

# **RIVER OAKS BOARD OF DIRECTOR'S MEETING**

**January 28, 2010**

## **Call to Order:**

The meeting was called to order by President Jyl Dupont at 7:00 P.M.

## **Roll Call:**

Present at the meeting were Jyl Dupont – President, Alicia Smollon – Vice President, Shelly Kemeza – Treasurer, Joe Kolb – Member at Large, Vicki Burnett – VMI Management, Ken Via – Chair, Architectural and Landscape Committee, and Lynn Harshbarger (recording minutes only).

## **Presentation of December's Minutes:**

Voting on December's Minutes was postponed until some editing can be completed.

## **Officer's Reports:**

### **President- Jyl Dupont:**

1. Buddy Smith, owner of North County Towing Company (NCTW) was introduced as a proposed new towing vendor for the community. Mr. Smith explained that because we are a private community, our By-Laws and Rules and Regulations are the final say about parking in the community. We will supply him with a copy of our official documents for his review and comment. Mr. Smith will tour the community with a representative of the BOD, after which Mr. Smith will give us his suggestions on how and where any parking adjustments can be made. Mr. Smith indicated that if a vehicle is not picked up by an owner, Mr. Smith's company would be responsible for disposing of the vehicle and pursuing the owner(s) for all the costs. Towing prices are \$250.00 per car, \$150.00 if the car is hooked up to the towing vehicle but the owner responds prior to the vehicle being towed away, and an additional \$35.00 for the release of the vehicle. In addition Mr. Smith is willing to mark "No Parking" areas, as well as give direction as to where signs should be placed to better define the parking areas. These signs would be provided by ROCA.
2. Anne Arundel County refuse pick-up procedures in the community were discussed. An article written by Shelly Kemeza will be included in the newsletter.
3. Joe Kolb discussed the continuing community lighting issues. A lighting expert is in the process of giving the community a free recommendation on ways to improve the lighting owned by each unit. He has already called in four BGE street lights for repair. Joe will write a more comprehensive article for the newsletter, outlining the findings.
4. Beverly Wright, the BOD Secretary, has resigned her position effective January 27, 2010 leaving an opening for that position on the Board.

### **Treasurer- Shelly Kemeza:**

Shelly reported that through careful budget management, the community was able to put \$20,228 into our reserves, as required by our official documents. Any extra monies will be used as appropriate.

**Victory Management Inc. - Vicki Burnett:**

1. Delinquent HOA accounts are now at 13 units for a total monetary amount of \$11,580.62.
2. Strauss and Associates has completed the 2008 tax return and has found that no monies were owed by the HOA.
3. House inspections will be handled differently this year. Changes include the following:
  - a. Format changes to inspection form to better identify areas to be inspected;
  - b. Inspection announcement letters will be sent in April and will include a copy of the form to be used and a schematic which will point out “tricky” inspection areas like lintels and fascia boards;
  - c. Inspection will be performed by VMI in June;
  - d. Re-inspection by VMI in August; and
  - e. “Show cause” hearings in September if repairs have not been done by the August inspection
4. Tulip Grove contract – New contract sent for BOD approval. Ken Via indicated that a revised contract will be submitted and suggested that the BOD wait for that submission before formal approval. Ken indicated he is waiting for a call from Tulip Grove.

**Committee Reports:**

**A.C. & L- Ken Via:**

1. Architectural Change Applications (ACAs) – two since last meeting. Both approved.
2. Snow Removal – Following the surprise of the December storm, Tulip Grove is now following a better preparation strategy of pre-salting before Snowfall where accumulation is expected, and if large amounts are predicted, staging the Bobcat tractor on the property before the storm. ROCA will not be charged for the tractor unless it is actually in operation pushing and moving snow. Ken will continue to provide information to the community by email for all snow removal plans and actions. For significant accumulations, that notification will include a request for residents not to park on the street unless absolutely necessary. That action will aid in getting the snow cleared, either to the ends of the streets, or into the park areas.
1. Landscaping – This is downtime for the company for training and equipment refurbishment (unless, of course, they are pushing snow). The contract for 2010 is under review for approval. Additionally, we have asked the contractor to provide an estimate for “cleanup” of rubbish, invasive vines, etc, in three of our wooded areas. The project will include staging a dumpster on the property for the time frame of the cleanup.
2. Tree Service - Last December, Bartlett Tree Service submitted a proposal to the BOD for a number of tasks related to tree services. One of those tasks approved at the December Board meeting. The work which included root sculling, air spading and fertilization of younger and newly planted trees, has been completed. Some large words, but basic maintenance to promote growth of the trees. The remaining tasks have to do with placing cabling in a few of our larger trees to minimize potential for limbs to break in strong winds, removal of some dead trees, and trimming of others. Further actions have not been approved yet by the BOD.
3. Another proposal is for the removal of a tree struck by lightning and in danger of having limbs fall in strong winds. This tree is actually on the South River Colony property, but leans over into our property and does threaten one of our units. Bartlett Tree Service contacted South River, and they have promised to remove the tree, at their cost, not ours.

4. Bartlett has also contacted The Landings about removal of three dead trees between our two properties. They are considering having it done. We may have to share responsibility if we have them removed.
5. Stump removal at 50 Millhaven Court – Our nemesis, the huge stump, continues to be a problem for the tree service to remove. Between equipment and weather, the task has been a problem for them. Bartlett has now promised to get it cut and ground down at no cost to ROCA.

#### **By-Laws-Alicia Smollon:**

1. Currently re-evaluating the by-laws to determine if new by-laws should be developed.
2. “Door to Door” proxies will begin again when the weather permits.
3. A new Anne Arundel County refuse pick-up policy was introduced and will be reported in the news letter.

#### **Safety & Parking-Shelly Kemeza**

1. Shelly to meet with contractors about repairs to the Gazebo.
2. Cases of vandalism, attempted abduction, and domestic violence in the neighborhood have been reported to the police for further investigation.

#### **Communications-Lynn Harshbarger:**

1. Since the resignation of the BOD Secretary, Lynn has Harshberger has agreed to assume responsibilities for updating the on-site and off-site owner roster and to maintain the web site.
2. Beverly Wright will help Lynn familiarize with the web site.

#### **New Business:**

1. Proposal from Tulip Grove to clean up of the wooded areas has been approved. Clean-up will begin soon. All units will be notified about the time schedule for clean-up.
2. New signs have been posted throughout the community prohibiting door to door solicitation or posting of flyers.
3. Peggy Donald pointed out that there are tree circles behind her house where the trees have not been replaced. The BOD will ask Ken Via to review the issue.

The meeting was adjourned at 9:00 P.M. file



## **RIVER OAKS BOARD OF DIRECTOR'S MEETING**

**Thursday February 25, 2010**

### **Call to Order:**

Meeting called to order by Jyl Archer Dupont at 7:00 P.M.

### **Roll Call:**

Present: Jyl Archer Dupont-President, Alicia Smollon-Vice President, Shelly Kemeza-Treasurer, Joe Kolb-Member-At-Large, Ken Via-Architectural and Landscape Committee Chair, Lynn C. Harshbarger-(recording minutes). Unit Owners: Dan Harshbarger & Beverly Wright.

Absent: Vicki Burnett-Victory Management Inc. (VMI)

### **Presentation of Month Minutes:**

January Minutes were presented and approved. Motion to accept by Joe Kolb and seconded by Shelly Kemeza. December meeting minutes changes were approved by the BOD in January, per Jyl Archer Dupont

### **Officer's Reports:**

#### **President- Jyl Archer Dupont:**

Jyl announced that, directly after this meeting, there will be a closed session of the Executive Committee with Ken Via to discuss snow removal costs related to the back to back snow storms in February.

