

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JANUARY 22, 2009 MINUTES**

CALL TO ORDER: Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:05 PM at the Anne Arundel County Police Station, Edgewater, MD.

ROLL CALL: Bev Wright Caruso noted that the following persons were present:

- **BOD:** Joe Kolb, Jyl Dupont, Bev Wright Caruso, Shelly Kemeza, Shannon Whaley-Evans
- **COMANCO:** Lowell Thompson
- **Committee Chairs:** Alicia Smollon (Rules & Regs), Ken Via (AC& L)
- **Owners/Renters:** Noel Turner

APPROVAL OF MINUTES: The November minutes and Special Selection Meeting minutes were summarized and the minutes were accepted as published on the website.

PRESIDENT'S REPORT – Joe Kolb

1. According to neighbors, the police have inspected a van used by residents of 231 Braxton that has no license tags. Joe has seen an orange sticker on the vehicle, but no outcome is known.
2. Residents at 202 Braxton have reported that their end of Braxton Way is delightful and quiet now. However, there was an incident on the Solomon's Island Road property behind the Braxton Way fence where a female voice was shouting for help, leading a neighbor to call the police. However, the participants fled as the police arrived.

VICE PRESIDENT-Jyl Dupont

Presented Lowell Thompson with two baseball caps embroidered with "COMANCO" across the brim and "Lowell" across the back.

TREASURER'S REPORT:

1. Shannon Whaley-Evans reported that she did not receive any reports from COMANCO in time for the meeting. COMANCO advised that the banks are taking much longer to produce year end reports. As soon as Shannon receives the reports, she will forward them for posting on the website and inclusion in the minutes.
2. A review of the Delinquent Report for 12/31/2008 shows fewer names in the past, although the Total Outstanding is about the same, due to the clearance of numerous minor outstanding amounts.
3. Bev Wright Caruso will send Lowell a copy of the December Treasurer's report.

OPEN FORUM:

1. Noel Turner commented on the recent article in the *Lamp Post* newsletter about parking. She was offended that the Board was threatening towing when in the past the Board was protecting against unauthorized towing. She doesn't feel that there has been enough notice in the newsletter about what is inappropriate for parking. Discussion ensued by Board members about the history of the parking violations, such as in front of mailboxes, across the sidewalk, and up on the curb, which forces people and kids to walk in the street.

COMMITTEE REPORTS

- **Communications-Bev Wright Caruso**
 - a. **NEWSLETTER** was published in December 2008 after the Annual Meeting, and delivered to all units except one owner who specifically requested no further paper copy because she was not pleased when the newsletter was left at her door while she was away for the holidays. With that, the Committee decided to identify those units for which we had email addresses, and to publish a list in the December newsletter advising that those units

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would no longer receive paper copies. Units for which we do not have an on-site email address will continue to receive a paper copy until such time as we get an email address. Currently, there are 102 units with no email address for the on-site occupant. Earlier in 2008 we ceased delivery to all off-site owners inasmuch as the newsletters are posted on the website.

- b. **WEBSITE**-Classified ads continue to be posted on a regular basis. New links were added for Anne Arundel Recycling and Southdown Community Pool. Mapquest link added to the Home Page showing our location in Edgewater, MD. Contact info was updated for new Board member Shannon Whaley-Evans.
- c. **EMAIL GROUP:** Currently have email addresses for 136 units, up from 131 at the last report, leaving only 92 units for which we have no email address at all. We have 14 email addresses for off-site owners (-1 from last report) and 6 for tenants (-9 from last report).

- **Safety (Security/Parking)-Shelly Kemeza**

- a. There has been quite a bit of activity again in the Tot Lot late at night. Shelly has called the police every time but does not know the outcome. She will contact Commander Krampf for an update and report back.
- b. Shannon Whaley-Evans reported seeing someone sleeping in a car with empty cigar tube on the ground, possibly indicative of marijuana smoking.
- c. Shannon Whaley-Evans also reported that the cross bars on many lamp posts on MHC have been pulled out and bent down.
- d. Joe Kolb advised that he has called a Parking Committee meeting for February 5, 2009, due to complaints received about people parking in front of the mailboxes on Millhaven Drive. Joe also wrote a newsletter article to warn residents that we will begin towing as of February 1, 2009. After comments by Noel Turner and Jyl Dupont, Joe said that we would delay any towing until March 1 2009, to provide sufficient notice.

- **By-Laws (Rules & Regs)-Alicia Smollon**

- a. Alicia has the following items to finish:
 - i. Banning letter for Karl Davis Josselyn.
 - ii. Letters to the lease owners advising of the necessity to provide **copies of their leases** lest they put themselves in jeopardy of being fined. By-Laws require this information be delivered to our managing agent.
 - iii. Letters for unit owners who have not completed their maintenance items.
 - iv. Proposed Commercial Vehicle policy to be brought before the February Board meeting.
- b. Alicia requested Lowell Thompson to provide information on all the off-site owners and on those who have provided leases so that Stage 1 letters can be sent to offsite owners advising that they will be fined if COMANCO does not receive information by a certain date that either a unit is rented and a lease provided or a unit is not rented or occupied.

- **Architectural Control & Landscaping-Ken Via**

- a. AC&L Committee has been requested by the Board to contact a surveyor and obtain an estimate to have the River Oaks Property lines re-surveyed and marked. With the start of a new landscaping contractor, the Board would like to define the exact property lines, especially between the "River Oaks" and "Landings" properties. There may be some additional landscaping work required along that division, and understanding the exact dividing line is needed.

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- b. Ken was also asked to place a call to the tree specialist recommended by Tulip Grove and inquire about an estimate to continue our endeavor to remove deadwood and dying or dead trees labeled as Priority Two in last fall's tree survey. We have one estimate from Bartlett Tree Service, and it is hoped that Adirondack Tree Service can provide us a competitive bid. Priority Two trees are dying or dead, but are not endangering immediate structures if felled during a wind or weather storm, but will damage the grounds and could cause additional damage to growing or well established trees nearby.
- c. One ACA was received from COMANCO concerning a storm door for the unit belonging to Pam Garland, and the committee recommends approval. (By email vote on Thursday, January 29, 2009, the Board approved this ACA.)
- d. Received an email from an owner who has volunteered to work with the landscaping committee. Any others who are interested in joining the Committee should email Ken.
- e. The tree behind 284 Braxton that was damaged last October was finally replaced by Sierra.
- f. Ken is hoping to invite Ron Lovett, owner of our new landscaping contractor, Tulip Grove Landscaping, to the February 26th ROCA Board meeting.
- g. The owner of the Millhaven Court unit in need of outside yard work to bring the yard to a neat and tidy appearance has contacted the BOD by email and requested the BOD's assistance in helping to shape up the front and side yards.

