for Budgeting.

- Taxes are paid on interest only. Question was asked as to whether the rate for investments is consistent enough to warrant inclusion as an income source. Management advised, Yes.
- Why is it expected that BGE will decline in 2012?
 - 2012 budgeted amount is consistent with previous years' usage comparisons.
- Management fee increased 5%.
- Should the Budget include provisions for insurance deductibles for two claims?
 - Management advised No, a second claim would be discouraged due to the effect it would have on the loss ratio and would increase the premium.
 - The second event could be paid out of the Repairs & Maintenance Account.
- Coverage for Board Error and Omissions should be covered on the condo policy. Erie Insurance has been requested to clarify this issue.
- The Tot Lot will be added to Reserve provisions for replacement purposes.
- Proposals were discussed and will be reviewed further by the Board for their recommendations.
- Landscaping bids were emailed to the Board.
- Homeowner Letters
 - 265 Braxton Way – Owner reported needles were found on the property. The owner was encouraged to call the police. Management does not have authority to handle this type of issue.
 - 196 Tilden Way – Letter expressing their concern that they are being targeted when guest parks their commercial vehicle in the community. Requested an exemption to allow vehicle in the community when they visit. Vehicle is used for personal and business use.
 - Ms. Wright moved to deny request due to Rules & Regulations. Mr. McNally seconded. Discussion. Vote: Unanimous.
 - Mayo Dental will allow vehicle to park on their lot. Management will respond.
- 181 Tilden Way – Request for reimbursement on lawn work done by owner. Lawn was damaged by the Association's contractor.
 - Ms. Wright moved to approve reimbursement of \$260 for materials only; not labor. Mr. McNally seconded. Vote: Yes – None, No – Unanimous. **Motion denied.**
 - Ms. Dupont moved to deny reimbursement. Ms. McCarthy seconded. Vote: Unanimous. Motion carried.
 - Management will respond to owner and advise that in the future they should contact Management prior to performing any work.

Committee Reports – Ken Via – Report Attached.

- Tulip Grove grounds maintenance and landscaping contract was presented to the Board.
 - The Committee has reviewed the contract and pricing will not be raised outside of inflation. Contractor has a proposal to revamp lawn care if they are allowed to present monthly for their services. The current contract expires in three months.
 - Mr. Via will meet with other contractors that are being considered.
 - Ms. Wright moved to approve the contract. Mr. McNally seconded. Motion carried.

New Business – No new business was brought up at this time.

Adjournment

Ms. Wright moved to adjourn the meeting. Ms. McCarthy seconded. The meeting was adjourned at 9:40 p.m.

The next meeting will be held on October 27, 2011 at 7:00 at The Landings' Community Clubhouse.

River Oaks Condominium Association
Board of Directors
Informal Meeting

Date: October 27, 2011

Place: Community Clubhouse
Landings at River Oaks
Edgewater, MD

Present:	Jyl Dupont	-	President
	Bev Wright	-	Secretary
	Shannon Irizarry	-	Victory Management Property Manager
Absent:	Kraig McNally	-	Vice President
	Amy McCarthy	-	Treasurer

Call to Order

Ms. Dupont called the Regular Board of Directors meeting of the River Oaks Condominium Association to order at 7:00o p.m.

A quorum was unable to be established.

An informal meeting was held with those owners present and the two Board members.

Bill Sutton was in attendance and advised he is new to the community.

Ms. Dupont summarized procedure for resolving problems that occur in the community, handling of accounts, and other necessary issues. If a problem occurs it should be reported to Management to determine what action is needed. The Board and owners must be interactive. Ms. Dupont welcomed Mr. Sutton to the neighborhood.

Jonathan Catrow volunteered to serve on the Board.

Parking was discussed; specifically, where commercial vehicles are allowed to park. Mr. Sutton advised he occasionally has to bring his company vehicle home and would be parking on the premises.

Ms. Dupont advised this is not allowed per the by-laws, but Mayo Dental allows parking of commercial vehicles on their lot. Vehicles can also park on the circle; this is county property.

Parking rules are necessary but at this time it is a volatile issue.

In the event disturbances occur, do not hesitate to call the police.

The structure of the Board and committees was outlined.

Lighting in the neighborhood and replacements was reviewed. Lights belong to the homeowner, the Association does not have the authority to require owners to fix, light, or keep their lights lit. Lights and lamp posts must match.

Appearance and uniformity of the neighborhood was discussed. By-laws require owners to maintain the exterior of their units but do not require lights to be lit.

Six seven (67) responses were received agreeing the Association should take over the "lighting" in the community.

A good visit and discussion was held with new owner and other attendees. Owners' responsibility, limited common element, and common area were discussed.