#### **Acting Secretary Report-Open:**

Lynn C. Harshbarger reported that newsletters were mailed to off-site owners and those residents without a email address. Accompanying the mailing was a letter to residents encouraging them to send their email addresses to Lynn. To date, 27 additional email addresses have been received.

The December and January BOD meeting minutes and the February newsletter have been added to the Website.

Beverly Wright stated that the payment for continuation of website services is due on March 2, 2010. A discussion ensued as to how this bill could be transferred to ROCA through a Pay Pal credit card or to VMI. Shelly Kemeza will follow up with VMI.

#### **Treasurer Report – Shelly Kemeza:**

Treasurer's report sheet was submitted for consideration by the BOD. There was discussion that BGE has not submitted a bill for community lighting.

Shelly stated that the budget is on track for January.

Ken Via questioned the bill for the doggy stations and Shelly stated that some other cost categories were included in the doggy station costs. There was discussion about where the non doggy station costs should be placed in the budget. Shelly will research and get back to the BOD with a recommendation. Joe added that there were large supply replacement purchases made for the Dog Stations that jitted this month as well.

A motion to accept the January Treasurer's report as submitted was made by Joe Kolb and seconded by Alicia Smollon. The report was accepted as submitted.

**Member-at-Large – Joe Kolb:**

Joe reported that there was nothing new on the community lighting project.

**Victory Management Inc. - Vicki Burnett:**

Report was via email. Alicia Smollon stated that the email required some clarification. The report was tabled until clarification can be obtained.

**Committee Reports:**

**Architectural and Landscaping Committee - Ken Via:**

Architectural Change Applications

None were submitted in the month of February; however ACAs are expected in March following the melting of snow from two blizzards, and the welcome of a warm spring.

Newsletter articles – The AC&L committee will submit articles for the next Newsletter.

**Tree work**

The Board has received an updated proposal from Bartlett Tree service following their successful small tree root sculling and fertilization performed on our small trees around the park area just before the winter freeze occurred last December. The proposal covers the remaining tree maintenance items pointed out during a routine inspection last fall. The proposal includes removal of dead trees standing in areas potentially posing a hazard to property and people if they were to fall, some cabling in the larger trees to prevent limbs from cracking in high winds, and some plant pest control items. The Board will consider the proposal once expenses from the winter snow removal are paid.

There are many lessons learned from winter's grip; the Committee is in the process of reviewing. More information will be included in next month's newsletter.

**By-Laws-Alicia Smollon:**

Alicia explained that the collection of proxy votes has been suspended until the weather improves. Door-to-door collection is currently difficult at best. Alicia will write a FAQs article about the proxy process for the newsletter.

Alicia discussed changing the trash policy to a by-law. A clarification of the AACO refuse policy was initiated by Beverly Wright specifically about the placement of trash around the mailboxes for those residents who do not have a curb to place the trash/recycling. The matter is still being investigated. Findings will be reported at the next BOD meeting.

### **Safety & Parking-Shelly Kemeza:**

Shelly stated that the monthly meeting at the police station related to community safety was cancelled for the month of February due to the weather.

### **Communications-Lynn Harshbarger:**

All information had been reported under the secretary report.

### **Old Business:**

None

### **New Business:**

1. Snow Removal Costs: Jyl Archer Dupont stated that the snow removal costs will be discussed in a separate Executive Meeting after the BOD meeting.
2. Bus Stop Changes: Joe Kolb explained that the school bus has discontinued picking up students behind the dental clinic on the corner of Millhaven Dr. and Mayo Rd. and moved to the Mayo read sidewalk at the side of the dental office between the fron of the dental clinic and the parking lot entrance of Valvoline. The change of the children's pick-up area was discussed and it was agreed that the children's safety was the most important consideration.
3. Storm Repairs: There will be an article in the newsletter.
4. Contract from North County Towing: None received yet.
5. Outsourcing of Newsletter Printing/Mailing: Tabled for further discussion.
6. Roping off areas for renovation – Jyl Archer Dupont reported that the BOD is considering taping off certain common areas for reseeding purposes.

### **Open Forum:**

- Unit owner Dan Harshbarger questioned the home owner insurance stating that the home owner is responsible for both the inside and the outside of the condominium. Joe Kolb and Alicia Smollen explained that there have been several legislative changes that have impacted coverage and that the unit owner should affirm their HO6 homeowner policy covers the outside of the residence and provides assessment protect for the Master Policy deductible of \$5000.00.
  - There will be an article about this topic in the newsletter. The article will also be added to the website.

- Unit owner Beverly Wright questioned:
  - AACO rule about refuse placement, specifically curbing the refuse/recycling in the area of the mailboxes. There was a discussion about the rule and clarification by Alicia. Only units 34 & 48 Millhaven Court and 188 & 238 Tilden way are to bring their waste material out to the corner nearest their units
  - Concern about removing the movie night article from the newsletter. Jyl Archer Dupont explained that the movie night information will be available on the web.
  - Beverly Wright discussed the letter for loss assessment which is a \$5000.00 deductible. This amount should be covered by the resident's home owner's HO6 insurance. Beverly also mentioned verification of residential upgrades.

**The meeting was adjourned at 8:30 P.M. by Jyl Archer Dupont. Motion by Joe Kolb and seconded by Shelly Kemeza**

Minutes respectfully submitted by Lynn C Harshbarger



## **RIVER OAKS BOARD OF DIRECTOR'S MEETING**

**Thursday March 25, 2010**

### **Call to Order:**

Meeting called to order by Jyl Archer Dupont at 7:02 P.M.

### **Roll Call:**

Present: Jyl Archer Dupont-President, Alicia Smollon-Vice President, Shelly Kemeza-Treasurer, Joe Kolb-Member-At-Large, Vicki Burnett-Victory Management Inc. (VMI), Ken Via-Architectural and Landscape Committee Chair, Lynn C. Harshbarger-(recording minutes). Unit Owners: Dan Harshbarger & Beverly Wright.

### **Presentation of Month Minutes:**

Minutes were presented for February meeting. Approved by the BOD.

### **Officer's Reports:**

#### **President- Jyl Archer Dupont:**

Jyl reported that DiDi Bailey of the nominated River Oaks Community for an outstanding job for snow removal. Jyl then read the following citation shown below.