COMANCO-Lowell Thompson

- 1. **Bi-weekly Walk-Through** - none.
- 2. **Insurance payment** of \$1213.00 for units 32-34 Millhaven Court is recoverable. Lowell provided the Secretary with the accounting of the final bill.
- 3. **Water Meter:** Needs to get the water meter from Joe Kolb so that Lowell can get it to the county for inspection. It needs to be inspected by the county once a year to ensure that it is working properly because our usage is so low.
- 4. **Siding Repairs:** Unit owner of 224 Tilden Way continues to contact COMANCO about siding repairs. The owner was advised, per Joe Kolb's guidance, to fix it and if the Board decides in favor of the homeowner, the Board would reimburse the owner for the deductible.
- 5. **Fence Pricing:** If we accept multiple items under one contract from Long Fence, we can garner a discount.
- 6. **Satellite Dishes:** 167 Tilden and 176 Tilden still have satellite dishes that have not been moved. COMANCO will send **letters to owners**.

UNFINISHED/OLD BUSINESS

- 1. **COMANCO Contract** – Contract was approved, signed, and sent to COMANCO.
- 2. **Tulip Grove Contract** - Accepted and delivered to COMANCO. Re Snow Pushing portion of the contract, Joe Kolb recommended that a separate line item be developed to retain unspent Snow Pushing dollars in the Snow Pushing account for future needs. After next snow season, unspent funds can be rolled into other Reserves or retained for

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future. Ken Via advised that Sierra had a contract only for Nov 2007-Feb 2008; Tulip Grove's contract runs the full calendar year.

3. Insurance Clarification of River Oaks' Liability and Requirements –

- i. Joe Kolb advised that Jim Faust proposed a meeting with Gary Carpenter.
- ii. Joe Kolb proposed, in lieu of, or in addition to the meeting, that the Board discussed getting another attorney to guide us on insurance, By-Laws, and other issues. Alicia Smollon previously forwarded a list of prospective attorneys to contact and interview. Reasons cited below:
 - Joe Kolb is not comfortable going to Kathleen Elmore who wrote the By-Laws, which he felt were written poorly or in error.
 - Joe Kolb contacted Michael Neall for an opinion, but the first opinion rendered was that we are not responsible, that it is a maintenance issue. Then Neall talked to Jim Faust and said we are responsible, based on a different section of the By-Laws. This indicated to Joe that Neall didn't really read our By-Laws or do any in-depth research.
- iii. Joe wants to know what our community responsibility is and how do we get the rules clearly defined to ensure what Maryland Condominium Law and our By-Laws require.
- iv. Jyl Dupont is in favor of getting another attorney and considers this as money well spent now.
- v. Ken Via asked about whether or not homeowners were waiting on the Board to make a decision about who is going to cover certain damages before repairing them. Joe informed that he advised Lowell Thompson to tell anyone who calls to contact their own insurance company under their HO6 policy, and that if the Association is responsible, we will reimburse the owner. Only 224 Tilden has not done this.
- vi. Alicia has a list of questions to be asked of any new attorney prior to hiring them.
- vii. The Board agreed that Jyl Dupont and Joe Kolb will interview prospective lawyers about their experience and knowledge about condo law and decide from whom to get an opinion.

NEW BUSINESS

1. **Website Annual Fee** – Bev Wright Caruso advised that the annual fee for website maintenance from Webs.com expires in late February-early March, 2009. Therefore, the Board needs to approve annual fee of \$49.95. After Bev explained that the website is functioning well and that we do not need to increase our package level for more services, the Board concurred to continue with the website at the same level and agreed to authorize the payment of the fee.
2. **Newsletter Publication/Delivery** –
 - i. Bev Wright Caruso requested Board concurrence to publish the newsletter AFTER the monthly meetings instead of prior to the meetings. This will enable items that are discussed at the meeting to be published on a timely basis. Board concurred.
 - ii. Bev Wright Caruso requested Board concurrence to continue delivery of the *Lamp Post* newsletter to only those units for which we do not have an email address. Board concurred.

NEXT MEETING: Thursday, February 26, 2009, at 7:00 p.m., at the Anne Arundel County Police Station, Edgewater, MD.

ADJOURNMENT: Joe Kolb adjourned the meeting at 9:04 PM.

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MINUTES SUBMITTED BY: Beverly Wright Caruso

Motions/Other Actions Approved:

- **Interview** prospective lawyers as to their experience and knowledge about condo and insurance law and decide from whom to get an opinion on insurance matters as they relate to our By-Laws.
- **Renew** website subscription fee of \$49.95 due in late February-early March, 2009, and continue with the same level package.
- **Publish** the newsletter AFTER the monthly meetings instead of prior to the meetings.
- **Continue** newsletter delivery to only those units for which we do not have an email address.

Motions/Other Actions Not Approved: None.

New Action Items

- ☐ Bev Wright Caruso: Send Lowell a copy of the December Treasurer's report.
- ☐ Alicia Smollon: Banning letter for Karl Davis Josselyn
- ☐ Alicia Smollon: Letters to the lease owners.
- ☐ Alicia Smollon: Letters for unit owners who have not completed their maintenance items.
- ☐ Alicia Smollon: Proposed Commercial Vehicle policy to be brought before the Feb Board meeting.
- ☐ Lowell Thompson: Information on off-site owners and who has provided leases
- ☐ Lowell Thompson: Send letters to 167 Tilden and 176 Tilden to move their satellite dishes.
- ☐ Joe Kolb & Jyl Dupont: Interview prospective lawyers about their experience and knowledge about condo law and decide from whom to get an opinion on insurance matters as they relate to our By-Laws.

Previous Action Items

- ☐ Comanco will send a request to all off-site owners if we don't receive the lease within the next 30-60 days.
- ☐ Do we want to erect an 8 foot fence? Future discussion.

Important Dates – All Board meetings except November and December, 2009, will be held on the 4th Thursday of every month.

Treasurer's Report

To be provided upon receipt from COMANCO.

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CALL TO ORDER: Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:00 PM at the Anne Arundel County Police Station, Edgewater, MD.

ROLL CALL: Bev Wright conducted a roll call. The following persons were present:

- **BOD:** Joe Kolb, Bev Wright, Shelly Kemeza.
- **COMANCO:** Lowell Thompson.
- **COMMITTEE CHAIRS:** Alicia Smollon (Rules & Regs), Peggy Donald (Communications/Newsletter).
- **OWNERS/RENTERS:** Pauline Blume, Brenda Dunlap, Pam Garland.
- **GUEST SPEAKER:** Ron Lovett, Tulip Grove Landscaping Company.

APPROVAL OF MINUTES: Reading of the January minutes was waived and the minutes approved as presented on the website.

PRESIDENT'S REPORT-Joe Kolb

1. Bea Poulin, County Executive's Office of Community and Constituent Services, advised that there was no longer an "umbrella organization" for community associations, meetings which Mel Blume, former Association President, used to attend. Ms. Poulin would come to a Board meeting if we wanted.
2. Corporal Kamm, Anne Arundel County Police (Edgewater) advised that there no laws or restrictions against parking in traffic circles, but we can go to Nestor Flores, County Traffic Engineer, to see what can be done to get some signs if it is a problem.
3. Parent Involvement Conference coming up in the spring. Bev Wright sent an email to the community and will post it to the website.
4. Community Management Training seminar is available in March 2009, at Anne Arundel Community College (2 Saturday sessions). Cost is \$63. Joe will not attend.

TREASURER'S REPORT-Shannon Whaley-Evans

Shannon Whaley-Evans was not present at the meeting, and previously advised by email that Comanco had not provided the monthly report. Joe Kolb reported that Rita Penalver, Comanco Director of Finance, contacted him to apologize that Comanco had major computer system problems and could not get their reports out on time. Comanco had to do a major overhaul of their system and had sent an email to their managers advising year end financials were going to be delayed. Lowell had expressed the Board's displeasure and Rita claims that we will not have any more problems going forward.

GUEST SPEAKER: Ron Lovett, Owner, Tulip Grove Landscaping Company

Joe Kolb introduced Ron Lovett, owner of our new landscaping and snow removal company. Joe indicated positive responses to Tulip Grove's first snow removal service. Ron advised that Tulip Grove is strictly a commercial maintenance company, but they can do work for individuals within the communities where they have contracts. Ron's crew has been with him 8-9 years. His plans for River Oaks include: spring clean-up starting in early March, followed by mulching and edging. They will advise what it will cost to replace any obviously dead trees. Joe asked Ron to look into making some garden beds where several trees are already grouped together. Mowing will occur between end units, sidewalk to sidewalk. For snow/ice removal, Tulip Grove does not use sand, and their experience is that salt does not work well once there is snow or ice on the sidewalk. With regard to leaf blowing, they chop/mulch leaves first so that they do not blow back out of the woods.

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Questions for Ron:

1. Peggy Donald asked if Tulip Grove would offer a price to homeowners who need help in snow removal. Ron can treat homes individually and bill them separately. Joe added that one problem he foresees is distinguishing between time spent on the common elements and time spent on individual units, especially when Tulip Grove comes to our property on an hourly rate. Same concern goes for lawn mowing, but Ron advised that once community is finished, he can handle individual units. Crew is not to be asked questions or directed to do any work not in the contract. They have business cards with Ron's name to contact Tulip Grove directly.
2. Pauline Blume maintains a portion of the General Common Element adjacent to the wooded area behind her unit and some of the trees need pruning. Ron's contract can provide pruning service up to 10 feet high.

COMANCO-Lowell Thompson

1. **Past month's activity:** None.
2. **Insurance:** Still have open issues re insurance.
3. **Fences:** Recommend fixing now while the season is still early. Joe went over the two previous estimates. Bev Wright moved and Shelly Kemeza seconded to authorize Long Fence to repair fences behind Millhaven Court and at the end of Braxton Way (Part 1 and Part 3 of Long Fence proposal.) Lowell was instructed to seek a price concession for having both parts done at the same time. Either way, the fence line behind Millhaven Court will be revitalized and straightened. Also, the fence line between our property and the commercial site beyond Braxton near units 202 – 209 will likewise get corrected.
4. **Drive through:**
 - a. Siding at 245 and 285 Braxton Way are showing signs of coming loose. The BOD decided to send these owners a letter advising them to remedy the situation. Now it is a maintenance item and not an insurance issue. Even if a storm occurs, we will be on record that it is not storm-related but the unit owner's responsibility.
 - b. In front of unit 36 MHC is a fire hydrant with a yellow curb but it is also a marked space. Unit 50 has the same situation. The Board will look into the curb paint situation.
 - c. 167 Tilden - letter sent before re satellite dish. This would be the second letter.
5. **CondoCerts:** Peggy Donald displayed a beautifully bound, clean copy of our documents that she was given when she bought her unit two years ago. Lowell advised that CondoCerts now has the new Rules and Regulations passed last year. CondoCerts is being sent a clean copy of the Fining Policy and soon will get the Collection Policy. Joe's concern in requesting Lowell to conduct the research regarding these documents was whether or not they were truly published, and that CondoCerts was in possession and forwarding them to new and rental residents. Joes' recommendation to the Board is that we, upon completion of the pending Parking Policy take it upon ourselves as a BOD to re-distribute those documents to all unit owners.

COMMITTEE REPORTS

- **Communications-Bev Wright**
 - a. **NEWSLETTER** was published in February after the regular monthly Board meeting. Now delivering to 88 residences, due to 2 vacant units and 9 offsite owners with no tenant email addresses.
 - b. **WEBSITE**-Financial Page reformatted to separate policies from Treasurer's Reports. Treasurer's Reports have been split into two columns to separate 2008 from 2009.
 - c. **EMAIL GROUP:** Currently have email addresses for 147 units, up from 136 at the last report, leaving only 81 units for which we have no email address at all.

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- **Safety (Security/Parking)-Shelly Kemeza**
- **By-Laws (Rules & Regs)-Alicia Smollon**
 - a. **PARKING:** Shelly Kemeza reported on the Parking Committee meeting at Joe Kolb's residence on February 5, 2009. Owners from two residences came to the meeting in addition to Board members Joe Kolb, Bev Wright, Shelly Kemeza, and Chairman Alicia Smollon. Then Shelly and Alicia reported on their progress after meeting on February 20, 2009, to draft up what defines commercial vehicles and other rules. Alicia will email a draft to the Board next week for comments. Other ideas have been discussed to extend parking.
 - b. **SECURITY:** Incidents or disturbances involving teenagers have significantly dropped over the winter months. Owners should remain vigilant, however, as warmer weather arrives and the opportunities for suspicious teen activity increases.
- **Architectural Control & Landscaping-Ken Via**
 - a. **COMMITTEE ACTIONS SINCE LAST MEETING**
 - 1. **Tulip Grove/Snow Removal:** Following the year's first appreciable snow fall, Ken Via worked with Tulip Grove Landscaping to review their first efforts at snow removal and sidewalk shoveling, corrected their understanding of the correct boundaries of the River Oaks complex, and discussed with Ron Lovett, owner, how to make their next visit more efficient. Following those efforts, Ken received positive feedback from the River Oaks unit owners on the efforts of the contractor. As an outcome of that feedback, Ken subsequently asked Tulip Grove to provide a cost estimate to shovel all the walkways in the complex, both General Common Elements, and Limited Common Elements (driveways and walk ups excluded.) They gratefully supplied their estimates, and Ken forwarded them to the BOD President for further discussion at the next Board meeting. Our contract with Tulip Grove specifies that they are paid by the man-hour for both shoveling, and walkway treatments, as well as for the treatment itself by the pound used, and their estimates were in the ballpark of 5-6 hours for a two man crew to shovel and treat all of our walkways. Additional considerations would include where to put the snow cleared by the company off the walkways. Common sense says out it in the street, but does that mean we keep the truck here for 5-6 hours at \$98 hour to push it away, or leave it there to melt by the road treatments after the pusher truck has left, and what if the pusher truck is also the transportation for the guys who are doing the shoveling? Based on the rates in their contract, Ken's very rough approximation of how much would be added to their snow removal bill for this service, based on their last visit, would be another \$500-\$600 for the first visit , including truck, shovelers, and ice melt. Regarding Invoice 1681, Ken has a call into Tulip Grove to confirm how the truck time is calculated, i.e., actual on-site time, or from the time they leave their facility to the time they return. He thinks the former is the case, but he wanted to confirm. Otherwise, he has no objections to us paying the invoice.
 - 2. **Architectural Change Application (ACA):** Received an ACA from 282 Braxton for replacement of two windows and a patio door on the second level, and another patio door on the main level, with like size and color to existing doors and windows. Replacement contractor is Thompson Creek. Ken sees no issues with the ACA, but has sent it to other prospective AC&L Committee members to get their input. He will not slow the process further, it has already been too long out for review and approval, and he accepts the blame for that, but he respectfully asks until Friday for a formal recommendation to the Board. The Rules and Regulations address patio doors, but do not address windows, except for coverings. Ken's recommendation will be that the replacement items are like items to the original builder's style and colors, as is the direction for sliding door replacements. He thinks that is the plan for the unit owner in any regard. The unit owner for 282 Braxton has become familiar with our process and requirements, and is working with us to stay within what will be authorized.