#### **Anne Arundel County Executive Citation**

**The Citizens of Anne Arundel County, Maryland salute River Oaks  
Condominium**

**Association Board and Committee Members**

**In Recognition of your community spirit and special caring for your  
neighbors during the blizzards of 2010.**

**We honor you for your thoughtful assistance on behalf of your neighbors in  
this time of need.**

**John R. Leopold  
County Executive  
February 23, 2010**

## **Vice President – Alicia Smollen:**

- This report is separate as it is meant as an Addendum onto Shelly's report on Parking & Safety.
- On Thursday, March 18, 2010 I attended the meeting of Southern District Community Meeting at AAPD Southern District Police Station on Stepney's Lane, Edgewater.
- Captain William Krampf spoke at length about new plans for the southern district in 2010. There will be quarterly reports by the Lieutenants on progress of the various programs. The overall goal of the 2010 plan is to 1) reduce the fear of crime and 2) reduce the number of quality of life crimes being committed. The southern district has added a Detective to both the PAC Unit and the patrol units. The patrolmen are now encouraged to get out of their cars and talk to the people they are charged with protecting. The purpose is for them to know the community leaders, know the principal bad kids and their parents, etc. The object is to make it more problem-oriented policing.
- For the summer, Lt. Witlow will be increasing patrols at the waterfronts because of the high incidents of skip parties & alcohol distributions to minors.
- If a community wants an area to be designated as a "Hotspot" to get increased police attention there will be a need to have the area identified with an increase in crime and habitual offenders. That can be accomplished through frequent calls to 911. Again, he asked for community help in placing the 911 calls to help them identify & stay on the "Hotspots".
- The southern district has also ramped-up its attention to habitual addresses. An address becomes a "habitual address" when the police are called to the address three times in a 28-day period. Usually domestic violence is the cause of the designation. Currently, there is only one such address in southern district and it is caused by a domestic violence problem. To better deal with the situation, the plan is that once the address becomes "habitual" an officer will go out without anyone calling 911, knock on the door, and visit with the residents to ask what's going on and attempt to get a handle on the situation before someone is killed or injured.
- In 2009 booking increased significantly (no percentage was provided), and arrests increased by 14% in 2009. The other three districts in the county did not have an increase in '09.
- Also in 2009 the southern district had a large concentration of fatal auto accidents. They were not always alcohol-related. Most were related to inattentive driving habits, failure to obey the rules of the road, and medical issues, i.e. heart attack while driving. Most of the fatal accidents and serious injury accidents on Rt. 2 occur at intersections like the one with Muddy Creek Rd where people disobey the solid white line and illegally pass on the right and pass on the left when it is not safe to do so. Traffic is more of a focus this year than in years past. The 2009 data shows that there are two major problem areas: 1) Rt. 2 from West Street to the Calvert County line and 2) the 4-5 mile stretch of Rt.4 which actually crosses into AACO. The police are hitting those areas hard in what they are calling "Operation RIGHT". During the

first two months of 2009 on Rt. 2 AAPD wrote 54 speeding tickets, three tickets for aggressive driving and 19 other tickets. If you change lanes three times in a row, weaving in and out of traffic, they will deem that to be aggressive driving and ticket you. Thus far in 2010 they wrote 54 tickets of which four of them were deadly. In 2009, five people died in accidents on the 4-5 miles of Rt. 4 and numerous others were seriously injured. They are working in multiple cars in tandem such that they will have 1 car sitting in 1 area and have another car one mile away to make the stop after the first car observes a violation.

- Capt. Krampf predicts that on July 1 when the new fiscal year begins there will be symptoms of the budget crisis. However, at the moment he does not know what those will be. Or, at least, at the moment, he was unwilling to share that information.
- The southern district has been expanded slightly to include Herald Harbor/Crownsville up to Rt. 97. He reminds everyone that criminal Investigations division (CID) is at the old Crownsville Hospital Complex and able to render assistance and presence in the area. The area is a low call-for-service area and gaining the turf meant a gain in patrol cars and officers. The southern district sectors (the old A, B, & C) has been reconfigured to get better coverage. There has been a problem in the past with the Annapolis Mall draining the district of one officer & patrol car at all times because of the high number of calls-for-service. In the past, the mall did not constitute its own sector. Until now, the mall was not its own self-contained sector so it really was draining manpower and resources from residential areas in addition to other commercial areas in southern AACO. With the additional officers and the reconfiguring, the Mall now has its own sector. Detective Shawkey is also assigned to the Mall.
- The problematic traffic patterns along Rt. 2 from Forest Drive north to West Street have been hampering officers in response time when traveling through the area. Thus, traffic engineers will be riding along with officers to get a birds-eye view of what the officers are dealing with and determine what, if any, adjustments can be made to improve the situation.
- Response time in the River Oaks sector of the southern district is usually about three minutes. The response time in the southern-most sectors is doubles that at six minutes. Those sectors are geographically larger and have a much lower instance of calls for service.
- It appeared that Marc Camm is Capt. Krampf's go-to guy for brainstorming programs and approaches to problem issues. I left with the impression that if a community would like their thoughts and input to be implemented, his ear is the one to be bent for the moment. I have had personal interaction with him; he is approachable, if the need should arise.

### **Treasurer Report – Shelly Kemeza:**

Shelly Kemeza emailed the financial report to the BOD. Shelly also stated that we are still on target for financials but the snow removal costs will not be reflected on the report until March.

**Member-at-Large – Joe Kolb:**

Joe stated that he nothing new to report.

**Committee Reports:****Architectural and Landscaping Committee (ACA) - Ken Via:****Architectural Change Applications:**

Three submitted since last meeting, one screen door, one shrub replacement, both approved: one Patio/Deck extension, pending measurements against plat lines. For ground level wooden decks, with railings, County permits required. Without railings, Standard Grading Plan applications required for determination if a permit is required.

**Trees:**

Noticed one very large, dead, fallen tree caught in the crook of a smaller, younger tree overhanging the back side of the sediment pond on the corner of Mayo Road and Millhaven Drive. The recommendation is that the large tree be removed so that the younger tree will sustain no additional damage.

**Landscaping:**

Tulip Grove was supposed to start this week with clean up, bed edging and mulching, and inspection of tree and shrub damage from the snows. I have not received any complaints or queries from unit owners regarding damaged plants, except the single evergreen replacement ACA submitted.

Hardest hit area is Braxton Park. Tulip Grove will be asked for an estimate to repair the grounds, remove the 4 x 4s and gravel, and either re-seed with grass, or propose another use.

**By-Laws-Alicia Smollon:**

Please refer the Alicia's report above.

**Safety & Parking-Shelly Kemeza:**

Shelly stated that Braxton Park sustained significant damage from the snow placed there after the two February storms. There was damage to the railroad ties and some rebar was exposed in the Braxton Park area.

Shelly also reported that the Gazebo at the tot lot has been repaired.

There have been three reports of domestic violence.

**Communications-Lynn Harshbarger:**

Lynn Harshbarger reported that all of the newsletters for those who do not have email on record were mailed on March 25, 2010. She also reported that a new category for lost and found was added to the website. Lynn also mentioned that the cost of the website for the next year has been paid and reimbursed by VMI.

**Victory Management Inc. - Vicki Burnett:**

- Vikki stated that on her inspection of the community she found two blank signs on lamp posts. Joe explained that they have been there for quite some time and the lettering is either missing or so faded it is not readable.
- North County Towing contract approved by BOD and now requires a signature.
- Monthly Resource Association Information (MARI) flyer is ready to be sent – the letter requires review by the BOD.
- The delinquency report indicated that there are 12 units in arrears for ROCA dues.
- Vicki also submitted an email reporting the 14 correspondences sent the previous month.
- VMI was asked to research roofing vendors that may be interested in doing some group work in the community
- Vicki presented a Welcome Packet developed by VMI to be sent to all new unit owners. The packet includes informational papers, a copy of the most recent Lamp Post, ROCA welcome pamphlets, and gifts supplied by either VMI or preferred vendors. The cost of the packet is \$30.00 each. Joe motioned the packet be used for new unit owners only and Alicia seconded. Motion passed.

**Old Business:**

- Towing contract requires BOD signatures.
- Status of Restorers bill paid by VMI.
- Status of dumpster for community cleanup. Dates now set for November 22-24, 2010.
- Status of mailboxes – some of the mailboxes have the large box for packages stay open with some doors hanging off the hinges. Discussed obtaining keys to keep the doors closed at all times so the large box will not be used for other than package delivery.