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3. **Tree Removal Estimate:** Joe Kolb asked the AC&L Committee to obtain an estimate from Adirondack Tree Service to remove our Priority Two and Three trees. Adirondack is the service used by Tulip Grove where they have needed this service. Ken called to request a visit and walk around the grounds. The initial response by the company receptionist is that Adirondack does not do work in Edgewater, but that she would discuss with the owner since they were recommended by Tulip Grove. I am awaiting their return call. We have an earlier proposal from Bartlett Tree service for the work requested.
4. **Surveyor:** Joe Kolb asked the AC&L Committee to obtain an estimate for surveyor work to determine our exact boundary lines between River Oaks and The Enclave/Landings along the west side of the property, for the purpose of cleaning up the wooded area and tree maintenance along the drainage pond located on the west side. Ken called a surveyor crew recommended by Tulip Grove, who replied with an estimate of \$850 to do the single line of sight survey from the abutment at the front of the traffic circle right, to the corresponding point along Braxton Park and Braxton Way. This information was passed to the BOD President, who requested we consider a general re-survey of the entire property lines with markings, and who also requested a resident instructor at the Naval Academy to determine if there was a class of students willing to research and conduct the survey as a class project (excellent Idea). Nothing heard on that effort yet, and Ken has received two calls since from the initial surveyor inquiring if we are interested in their proposal.

b. UPCOMING COMMITTEE ACTIONS

1. **Committee Meeting:** Ken has invited several unit owners who have expressed an interest in serving on the AC&L Committee to drop by his residence on Thursday March 5th, 7:00 pm, for a discussion on what the committee is responsible for, upcoming projects, ACAs, working with the new landscaper, and a variety of other AC&L topics. Meeting will only be for an hour, following have been invited:

Matt Tracey (Millhaven Ct)
Nancy Miller (Tilden Dr)
Judy Corridon (Tilden Dr)
Pauline Blume (Tilden Dr)
Barbara Kinney (Braxton Way)

Ken also asked them to invite other neighbors who might be interested to stop by, and he requests if any of the Board members are aware of any owners interested in the committee, that owner is invited as well. Of course, as always, our BOD liaison rep is also invited to observe the discussions .

2. **Architectural Change Application:** Ken has been apprised that there is another ACA from a unit owner at 235 Braxton for the addition of a fence to their property. The Committee will be glad to pursue when received.
3. **Unit Owner Request for Information:** Ken received an email from a unit owner at 2126 Millhaven Dr concerning the addition of a fence to their property as well. The owner does not know the process to obtain authorization and desires some assistance to ensure a successful ACA submission. Ken will confirm ownership and address when he returns from his business trip.
4. **Spring Maintenance Inspection Forms:** Finally, AC&L has been requested to consider revamping the existing Spring Maintenance Inspection Forms. We will take up this topic at the meeting next Thursday as an orientation and informal discussion. More formal action will follow.

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UNFINISHED/OLD BUSINESS

1. **Lawyer Update:** In order to resolve the insurance issues as to whose responsibility it is to fix the outside of the units, Joe Kolb interviewed four attorneys recommended by Alicia Smollon. Dennis Robbin was not well-versed in the issues. The other three were well-versed. Jason Henderson (Gaithersburg) does a lot of work in this area and his price is reasonable, but location is an issue. The other two, Sara Arthur and Fred Sussman, are both in AA County. Sussman's rate is \$350/hour. He has been practicing since 1985 and he would do the work. Sara Arthur has been in business 25 years and gave Joe the name of other communities with whom she has worked. 75% of Arthur's clients are condos. She seemed very knowledgeable. She has package already prepared for her condos on *Anderson* case. Her fee is \$225/hour. Although Joe liked both Arthur and Sussman, he would recommend Arthur. Lowell Thompson also commented favorably on Arthur. Bev Wright moved and Shelly Kemeza seconded to hire Arthur Law Group for our insurance research.
2. **Spring Maintenance Inspections:** Joe Kolb wants the letter advising unit owners about the Spring Maintenance Inspection to go out by March 15, 2009, so that owners are aware that the inspection will take place in May. Lowell will send out letters to the unit owners. A revised inspection form must be in Lowell's hands by April 1 so that printing and merging can be performed. Joe asked that we look at the calendar to select a weekend for the inspection. Lowell thought that he would be the only one to do the inspection. Since we started last year on Millhaven Court, we discussed starting on Braxton Way this year.
3. **Second Fining Letters:** To be sent in March to those who did not complete the 2008 Maintenance Inspection requirements. Alicia Smollon and Ken Via will produce a mail-merge file matching owners to unfinished items and send to Comanco, who will mail out the letters. Owners will be advised that this is the Phase 2 letter and that compliance must be immediate. Phase 2 means that the next step is fining for violations.

NEW BUSINESS

1. **Notice to Offsite Owners:** Alicia will provide Lowell Thompson with a letter directing offsite owners to comply with the By-Laws and provide Comanco with a copy of the lease and to certify that the rental unit residents have been supplied with a copy of the Association governing documents. This will be a Phase1 letter. Lowell and Comanco staff will merge this letter in their database of offsite owners.
2. **Yard Sale:** Shelly Kemeza will organize this year's Yard Sale for April 25, 2009, from 7:30 am - 1:30pm
3. **Dumpster Days:** AA County has assigned our community a free Clean-Up Dumpster from 8/19-21/09. Shelly moves, Bev seconds to accept contract. Joe Kolb will sign and confirm the dates with AA County Waste Management.