**New Business:**

- Status of placing parking stickers on cars –Placed by citizen stickers on commercial vehicles.
- Status of damage caused by snow storms – tabled.
- Annual inspection – will begin in June by VMI.
- Spring Clean-up – tabled.

**Open Forum:**

- Ken Via stated that he had hired a contractor to repair the gutters on his roof damaged during the February snow storms.
- Dan Harshbarger explained the history of the drain on the property of Tilden way.

**The meeting was adjourned at 8:45 P.M. by Jyl Archer Dupont. Motion to adjourn by Alicia Smollon and seconded by Joe Kolb.**

Minutes respectfully submitted by Lynn C. Harshbarger

## **RIVER OAKS BOARD OF DIRECTOR'S MEETING**

**Thursday April 22, 2010**

### **Call to Order:**

Meeting called to order by Jyl Archer Dupont at 7:06 P.M.

### **Roll Call:**

Present: Jyl Archer Dupont-President; Alicia Smollon-Vice President; Shelly Kemeza-Treasurer; Joe Kolb-Member-At-Large; Vicki Burnett-Victory Management Inc. (VMI), Lynn C. Harshbarger-(recording minutes). Unit Owners: Dan Harshbarger, Beverly Wright, David Woodside and Brenda Dunlap.

### **Presentation of Month Minutes:**

March meeting minutes were presented for approval. Alicia Smollon moved that the minutes be accepted and Shelly Kemeza seconded the motion. Minutes approved by the BOD.

### **Officer's Reports:**

#### **President- Jyl Archer Dupont:**

Tabled remarks and deferred to other members of the board.

#### **Vice President – Alicia Smollen:**

Alicia reported information on AAPD Community Meeting for Southern District. Report to be submitted as an addendum to the meeting minutes, in the newsletter and on the website.

#### **Treasurer Report – Shelly Kemeza:**

Shelly Kemeza emailed the financial report to the BOD. Shelly stated that, as of March 31, 2010, we are on target for financials. However, as indicated at the April BOD meeting, the community budget snow removal was 7,500 and actual costs will be between \$35,000 and \$45, 000.

Shelly introduced David Woodside as a new community resident who will be working with her on the budget.

Shelly reported that BGE is paid at a flat rate. The increased rate was due to inconsistencies in billing. Our BGE account is now back on track.

Shelly reported that the payment for preparation of 2008 taxes has been taken out of 2009 funds.

**Member-at-Large – Joe Kolb:**

Joe stated that he will give Ken's report since Ken could not attend the meeting. Ken's report was also emailed to the BOD.

**Victory Management Inc. - Vicki Burnett:**

Vicki reported an increase in Easy Storage fees to \$85.00/month effective April 1, 2010.

Vicki reported that the accounts listed below are delinquent and have been referred to the attorney for collection. In total, these accounts owe almost \$10,000 to the community.

Delinquent accounts: 173 Tilden Way; 176 Tilden Way; 244 Tilden Way; 2129 Millhaven Drive; 52 Millhaven Court; 235 Braxton Way; 249 Braxton Way; 254 Braxton Way; and 271 Braxton Way

Vicki reported that the attorney has worked out a payment plan with one of the listed units. Alicia moved that the payment plan be accepted and Shelly seconded the motion. BOD approved motion.

On the advice of counsel, it was recommended that the Board write off the penalties for 254 Braxton Way. Alicia moved that the recommendation be accepted and Joe seconded. Board approved motion.

It was suggested that the addresses of delinquent units be included in the newsletter. It was agreed that the addresses will be included in the May newsletter.

Joe and Vicky met with E-Sentry questioning charges billed to the community for dump trucks used during the past winter's snow storms. A lower price for past services may be negotiated in return for the Board's to consider utilization of E-Sentry services in the future.

Vicki reported that the GMC Contractors looked at resurfacing streets and parking lots, and re-painting curbs, parking lines and numbers. The submitted bid listed a cost of \$7000.00. The BOD decided to entertain additional bids for the services.

Joe reported that AACO will deliver a dumpster for community use on 11/22/2010. The dumpster will be picked up on 11/24/2010.



The information below relates to disposition of appeals from unit owners who received violation letters issued by the management company.

- 213 Braxton – Fine waived because violations were corrected. Shelly moved to waive, Joe seconded the motion. BOD voted three yes and one no.
- 30 Millhaven Court – Fine waived because violations were corrected. Joe moved to waive late fees and Shelly seconded the motion. BOD voted three yes and one no.
- 202 Braxton- Fine not waived because owner did not appear at “Show Cause” hearing in November, 2009. Owner also admitted in his letter that he waited to repair the items until 12/5/2009, well after the initial request that repairs be completed and well after the “Show Cause” hearing. Alicia moved to deny and Joe seconded the motion. BOD voted for denial.
- 263 Braxton – Tenant stated that they were unaware of minimum insurance of \$250,000.00 upon lease renewal. It is the owner’s responsibility to inform the tenant of the insurance minimums. Alicia motioned to waive fine and Joe seconded the motion. The BOD approved the motion with the condition that the requirement for renter’s insurance be adhered to for any subsequent leases signed by the current resident or any other.
- 181 Tilden Way – Tenant has written numerous letters complaining about Tulip Grove. BOD decided there would be letters sent to Tulip Grove and the unit owner to address the issues. Jyl or Vicki will draft.
- 186 Tilden Way – Letter written by unit resident requesting that parking spot address number be repainted since it has faded. BOD is working on a solution.

## **Committee Reports:**

### **Architectural and Landscaping Committee (ACA) - Ken Via:**

#### **Architectural Change Applications:**

Total of 9 ACAs submitted to the AC&L Committee for recommendations. Seven recommended for approval, two still in review:

#### 243 Tilden Way – Ground Level Deck Extension:

Ricky Waters will visit the property Thursday 22 April and render comment on the drain situation. Mr. Waters visited the property as requested by the A.C.& L. The committee does not see any issues with allowing the deck to be built provided the owner adheres to the requirements listed below.

1. The unit owner agrees that, if needed, the deck may be removed to gain access to the drain.
2. The unit owner agrees to keep the drain cover clear of debris to allow complete drainage as needed.
3. The unit owner agrees to install, under the decking, some landscape matting topped by a two to three inch level of stone. This action will help to resist the water flow caused by the elimination of the grass.
4. As per AA County requirements, the unit owner will obtain, complete, and submit to AA County (410-222-7730) a Standard Grading Plan Application for their review and to determine if a building permit will be required to erect the deck platform.

224 Tilden Way ACA has just been received and is under review by the committee. As a result of a similar request being disapproved by the BOD last fall, the request has been forwarded to the BOD for information.

It should be noted that three other unit owners were observed making changes to the frontal landscaping prior to submission of an ACA. The committee views with concern these actions, and cites the ROCA by-laws Article XI, Section 1 as reference governing such actions. The committee recommends that the respective unit owners be informed of the violations of the community by-laws. The committee also recommends that the unit owners be advised to submit the requisite ACAs for review and approval or potentially have to remove any alterations made without the approval of the BOD.

The Committee has received one complaint regarding the installation of ground level lighting at one of our units. The committee has not responded to the complaint and has forwarded it to the BOD, but notes that any such installation without the submission of an ACA to the Committee for review and approval is a violation of Article XI Section 1 of the ROCA Bylaws.

The committee further notes that the Aug 2008 ROCA Rules and Regulations do not address any removals of any frontal landscaping items, only the installation or placement of same, and defers to the ROCA by-laws for the governing of such actions by unit owners.