OPEN FORUM

1. **Pam Garland (282 Braxton):**
 - a. Noticed trash blowing in the wind and noticed a bed frame rail in the trees. Pam was advised to contact Comanco.
 - b. How would an owner know if the former owner had any outstanding maintenance issues from the Spring Inspection? Lowell advised that he checks this out when providing resale package information, but in the time frame when Pam purchased, he may not have had all the paperwork. Joe Kolb advised Pam to contact him or Comanco if she gets a letter with leftover items.

NEXT MEETING: Thursday, March 26, 2009, at 7:00 p.m., at the Anne Arundel County Police Station, Edgewater, MD.

ADJOURNMENT: Joe Kolb adjourned the meeting at 9:40 PM.

MINUTES SUBMITTED BY: Beverly Wright Caruso

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Motions/Other Actions Approved:

- Repair Fences
- Hire Arthur Law Group to review our documents and provide an opinion on insurance liability
- Contract for dumpster in August, 2009.

Motions/Other Actions Not Approved:

New Action Items

- ☐ Bev Wright: Post Parent Involvement Conference on website.
- ☐ Lowell Thompson: Seek a price concession for having both parts of fence repair done at the same time
- ☐ Shelly Kemeza: Review the curb painting situation in front of fire hydrants on Millhaven Court.
- ☐ Alicia Smollon: Email a draft of the proposed Parking Policy to the Board for review.
- ☐ Joe Kolb: Contact Arthur Law Group to conduct research on insurance questions.

Previous Action Items

- ☐ Bev Wright: Send Lowell a copy of the December Treasurer's report.
- ☐ Alicia Smollon: Banning letter for Karl Davis Josselyn
- ☐ Comanco will send a request to all off-site owners if we don't receive the lease within the next 30-60 days.
- ☐ Alicia Smollon: Letters to the lease owners.
- ☐ Alicia Smollon: Letters for unit owners who have not completed their maintenance items.
- ☐ Alicia Smollon: Proposed Commercial Vehicle policy to be brought before the Feb Board meeting.
- ☒ Lowell Thompson: Information on off-site owners and who has provided leases
- ☒ Lowell Thompson: Send letters to 167 Tilden and 176 Tilden to move their satellite dishes.
- ☒ Joe Kolb/Jyl Dupont: Interview prospective lawyers about their experience and knowledge about condo law and decide from whom to get an opinion on insurance matters as they relate to our By-Laws.
- ☐ Do we want to erect an 8 foot fence? Future discussion.

Important Dates

March 26, 2009 – Next Board Meeting

April 25, 2009 – Yard Sale

August 19-21, 2009 – Dumpster Days

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
MARCH 26, 2009 MINUTES**

CALL TO ORDER: Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:06 PM at the Anne Arundel County Police Station, Edgewater, MD.

ROLL CALL: Bev Wright conducted a roll call. The following persons were present:

- **BOD:** Joe Kolb, Jyl Dupont, Bev Wright, Shelly Kemeza
- **COMANCO:** Lowell Thompson
- **Committee Chairs:** Alicia Smollon (Rules & Regs), Peggy Donald (Communications/Newsletter), Ken Via (Architectural Control & Landscaping).
- **Owners/Renters:** Rose Meale, Matt Tracey, Patricia McNally, Brenda Dunlap, Nancy Miller.

APPROVAL OF MINUTES: Reading of the February, 2009, minutes was waived and the minutes approved as presented.

PRESIDENT'S REPORT-Joe Kolb: No opening remarks.

TREASURER'S REPORT-Shannon Whaley-Evans: Not present so there is no Treasurer's report.

COMANCO-Lowell Thompson

1. **Past month's activity:** Dealt with one verbally abusive owner, and with biting dogs.
2. **Tour of property:** Stopped by to take a picture of 10 Millhaven Court, with the pond in the front, and the items sitting on the stoop. Walked around the back but did not take any pictures of the rear. Will send a second notice because the inspection notice that should have been attached to a second letter is not in COMANCO's system. Peggy Summers had sent an email on October 25, 2008, and Joe Kolb thinks that he (Joe) constructed a letter addressing the pond and other items, but since we are not certain, we will discuss under Old Business. Jyl Dupont wants a letter sent outlining our specific expectations as to where these items are to be stored.
3. **State Farm:** Willing to mail to every owner an update on the insurance legislation. The legislation to amend/clarify the previous ruling concerning homeowner and condo responsibilities passed today.

COMMITTEE REPORTS

- **Communications-Bev Wright**
 - a. **Newsletter** was published in mid-March and delivered to 87 residences. We have at least 2 vacant units and 9 offsite owners with no tenant email addresses. Bev Wright emailed the Minuteman invoice to COMANCO with a copy to Shannon Whaley Evans. Peggy Donald asked that BOD members get their input to her or Bev within 3-5 days of the Board meeting.
 - b. **Website:** Annual fee was renewed in February and Bev Wright was reimbursed for the \$49.95 fee. Photo Gallery was upgraded to a new application developed by WEBS.com that allows multiple albums. Easy to work with and should allow us to post more photos. PET RULES page was added, as well as new "Vendors We Like" and one "Home Business."
 - c. **Email Group/Listserv:** On 3/13/2009, we began using a professional mailing list service identified by Ammie Dover. The service is operated by Jake Miller as a part time business. At this time, Mr. Miller is not charging River Oaks a fee to manage the mailing list. He has only asked that we serve as a test community for his software. Thus far, we have successfully emailed the community several messages sent by multiple moderators (Bev Wright, Shelly Kemeza, and Joe Kolb). All BOD members and committee chairs have been designated as Moderators. The only issue has been that Shelly Kemeza did not receive an "incoming" copy of her outgoing message. Bev has inquired with Mr. Miller but he is not sure at this time what is causing that minor issue. Currently we have email addresses for 154 units, up from 147 at the last report, leaving only 74 units for which

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
MARCH 26, 2009 MINUTES**

we have no email address at all. We are also picking up multiple email addresses for several residences which is not a problem. Bev will post an announcement in the newsletter that multiple addresses will be accepted.

- **Safety (Security/Parking)-Shelly Kemeza:**
 - a. **Incidents:** Four emails were sent out about the dog fight and the sexual assault incidents. Shelly received positive feedback from the community about these announcements.
 - b. **Lamp Post Inventory:** Shelly is putting together a BG&E lamp post inventory which Bev Wright will post on the website.
- **By-Laws (Rules & Regs)-Alicia Smollon**
 - a. **Parking:** Alicia Smollon and Shelly Kemeza met about a month ago to draft rules. Met with the Board on 3/20 to go over the first draft. Will work on it further this week, after Alicia's computer problems are resolved.
- **Architectural Control & Landscaping-Ken Via**
 - a. **Committee volunteers:** Thanks to Matt Tracey (58 Millhaven Court) and John Hoban (165 Tilden Way) for their interest in joining the AC&L committee. Both have begun reviewing ACAs and looking ahead to Spring Inspection. However, Ken is still working through how to distribute the ACA's, either by scanning or hard copy. Per Joe Kolb, Mike Cocimano has also volunteered to be on the committee.
 - b. **Snow fall at end of February:** Snow pushing was a little rocky at first, but we all "plowed" through it. A few lessons were learned to improve future communication and effort.
 - c. **Spring clean up underway by Tulip Grove (TG):** Ken and Joe Kolb walked around the community last Saturday with TG to go over their plans, to point out new mulch beds, to relocate wayward trees, and to replace some dead trees. All feedback on TG's efforts is appreciated. New mulch beds offer an opportunity to add flowers and color to other parts of the community other than just the front entrance. One complaint is that TG has been leaving debris, such as mulch or dirt, strewn on the property. Ken has advised the owner, Ron Lovett, but has not had great response to calls or emails. Also, the center island belongs to us and Ken has to let Ron know this. Ken authorized additional mulching and tree relocation that was beyond the original contract. One tree that Sierra put in has died and that tree is within the warranty period, so Ken will write a letter to ask them to leave us a new tree and TG will install. TG will also submit a proposal to fill out empty places for evergreens.
 - d. **Discussions with AA County Department of Public Works (DPW):** Ken called to get a water pipe cap replaced at the corner of Braxton and Millhaven Drive. Also in discussion with the county environmental inspectors about cleaning up the drainage pond inside the fence. Two trees are growing inside the fenced area that are of concern because the roots are growing into the storm drain. TG is going to cut down the trees but Ken is inquiring about the regulations. TG has done this before and knows what AA County will accept, but Ken wants to see the regulations.
 - e. **Property Survey:** No progress since last report. Joe Kolb spoke with a gentleman who is willing to survey for \$1000. This is in line pricewise with a previous estimate for less work. Joe will meet with the man next Tuesday to show him what we want to know, and we will get a price at that time. Armando Santos has arranged with both of these guys, but the first guy is no longer doing this work.
 - f. **Unit Owner Properties - Visual Discrepancies:**
 - 1. **Fence board replacement** – Several fence boards around the complex need to be replaced, e.g., one or two 1x4 boards at each location that are broken, uncapped, or curled. The committee is considering a volunteer "repair team" to go around and help out homeowners. Fence boards between River Oaks and South River Colony also need to be fixed.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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- Joe recommends leaving this as a Spring Inspection issue unless it is a liability issue. Ken knew of one at 2 Millhaven Court that may be a liability if someone gets too close to it and does not see it protruding away from the fence. Lowell will check this out and send a letter.
- 2. **Siding:** Loose siding is very visible on 238 and 242 Tilden Way.
- g. **Spring Inspection (May):** New form is being developed by AC&L Committee to be provided to BOD for updating. Nancy Miller has also put together a version of the form and sent to Joe for review. The Committee will write a newsletter article about the new form. Lowell advises that the forms will be set up using a mail merge.
- h. **Architectural Control Applications (ACA):**
 1. **2126 Millhaven Drive:** Two in circulation (Fence and Storm Door). Modification added for Fence request. Estimated completion date this week.
 2. **235 Braxton Way:** One submitted, returned to Unit Owner unsigned asking for additional details (Fence). Working with Unit owner to help get paperwork correct. Work cannot begin until wayward trees are moved. NOTE: The trees that were impeding fence construction planted by the previous landscaping company have been relocated elsewhere in the community. AC&L spoke to the fence constructor and is awaiting a new ACA from the unit owner.
 3. **224 Tilden Way:** Unit Owner asked help in determining location for shed. ACA Pending for Duramax Model 50831 6x4 Riverton Metal Shed, brown trim. Made by U.S. Polymers, Inc. W=791., D=48, H=74.4. With foundation, Model 50834 = 50834 \$484.78. Galvanized, reinforced, grooved steel. www.amazon.com, or www.qualitymatters.com
 4. **2118 Millhaven Drive:** Assistance requested to remove a tree in the front of the house. ACA Pending.
 5. **282 Braxton:** ACA for Storm Windows and Patio Door – approval recommended with modification. Don't know if COMANCO has sent approval to Unit Owner.
 6. **177 Tilden Way:** Approval of modification requested by prospective buyer prior to purchase (Deck and Fence). Not sure if Deck is second or first level. There is no sliding Patio Door on second level. No ACA submitted. Joe has provided information about county regulations and requirement for ACA. There are some units without any slider doors. Any ACA would have to come from the current owner, on behalf of the prospective buyer because there is nothing forcing the owner to actually follow through on the ACA.
 7. **General Comment:** Not sure I am getting all the approved ACA paperwork back. This is important for Unit Inspection records.
- i. **Projects:**
 1. Merge inspection list with Fining Procedures
 2. Clean up outlying wooded areas
 3. Remove dead or cut tree debris (ongoing)

UNFINISHED/OLD BUSINESS

1. **Lawyer Update:** Joe spoke with Sara Arthur and realized that he had forgotten to sign the engagement letter. He will meet with her by phone tomorrow to go over the insurance information and will also invite her to the next meeting.
2. **Second Fining Letters:** To be sent to owners with unfinished items from 2008 inspection.

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3. **Compliance Hearings:** Second letters need to be sent to 2129 MHD, 167 TW, and 10 MHC. Set date for compliance hearing and to notify unit owners for their appearance. Lowell will gather all materials for each residence and provide by email before any decision is made.
4. **Notice to Offsite Owners:** Discuss notice to offsite owners for certification of documents in units, copies of leases. Prepare for Fining Procedure.
5. **Yard Sale:** Reschedule Yard Sale to May 16th. All in favor.