### **Landscaping:**

Tulip Grove has completed spring clean up, removal of debris, cleaning of mulch beds, and the pruning of winter-damaged shrubs in the general common elements. Tulip Grove has also re-landscaped the damaged areas of Braxton Park caused by snow removal operations and will be reseeding these areas.

Tulip Grove has completed the first mowing of the season, is applying pre-emergent crabgrass preventer, and spring fertilizer beginning Thursday April 22<sup>nd</sup>, followed by broadleaf weed killer on Friday April 23<sup>rd</sup>. New spring mulch will be applied starting Monday April 26<sup>th</sup>.

It was also noted that a row of solar lights has been installed on ROCA property along the West side fence at the intersection of Millhaven Drive and Mayo Road.

Tulip Grove has also notified the committee unofficially they will no longer perform any mowing, edging, or sweeping evolutions connected with any portion of the property at 181 Tilden Way. The Board will send a letter to Tulip Grove regarding this situation.

### **Tree work:**

Bartlett Tree Experts were tasked by the committee to perform spring tent caterpillar treatments throughout the community forested areas and small trees within the general common elements. Bartlett has also provided estimates upon committee request for the tent Caterpillar treatment (\$775), removal of a dead tree overhanging the Pond Area (\$540), removal of a small pine tree at the corner of unit 241 and unit 243 properties (\$180), grinding of the stump from this pine tree removal (\$95), and the application of herbicides as preventative for invasive plants along the borders with several wooded areas within the complex, (\$780) continuing a program they initiated last fall. Although not specifically cited in their contract, Tulip Grove also can provide this service. An estimate has not been requested. The Committee recommends for the time being, payment of the tent caterpillar treatments, removal of the dead tree at the pond, and grinding of the stump behind 241 Tilden Way.

Stump grinding will begin at 50 Millhaven Court. Long overdue, and now at no cost to the ROCA, Bartlett believes they now have the correct items to begin break up and removal of the massive stump along the fence between 48 Millhaven Court and 50 Millhaven Court. They anticipate starting the work the week of April 25th. ROCA has been anticipating having this done for the last year!

ROCA is already in receipt of a proposal submitted in January by Bartlett for the cabling and removal of other trees in and around the complex. The committee recommends holding off on any tasking along this line until the financial picture is clearer and resources are available.

### **By-Laws-Alicia Smollon:**

Please refer to addendum about AAPD Community Meeting for Southern District addendum.

Alicia reported that there may be a problem unit on Millhaven Court. It appears that the unit is being used as a “flop house” for the owner’s restaurant employees. The house was entered and there were numerous mattresses and sleeping bags in several rooms.

It was reported that the amendment process is moving along with a 67% approval rating. Members of the BOD canvassed the community for additional votes on amendments one, two and three. There are additional votes needed on all of these amendments.

Home work assigned to read Article II, Section I – Section relates to exterior lighting addressed in AC&L By-Laws.

The State of Maryland has passed legislation to ban hand held cell phones while driving that will go into effect on July 1, 2010.

### **Safety & Parking-Shelly Kemeza:**

Shelly reported that work trucks parked in the community after work hours will be towed. The process will include a letter followed by a fine and then towing.

Shelly also reported that it appears there were no teen related incidents in the community this month.

There was discussion about the repair of the squeaking swing in the Tot Lot.

**Communications-Lynn Harshbarger:**

Lynn asked that all articles or responses to the newsletter be submitted at close of business on the 8<sup>th</sup> of the month. If not submitted the newsletter will be distributed without the requested articles.

**Old Business:**

No Old Business was reported

**New Business:**

There was a spirited discussion of a fire in the community relating to cigarette disposal.

It was reported by Jyl that there were several complaints to BOD members relating to spelling and grammatical errors in the "Annual Inspection Letter" sent by VMI. Vicki indicated that the letter was sent to be BOD for approval. Vicki also stated that she does not send out a mailing unless it is proofed by the BOD. Further discussion will be held off line.

**Open Forum:**

No comments

The meeting was adjourned at 8:55 P.M. by Jyl Archer Dupont. Motion to adjourn by Joe Kolb and seconded by Alicia Smollon.

Minutes respectfully submitted by Lynn C. Harshbarger



Minutes for River Oaks Board of Directors Meeting  
Thursday, May 27, 2010

Meeting was called to order at 7:10 PM by Vice president Alicia Smollon

Present Alicia, Smollon VP

Shelly Kemeza Treasurer

Joe Kolb Member at Large Minute taker of the moment.

Vicki Burnett VMI

Ken Via ACC Chair Person, unit owners Roseanne Russillo,

Minutes presented from Previous meeting Shelly motioned they be accepted as presented, Joe Second motion passed.

Victory Management report requested a series of action items as follows:

Shelly motioned that to accept recommendation from Neall and Associates to rest on the lien already in place on 2129 MH Joe second, Passed

Joe motioned to accept Counsel Neall and Associates recommendation to seek court action on 244 TW Shelly Second Passed

Joe motioned to accept Counsel Neall and Associates recommendation to seek court action on 249 BW Shelly Second Passed

Counsel Neall and Associates recommendation to monitor 251 BW a little longer accepted.

Counsel Neall and Associates recommendation to write off 470.00 of 173 TW and rest on existing action Motion to accept by Joe second Shelly passed

Joe made a motion to accept and pay the reduced rate of \$4,000.00 to E-Sentry for final payment on Snow Removal. (This was based on the recommendation of ROCA Counsel Sara Arthur that while the suit would be easily decided in favor of the Association, Judges tend to require payment of actual costs involved in performing the work, removing defendant's profit. This cost and the legal fees would be the responsibility of the ROCA. She stated that those fees would likely cost us in excess of \$6,000. E – Sentry offered to reduce the invoice from \$8,900 to \$4,000, with the stipulation that they be permitted to bid on the snow removal contract for 2011.) Shelly seconded vote was 2-1 with Alicia voting no. The Motion Passed . We can now determine the full cost of the season's snow costing.

Treasurer's Report - Shelly stated that there was no invoice from Tulip Grove, Vicki will check. Shelly reports that the Reserve Fund is being paid as agreed and the funds are now carried in a separate account for easy tracking. This has been going on for quite a while according to VMI. Overall we are on track right now with the exception of the Snow removal cost. She is confident that by minding our spending we will be able to cover the extraordinary discrepancy without a special assessment to the unit owners.

By-Law Amendment update from Joe advises that there are still 37 folks who originally voted who have failed to update their ballots for date correction and 47 who have never voted despite providing them with stamped return addressed envelopes. This means that Volunteers and BOD members will have to go out again to canvas the community for their ballots. We are still very close to passage of the three (3) initiatives. Amendment #1 needs only 20 affirmative votes to pass, Amendment #2 needs 12, and Amendment #3 needs 18 yes votes to pass.

Ken Via ACC report states that the huge stump behind #58 Millhaven Court is now gone. This had been a source of agitation and property damage to our neighbor as individual were using the stump to jump over into their parking lot destroying property etc. Property owner was notified that the grinding was complete and he was very grateful. Bartlett Tree Service did this at no cost to the community. (Thank you Tyler Balderson of Bartlett and Ken Via for arranging this. Editorial note)

Tulip Grove will use a new product on the market to clean the Algae in our sediment pond and will offer this to us at no cost. Again thanks to Ron Lovett of Tulip Grove and Ken Via

Was requested that a Newsletter article on painting be produced.

ACA Deck proposal from unit 224 Rose Russillo was passed onto the BOD for resolution. Much discussion was held on the subject. At discussion was whether the BOD would allow the expansion of new wood substitute product in the construction of decks in the community. Motion was finally made by the sitting moderator VP Alicia replacing President Jyl Dupont who was out meeting her brand new grandson in Colorado. Congrats Jyl The motion was to approve Vinyl decking in 100% AZEK material to be used to construct the NEW deck, including beams, posts, joists, railings, decking boards and spindles. Shelly second vote was 2 in favor 1 nay by Joe Kolb. Deck ACA submission for unit 224 thus passes.

ACA for 221 TW submitted 100 % Treks material which is a composite of wood and vinyl. Motion made by Shelly second Alicia to accept new material but to not allow deck rail post lights on post caps Vote 2 in favor 1 against again by Joe voting in the negative.

The BOD asked Vicki from VMI to develop a color pallet based on original color scheme. Williamsburg colors as originally used by McCormick Paint and then Sherwin Williams. The builder had a pallet of color selections. And the unit owners have begun to stray from the original. Any units not of the original pallet of acceptable colors will be written up during the upcoming maintenance inspection.

Complaint was placed by a unit owner regarding 2106 Millhaven Dr. Report was that Dog was left out in the heat of the day and it was barking incessantly. Also that there was a child sized pool on the deck that was not being emptied and had been allowed to stagnate. It had become fragrantly offensive to passersby and a potential breeding ground for mosquitoes. BOD asked that a letter be sent. VMI will send.

It was reported that North County will allow individual unit owners to call requesting the towing of an unauthorized vehicle from their numbered space. Unit owner must be present and show identification to the tow truck driver prior to the offending vehicle being towed.

Residents may call North County to report commercial vehicles parked in the ROCA after 8 PM. Unit Owners receiving emergency service after 8 pm are recommended to call North County Towing to advise of the service thus protecting the service provider from having their vehicle removed.

The Board re-affirmed to North County that they may begin implementing the random inspections of the ROCA and hauling away violators as per the published ROCA Parking Rules and Regulations as adopted in August 2009. Pictures must be taken and provided to VMI to validate the offense.

Meeting Adjourned by motion from Shelly Joe second passed at 9:30 PM.

Next meeting June 24, 2010. There will be no monthly meeting in July due to special use of Police Dept Hall throughout the month. Meeting in August will be back at 35 Stepneys Lane on August 26<sup>th</sup> at 7 PM.



**MINUTES**  
**RIVER OAKS CONDOMINIUM ASSOCIATION**  
**MONTHLY BOARD MEETING**  
**JUNE 24, 2010**

7:16 PM Call to order

Board Members Present:

Jyl DuPont, President  
Alicia Smollon, Vice President  
Joe Kolb, Member At Large

Motion: Alicia Smollon made a motion that the Board accept the Minutes from the May 2010 Board Meeting as presented to the Board.

Motion Seconded: Joe Kolb

Vote: All in Favor

Budget Report: Report made by Vicki Burnett of VMI in the absence of Treasurer, Shelly Kemeza

- \* Treasurer's Report shows a profit of \$400 as of June 2010
- \* Expenses are expected to be overbudget by the end of fiscal 2010 as a result of large snow removal bills accumulated in January and February 2010
- \* Recommend the Board move excess funds into short-term CD's rather than simply leave money sitting in the operating account to earn interest on reserve funds
- \* Each month ½ of dues collected is going into savings

Motion: Joe Kolb made a motion that the Board move \$45,000 from checking into a CD.

Motion Seconded: Alicia Smollon

Vote: All in Favor

Victory Management Report: Made by Vicki Burnett, Managing Agent

- \* Maintenance Inspections are in progress
- \* For the most part, homes along Tilden Way looked good
- \* For the most part, homes along Millhaven Court did not look as good as they should

- \* The Board should be aware that after receiving their Inspection Report there may be some Unit Owners who may have repair items which should not be listed as a result of Comanco's poor record keeping. If the Unit Owner alleges that a maintenance violation is grandfathered in as a non-violation, the Unit Owner will need to make a formal request of the Board to verify it, approve it, and get it formalized in the management company's records pertaining the particular unit.
- \* Need to do a newsletter article about mildew on roofs. It is a problem which has become very prevalent in the community. Because so many units have the problem and because most Unit Owners probably would not readily see it, VMI opted to delay including it as a maintenance violation until the 2011 inspection to 1) give the Board an opportunity to get the information out the community and 2) give Unit Owners the opportunity to review their home and make repair if needed. The problem is so widespread it may be possible for owners to get a bulk rate and shop for prices.
- \* Victory Management placed a complaint with Verizon about the exposed cables on the ground in the common area behind 179 Tilden Way. After the 4<sup>th</sup> call to them, Verizon said the problem would be resolved within 72 hours.

Motion: Joe Kolb moved that the Board pursue the owners of 235 Braxton Way for funds owed to the community.

Motion Seconded: Alicia Smollon

Vote: All in Favor

New Business:

Lighting Committee: Debbie Barbour

- \* Options were presented to the Board by the Lighting Committee in an effort to work toward uniform lighting community-wide at the lamppost and front door. The Board took the information under advisement.

Maureen Rood painted a second mailbox on Millhaven Drive

Dylan Luiza requested that the BOD reimburse him for the cost of having his car towed. Some discussion took place and the BOD decided to take Mr. Luiza's request under advisement.

Old Business:

By-Laws Amendments are still not completed. Work will continue when the weather becomes more seasonable.

Sidewalk Repairs will need to become a priority project.

Parking Improvements in the community will begin with North County Towing painting new lines to add spaces and freshening the existing lines. The work is part of the towing services provided by North County Towing and will be done at no extra charge. Residents continue to pile trash for collection in inappropriate places. Incidents are becoming fewer but will continue to be monitored.

Announcements: Jyl DuPont

- \* No Board meeting in July 2010 because the AAPD facility is not available.

## River Oaks Condominium Association Board of Directors Meeting

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### Minutes

**Date:** August 26, 2010

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

<b>Present:</b>	Alicia Smollon	-	Vice President
	Shelly Kemeza	-	Treasurer
	Joe Kolb	-	Member-at-large
	Vicki Burnett	-	Victory Management

### **Call to Order**

The Regular Board of Directors meeting of River Oaks Condominiums was called to order at 7:05 p.m.

### **Approval of Minutes**

Approval of minutes was tabled until the next meeting.

### **Treasurer's Report – Shelly Kemeza**

- Costs are being cut where possible.
- Accounts are in line with all Budget items.

### **Management Report – Vicki Burnett**

- The next meeting is scheduled for September 23, 2010. Ms. Burnett advised a new property manager, Shannon Irizarry, will be coming on board and requested the meeting be rescheduled to September 30, 2010.
  - The Board agreed to reschedule the meeting to the 30th.
- An email vote was taken on August 25, 2010 to approve Pennoyer Group to provide fidelity bond coverage of \$318,000 at a premium of \$585 per year.
- November is the Annual Meeting.

- Nominations will be addressed at the September meeting.
- The budget worksheet for the proposed 2011 Budget will be ready mid September for the Board to review prior to the September meeting.
- The proposed budget will be sent out in November.
- The Delinquent Activity report was given to the Board
  - 176TW – Debtor agreed to a judgment settlement contingent on owner taking care of all violations.
  - 271BX – Owner failed to appear at hearing. Show Cause hearing notice was sent.
- 2040 Millhaven – overgrown with weeds and needs to be maintained.
  - A letter will be sent to owner advising they have 10 days to take care of cleaning up the front of their property or the Association will have a contractor do and they will be billed.
- 181TW – email received regarding parking problems with out of state vehicles parking in front of the building. There is a shortage of spaces.
- No soliciting signs need to be posted. Management will contact The Landings at River Oaks.