NEW BUSINESS

1. **Community Associations Banc (CAB) Notice to be sent to unit owners:** Comanco is changing the assessment collection method to Community Association Bank. Letter has been sent to the BOD that this is going to be effective for the 5/1/2009 payment. This will undoubtedly cause problems. Each community will have its own website and owners can check their own accounts for payments. We can also customize our community portion of the website. Comanco will provide instructions to BODS about the process for setting up administrative rights for website modification.
2. **Animal Control Issues:** Lowell is going to ask Officer Beckner to be a guest speaker at the April meeting, to discuss the animal control situation. Joe will draft a second letter to 173 Tilden Way.
3. **Bartlett proposal for air-spading and treatment of trees:** Bev moved to approve Bartlett proposal in full, Shelly seconded, all in favor. Bev also moved to go forward with Bartlett's proposal from 2008 to take down Priority 2 and 3 trees as budgeted. Shelly seconded. All in favor, approved. Ken asked if we need an update on the previous bid. Joe will inquire. In addition, we will likely not spend all the money because we are not having the wood removed.
4. **Approve AC&L Committee as "ACA Approval Authority":** Bev moved to approve the committee, Jyl seconded. Ken asked us to table until next month until the committee is more firmly established.
5. **Swing set at 219 Braxton Way:** Ken Via sent an email to COMANCO requesting that a letter be sent to the unit owner to move a swing set out of the General Common Element.
6. **Pest Control Contract:** Joe requested Lowell to look into community-wide pest control contract.
7. **Trash Cans:** Nancy has investigated trash cans for the Tot Lot by reviewing a catalog that Joe gave her. Her best price is \$338.95 + \$75 shipping. Bev moved to purchase one StoneTec Aggregate Trash Can for the aforementioned. Jyl seconded. All in favor. Lowell will order the trash can.

OPEN FORUM

1. Peggy Donald
 - a. After Shelly had the bird's nest removed from the vent stack, Peggy got a proposal to **install vent stack screening** on multiple homes in clusters to get a discount. No permission needed, she can organize it herself.
 - b. Peggy also got a proposal for **dryer vent cleaning** for multiple homes. Again, she can organize that on her own.
 - c. **Water main break** that occurred in one unit concerns her, so she asked if the Board should get this checked for each home. The question arose during discussion about normal pressure readings for the sprinkler system and incoming water supply. The Board advised that this water main break was a result of pipe failure from a poorly constructed pipe interface and the shifting of the pipe alignment with the house piping over the years. Normal

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pressure reading on the sprinkler system pressure gage should be 110-140 psi (pounds per square inch). The normal gauge reading on the water supply coming into the house should be 60-80 psi.

NEXT MEETING: April 23, 2009, at 7:00 p.m., at the Anne Arundel County Police Station, Edgewater, MD.

ADJOURNMENT: Joe Kolb adjourned the meeting at 9:40 PM.

MINUTES SUBMITTED BY: Beverly Wright

Previous Action Items

Motions/Other Actions Approved:

- Bartlett proposal
- Purchase one StoneTec Aggregate Trash Can
- Reschedule Yard Sale to May 16th.

Motions/Other Actions Not Approved:

- Motion tabled to approve formal AC&L Committee

New Action Items

Bev Wright

- ☐ Post an announcement in the newsletter that multiple addresses will be accepted.
- ☐ Post BG&E lamp post inventory on the website.

Lowell Thompson

- ☐ Look at fence board in need of replacement at 2 MHC and send a letter.
- ☐ Gather all materials and provide by email before any decision is made regarding second letters to be sent to 2129 MHD, 167 TW, and 10 MHC so that a date can be set for compliance hearing and to notify unit owners for their appearance.
- ☐ Invite Officer Beckner to be a guest speaker at the April meeting, to discuss the animal control situation.
- ☐ Check into community-wide pest control contract.
- ☐ Provide instructions to BODS about the process for setting up administrative rights for CAB website modification.

Ken Via/AC&L Committee

- ☐ AC&L Committee will write a newsletter article about the new inspection form.

Joe Kolb

- ☐ Draft a second letter to 173 Tilden Way.
- ☐ Do we want to erect an 8 foot fence? Future discussion.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
APRIL 23, 2009 MINUTES

CALL TO ORDER: Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:05 PM at the Anne Arundel County Police Station, Edgewater, MD.

ROLL CALL: Bev Wright conducted a roll call. The following persons were present:

- **BOD:** Joe Kolb, Jyl Dupont, Bev Wright, Shelly Kemeza, Shannon Whaley Evans.
- **COMANCO:** Lowell Thompson.
- **COMMITTEE CHAIRS:** Alicia Smollon (Rules & Regs), Peggy Donald (Communications/Newsletter), Ken Via (Architectural Control & Landscape).
- **OWNERS/RENTERS:** Matt Tracey, Pauline Blume

APPROVAL OF MINUTES: Reading of the March minutes was waived and the minutes approved as presented.

PRESIDENT'S REPORT-Joe Kolb

1. Trees:

- a. Bartlett Tree agreed to air-spade the remaining trees at the Braxton Park area at no charge. There was some confusion on my part as to where the 31 trees were that were scheduled to be done. Tyler Balderson will have his crew come back out and knock them out for us.
- b. Bartlett recommended that we establish a published policy for handling our trees incorporating those situations and the varying problems they present. I will ask Ken and the AC&L team to grapple with that. What Bartlett means is "ground rules":
 - I. For example, if someone comes to us and asks that a tree be taken down, there should to be a valid reason. Trees are truly assets to the community. Their value is part and parcel to the look, ambiance and value perception of our homes. Pretty much behind every unit in our community there is parkland or wooded tracts with quiet restful views.
- c. We do not want to get into the practice of cutting down a tree for the sheer joy of the person requesting it.
 - I. For example, if someone from a neighboring community is nervous about a tree, they have certain recourse. They can have any part of the tree removed if it crosses over the vertical plane of their property line.
 - II. If they have to access our property to accomplish that trimming, they must request and receive our permission.
 - III. If they can reach the troubling part from their property, they do not have to obtain permission. Technically, that part of the tree is theirs.
- d. Just because they feel that it is a danger does not necessarily mean that it is. Let me caution that every tree is a potential hazard to the nearby home. Some are more problematic than others. But because they have the potential to be a problem does not in and of itself mean the tree has to come down.
- e. A tree that hovers above a neighboring community's home is not always an imminent threat. The neighbor is responsible for that portion of the tree that hangs over his property. So let's say half the tree is on his side, he would be responsible for half the cost and we the other half.

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- f. We were praised as a community for taking the action relevant to the take down of the Priority I and Priority II trees. Should we ever be taken to Court for a tree that comes down, we would have a track record of being proactive and with a published policy of dealing with trees we would be in even better position.
 - g. In order for the claimant to prove liability they must show negligence. They must demonstrate that we were aware of the problem, that we were notified in writing of the problem, that there was a recognizable need to do something, and that we did nothing to remedy the problem. We do not want to be in that position. Nor should we be obligated to take down every tree someone might not like to see.
- 2. **Survey:** Has been arranged and as part of a cost cutting agreement I have allowed them to schedule us on a time-available scenario. By that I mean that if they get finished their normal day's work early and can fill the rest of their day with work on the ROCA property, they will do so. This way the cost should not necessarily exceed the \$1,000 rough estimate. They are hoping to get the job done sometime next week.
- 3. **Sink hole:** developing behind 257 Tilden Way.
- 4. **Verizon FIOS Cables:** Verizon has been made aware that they need to ground their cables. This most likely has not been done in those houses in our community that have their cable access in the rear of the units. These are the units that have garages. They did not want to go to the expense of shooting the wiring under the driveways as they should have.
- 5. **Refrigerators:** I have been told by the technician from ABC Appliances that there have been several calls in our neighborhood to service shorted out or faulty motherboards in the refrigerator. It is about a \$300.00 repair. The problem is that the compressors usually last 7 to 10 years.
- 6. **Vehicles:** We have a couple of cars parked on Braxton Way that are missing license plates. This I assume means they are not operative and should be checked out and advised to remedy or park them off the property or in the garage out of view. One is at 231 Braxton a green van and the other is around 245 or 249 Braxton in that area.
- 7. **Trash cans:** Need to go out the night before pick-up day. If anyone spots trash out prior please contact Comanco.