### **Old Business/Committee Reports**

#### **By-laws Committee**

- This committee is at a stand still they will meet and review status of following issues:
  - Insurance
  - Duration of rentals
  - Incorporating By-laws to meet Maryland Condominium laws (111).
- Amendments have been reviewed by the attorney and recommendations were submitted to the Board.
  - Vote was approximately 23 short to meet required minimum to pass proposed revisions.
  - Most previous votes have expired and will need to be collected again.

#### **Landscaping – Ken Via**

- 14 ACAs were processed. Eleven were approved and three remain open.
  - One request was withdrawn, and one needs further clarification.
  - 257 Braxton Way – Request to change landscaping in the back of their unit; install a pop up emitter, and hook up to downspout and condensate line. Area being used is within general common element and Board approval would be needed.
  - Mr. Via expressed his concern that the line would not be able to handle the water and water flow problems would occur if the condensate line backs up.

- Mr. Via moved to approve owner's request provided the condensate line is kept separate and pop emitter is not on limited common element. Ms. Kemeza seconded. Motion carried.
- Two (2) trees removed at 221BW by Bartlett Trees. They have only billed about 25% thus far. Mr. Via will follow up with Bartlett.
- The snow removal contract will be reviewed next month.

#### Lighting Committee

- Mr. Kolb volunteered to be the Board liaison for this committee.
- Management recommended reports be given to the Board one week prior to the meeting for review.
- Ms. Smollon announced that **all** committees need to get their reports emailed to the Board and Management one week prior to the meeting. Word format/.pdf should be used so everyone can open the attachment.

#### Homeowner Forum

##### Peggy Donald – 34 Millhaven Court

- Violation for having a portion of fence on the limited common element.
- Owner was advised to submit their request to Management stating there are no prior violations in order not to hold up settlement or rental of their property.
- Ms Burnett advised owner that VMI does not have old paperwork. The Association has “old” records in storage and owner is entitled to inspect those records.
  - An inspection of records form should be submitted and then the inspection will be scheduled.
  - The last two (2) years of ACAs from Comanco have been scanned by VMI.
- The current Board will address the issue to determine if the previous Board acted appropriately.

##### Myoung Lee – 2152 Millhaven Drive

- Owner advised she had the approval letter from the previous Board for installation of her fence on limited common element.

Ms. Smollon requested an Adhoc Committee be established for the sole purpose of resolving preexisting issues previously approved.

- Fences – forward placement/alignment
- Oversized sheds and placements
- Window treatments

The feelings of the community at large will be considered.

- Following people volunteered to serve on the Adhoc Committee; Jen Reilly, Brenda Dunlap. Alicia Smollon will be the Board liaison.

- Ms. Smollon recommended the committee put together a proposal on how to resolve conflicting issues.
  - Issues will be published and addressed at a public meeting.If a mistake was made by the previous Board and/or Management company, it will be rectified.

### **Adjournment**

Ms. Kemeza moved to adjourn the meeting. Ms. Smollon seconded. The meeting was adjourned at 8:35 p.m.

*The next meeting will be held on September 30, 2010 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. – August 26, 2010 – Regular - **Draft**

## ROCA Board of Directors Meeting

23 September 2010

### Architectural Control and Landscaping Committee Report

Architectural Control Applications – 7 received since last Board meeting. 2 are new today, 3 are active awaiting confirmation committee action is required. 1 has been approved, and 1 has been rejected. No major issues. As a side note, a couple of the ACAs indicate the owner submitting the requests was either unaware of or chose to ignore the guidance published in the Rules and Regulations.

One resident requested if there were specific hours where construction work could not be started until, or finished by. The answer provided was that there were no specific rules of guidance addressing this phenomenon, however the Unit owner was requested to not invite construction contractors into the complex before 8:00, start any work prior to 8:00, and to generally (1) respect your neighbors' privacy and well being; (2) ensure contractor vehicles do not block driveways, or prevent residents from accessing the exit routes to begin the workday, or return home in the evening.

Landscaping – Fall Mulching and Pond grooming were completed. Reseeding of the grounds starts next week, along with fall flowers the week after. Re-seeding of the Braxton Park area will include weeding and enhanced treatments of the areas affected by last season's snow removal, that has not taken well thus far in the hot dry summer weather. In addition to Pansies, Tulip Grove has come upon a stash of White and Yellow Tulips, and has offered to provide them in our Front, MC, and BP beds free of charge. I accepted. Simultaneously with fall flowers, TG will be removing 4-6 inches of soil in the front (Sign) flower bed, along the front of the sign to the Millhaven Drive end, and replacing with Leaf-gro organically treated soil to enhance the growing conditions there.

Submitted a request to the Management Company on Sep 10th to request two additional contractor estimates to repair the in-ground drain leading to the culvert alongside 2130 MD, with a mix of gravel and rock, or other corrosion preventative methods. The unprotected soil is increasingly deteriorating with each additional rainfall. I have one estimate from Tulip Grove already. Have not received responses yet from the Management Company or prospective bidders.

End of Report

Ken Via

AC&L Committee Chair



## River Oaks Condominium Association Board of Directors Meeting

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### **MINUTES**

**Date:** October 28, 2010

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

**Present:** Jyl Dupont-President  
Alicia Smollon-Vice President  
Shelly Kemeza-Treasurer  
Joe Kolb-Member at Large  
Shannon Irizarry-Victory Management

### **Call to Order**

The Regular Board of Directors Meeting of River Oaks Condominium was called to order at 7:05 p.m.

### **Approval of Minutes**

Approval of the September meeting was tabled. An email vote will be held when they are completed. The minutes of the September 30, 2010 Show Cause Hearing were reviewed. Alicia motioned to approve the minutes, Joe seconded the motion, motion passed unanimously.

### **Treasurer's Report – Shelly Kemeza**

- Accounts are in line with all Budget items.
- 2011 Budget has been mailed to the owners. Will be approved at the Annual Meeting in November.

**Management Report – Shannon Irizarry**

- VMI will obtain bios for all candidates on the ballot for the election. Bios will be included in the newsletter.
- Delinquency Report was reviewed.
  - 240 TW – Attorney recommends the Board sit on the 2010 lien. Payments are being received. Board inquired if the payments are for the old amount or the new amount. Shannon will obtain information from attorney and advise the Board. Request to be held until information is supplied.
  - 276 TW – Partial payment was received by Attorney. Board request \$ amount be included on Delinquency Report supplied by VMI. Board advised VMI they feel that his answers to his questions are curt, short and incomplete. They are not receiving a copy of his monthly report and would like to receive on a monthly basis.
  - 52 Mill – Board requested a status on the Foreclosure. Shannon will obtain info and advise Board.
- The next meeting will be on November 22, 2010. The December meeting was cancelled.
- The 2011 Meeting dates were reviewed and confirmed.
- The meeting with Mike Neall on November 4, 2010 was cancelled due to unavailability of Board Members. VMI to reschedule for November 8<sup>th</sup> or 15<sup>th</sup> at 6:30 at his office.
- The 2009 Draft Audit was approved and presented. The 2010 Audit commitment letter was signed. The cost will be \$1250.00.
- VMI presented the 2011 Snow Removal contracts from Tulip Grove and E Sentry. A vote will be taken and VMI will be advised.
- 2011 Landscape contract from Tulip Grove was reviewed. Total \$ 38,311.00. Joe advised contract included more flowers and shrubs. Tulip Grove offered a 2 year contract with a 3 percent increase for 2012. Joe motioned to approve the two year contact contingent on payments to be made as work is completed and not 12 monthly payments. Ken will verify work completed and approve payment. Shelly seconded motion. Motion approved unanimously.
- Jyl inquired who, according to Maryland Condominium Law is the official keeper of the Associations records. Shannon explained that once the auditor returns last years records they are given to the board. She has 2009 box in her car to deliver tonight.
- Shannon advised Glacier Energy sent a letter to report they cannot match the electric price currently offered by BGE. Joe motioned to return to BGE and have Shannon check on prices from Constellation Energy to compare. Alicia seconded. Motion passed unanimously.
- Concrete repairs – Shannon advised she has the list of areas needing repair. Board requested 3 prices for tear out and replace. Contract to include prices per area.
- 244TW repairs – Shannon advised repairs were under way and will be completed

**Management Report (Continued) – Shannon Irizarry**

- Owner Letters
  - Owners Letters – 230 TW – Owner requested fine be waived for bush trimming. Alicia motioned to approve, Joe seconded. Motion passed unanimously.
  - 207 TW – owner requested fine, \$50.00, for house numbers be waived. Alicia motioned to approve, Joe seconded. Motion passed unanimously.
  - 206TW – Owner requested fines of \$200.00 be waived. Fines were for dog tied to lamp post, house numbers concealed and wires not concealed. Alicia motioned to approve, Joe seconded. Motion passed unanimously.
  - 10 Mill – Owners request 3 fines be removed. Alicia motioned to waive 2 fines and advise owner that the third fine will be readdressed once the pointed fence cap is removed. Joe seconded the motion. Motion approved unanimously.
  - 30 Mill – Owner requested fines for deck and windows be waived. Shannon to verify if work has been completed and will email Board.
  - 2134 Mill – Owner requested fine be waived. Shannon to advise owner that they were not fined.
  - 2125 Mill – Owner wrote stating that rules do not specify his lights have to match. Shannon to respond and advise of where in the rules it says they do.
- 2115 Mill – Victory sent letter in error – middle unit – fence can not extend too far forward - Shannon to send rescind letter

**Show Cause Hearing**

- 2129 Mill – Failure to remove/conceal cable wires on home and common grounds.  
Failure to remove antenna.

Owner not present and did not respond. Repairs not completed. Shelly motioned to fine \$50.00 Alicia seconded. Motioned approved unanimously.

**Arch. Report – Joe Kolb**

- Joe advised that there is an issue with the fences at 2130 thru 2142 Mill.
  - The fences were installed incorrectly by their contractors. The fences do not come to the property line.
  - 2144 Mill has requested approval to install a fence. If they build it correctly to their Plat Line dimensions, as required by the Rules and Regulations as amended in August 2008, a problem will develop with subsequent fences matching up with the existing fences behind 2130, 2132, and 2134 Millhaven Drive. When these fences were constructed they were not built on the property lines. Subsequent to the construction of these three fences, a need to develop a swale was put in on what was then believed to be General Common Element. That Swale now will need to be moved and a better one constructed as the relief one built previously is not holding. The Committee has notified the unit owners of 2130, 2132 and 2134 of the issues with their fences, and they will need to adjust their fences out to the Plat Lines. This will give each of them additional space inside their Limited Common Element back yards.
  - Joe motioned to approve 2144Mill request to install fence contingent it is installed on the plat

line. Alicia seconded. Motion passed unanimously.

- Tulip Grove to inspect swale issue and submit a proposal to correct. Ken and Joe will continue to work with Tulip Grove on this issue.
- Shannon to contact Verizon about wires installed without a ground. Public Service Commission will be asked to assist with getting Verizon to comply in a timely manner.

### **Old Business**

- Speed limit signs – Joe advised the poles were removed. Joe will have completed.

### **New Business**

None

### **Home Owner Forum**

- Ad Hoc Committee – Board requested they supply a policy on how to resolve issues with grandfathered violations. Committee wants to send out a survey to get a sense of what the community wants and Joe feels this is not what the Board requested. The Board feels that polling the community would not be as helpful as proposed solutions. The BOD has recommended that one solution to the issue is that the items be allowed to stay in place but be corrected when the sell the home so that the new owner would start with a clear slate.
- 2153 Mill – Laurie received a letter concerning drape lining and that hers were grandfathered in and must be replaced when she rents or sells her unit, not just sell. Shannon will check owner file to verify what letter says. Letter should state that lining to be replaced when her unit sells, as is consistent with the others. Shannon will send new letter if required.
- Shelly advised that new front doors can be purchased at Johnson Lumber for \$450.00 installed. It is a Thermo True door.

### **Adjournment**

Shelly motioned to adjourn the meeting. Alicia seconded. The meeting adjourned at 8:55 p.m.

## **River Oaks Condominium Association 2010 Annual Meeting**

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### **Minutes**

**Date:** November 22, 2010

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

**Present:** Jyl Dupont – President  
Alicia Smollon – Vice President  
Shelly Kemeza – Treasurer  
Joe Kolb – Member at Large  
Shannon Irizarry – Victory Management

#### **Call to Order**

The 2010 Annual Meeting was called to order at 7:20 p.m.

#### **Quorum**

There are 57 owners present in person or proxy. See attached sign in sheet.

#### **Annual Report of Board Members:**

- **President – Jyl Dupont**
  - Thanked all owners for their patience during the 2009/2010 snow storms. Community was nominated for recognition for their removal of snow.
  - Work is continuing on community projects.
  - Thanked all board members for their participation in the past year.
- **Vice President – Alicia Smollon**
  - The By-Law project was completed in the last year.
  - Thanked all owners for their cooperation.
  - The Board is receiving more interest and participation from all owners.
  - Projects for 2011 are: Ready to start planning phase for additional parking.
  - Currently obtains bids for concrete repairs.
- **Member – Joe Kolb**
  - Thanked everyone for allowing him to serve on the Board.
  - Reserve replacement is progressing.
  - Changed Management Company to Victory Management.
  - Shannon is the community manager.
  - A yearly community inspection was completed. Management completed monthly drive through inspections of the grounds.

- Community has been marked for concrete repairs.
  - Parking lot resealing has been investigated and the Board is anticipating seal coating in 2011.
  - Requested owners to contact Shannon via phone and email for all issues and questions.
  - New Board members will need to address the door and deck issues.
- **Treasurer - Shelly Kemeza –**
    - The Board worked hard on the 2011 budget to insure that there would be no increase in dues for 2011.
    - All delinquent accounts are being pursued by the Association's attorney.

### **Approval of Minutes**

Alicia motioned to approve the November 23, 2009 Annual Meeting minutes. Joe seconded. All in favor.

### **2011 Budget**

Alicia motioned to approve the 2011 Budget as mailed to all owners. Joe seconded. All in favor. Leslie Kahl asked when the Board plans to have a Reserve Study completed. Alicia advised it is already been approved and scheduled to be completed in January 2011.

### **Election**

Jyl asked if there were any nominations from the floor. None.

### **Nominees**

- Deborah Barbour – 2119 MH
- Kraig McNally – 2118 MH
- Dave Woodside – 242 TW
- Beverly Wright – 215 TW

### **Open Forum**

Why are some units cited for violations and not others? Fences and window treatments are a grave concern.

### **Election Results**

The three new Board members for 2011 are:

- Kraig McNally
- David Woodside
- Beverly Wright

### **Adjournment**

Meeting was adjourned at 9:20 p.m.