TREASURER'S REPORT-Shannon Whaley-Evans

Report accepted as presented. See end of the minutes for balances. We are generally doing well, making more than we were expecting to, spending less, and putting away money slowly but surely into our reserves. There are just two main areas where we are spending over our budget and that is in Street Lighting and Snow Pushing. Here are our year-to-date numbers as of 31 March 2009. Remember in the expense accounts those negative numbers are a good thing and mean we are coming in under budget. Although we have been consistently over in street lighting expenses this year and went over in our snow pushing we are doing very well on the other categories and continue to put away money in our reserves.

GUEST SPEAKER: Serena Beckner, AACO Animal Control Officer

Officer Beckner has 9 yrs experience dealing with aggressive dogs. Handles everything listed on the Animal Control website, including education and safety. Officer Beckner brought phone numbers for us because things have changed. Officer Beckner Displayed a humane trap for raccoons and cats. Her office is closed Sun and Mon - Tue - Sat 10-3; the rabies clinic is open from 12 noon -3 PM, with the third Thursday being "microchip day." IF CAT OR DOG IS OVER 4 MOS. MUST BE LICENSED; IF NOT LICENSED, CAN BE CITED AT DOOR TO THE CLINIC. Dogs and cats do receive a lifetime tag, but Animal Control stresses the importance of the microchip.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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Trapping Nuisance Animals - now AACO DNR requires a permit to trap anything BUT a groundhog - free, over the phone, get permit number. Get free, permit good for 30 days. They will bait it, too. Don't trap on a Friday or need to bring it in yourself. They will pick up Tues - Friday before 4 pm. Number for Nuisance Wildlife to get the permit is 1-877-463-6497.

Snakes: Snake Away can be purchased locally if you know you have a snake or even treat your property before you see a snake - around the foundation. This product is biodegradable and placed around the fence line. Treat monthly. Animal Control will not respond to a call unless a snake is inside a dwelling. We do have copperheads in this county and they are poisonous. They like woodpiles.

Bats: Between July and Sept, "Bat Season". It is very important to contact Animal Control immediately, 24-hours a day. After hours from 10pm-8am, call 911. During regular business days, call 410-222-8900 and follow prompts, but press "10" right away, and then 3018 for Dispatch. Officer Beckner is at x3008. Do NOT let the bat out of the room or house so it can be tested for rabies. If the bat is outside, Animal Control generally won't test them. Raccoons have a higher rate of rabies. ORV - Oral Rabies Vaccine program spreads a substance on the ground that the animals ingest and, as a result, the county only had 10 animals last year with rabies. Animal Control will complete an Exposure Form. If results are positive, all local ER's carry rabies virus vaccine. Bat exposures are hard to detect because it doesn't take much to get infected, i.e., saliva from the bat. Shot program which is very expensive and paid for by the individual and their insurance company. To "bat proof" your house, contact a pest control company that specifically deals with bats. Go around eaves, shutters, loose siding, soffits, roof stacks, and fireplaces. Install attic screens. Bats love the heat.

Aggressive dogs: Orange brochure, brand new. Gives insight for parents to give to children. Children are the #1 victim - 1200-1300 per year. Starting to see a rise in animal on animal attacks. Her department investigates every single dog attack, animal bite. If you have an aggressive dog, REPORT IT immediately. If you're ever out and a dog approaches you in an attack manner, that's aggressive. Difference between "Public Nuisance" and "Public Safety" affidavit. ONE violation per affidavit. Be very descriptive about how you FELT. No officers sent for barking complaints. Therefore use the affidavit process. First, a "barking" letter is sent about how to curb barking. Bev Wright will send Officer Beckner an email to get excerpts about barking. Individuals can carry "Halt" which is pepper mace. This deters animal if sprayed in the face. Walking sticks are good. Same advice is given to the postal carriers. Most aggressive dog in the county is the Chesapeake Bay Retriever. Stats are available by top 10 breeds. Animal Control runs a lot of analysis of bite patterns and breeds.

Animal Excreta - heavy fines if an affidavit is filed.

Snapper Turtles – it is breeding season now and they will crawl into the flower beds. Can reach the size of a basketball. Very dangerous.

Question: Shelly - If a dog gets cited once, how many chances?

ANSWER: Only has the authority to take an animal if someone has died. \$250 fine for a violation of an order. After 4 affidavits of violation, a dog can be impounded. Types of order: for a bite, "dangerous" means multiple sutures needed. Conditions imposed are restrictions. "Potentially dangerous" is another kind of order, with a less costly license.

Question: Joe asked about the disposition of the dog incident in the community and why no one was cited.

ANSWER: Both parties were at fault but Officer Beckner didn't see the violation, so she couldn't cite the owner. But there is a file for future reference. Each owner could have filed against each other. But we can call anytime for leash violations, and they will talk to the owner, but it needs to be done in a timely manner.

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Question: Peggy Donald asked about the length of time that can transpire after an incident to report it.

ANSWER: Person can report anything anytime, if only that a file will be created.

COMANCO-Lowell Thompson

1. **Past month's activity:** Needs to get the inspection form. Collection lawyer wants to file a lien against 81220. The accelerated liens are \$1723. Board voted to file a lien. Shannon will now maintain pre-Board meeting contact with Neall for updates at the Board meeting. Shannon will also advise Neall that the Board is also authorizing Neall to file on anyone more than 90 days delinquent unless there are mitigating circumstances.
2. **Tour of Property:** None.

COMMITTEE REPORTS

- **Communications-Bev Wright**
 - a. **Newsletter** was published in early April and delivered to 81 residences. We have at least 2 vacant units and now only 7 offsite owners with no tenant email addresses. Nancy Miller sent the Minuteman invoice directly to COMANCO. Peggy again reminds all Board members to provide content for the next newsletter within the next couple of days.
 - b. **Website** -Major development was the addition of a new "Architectural & Landscaping" page with subpages for the Architectural Rules & Regulations, Ken's Tips, and Preferred Trees and Shrubs.
 - c. **Email Group:** Currently we have email addresses for 161 units, up from 154 at the last report, leaving only 67 units for which we have no email address at all. We are also picking up multiple email addresses for several residences which is not a problem.
- **Safety (Security/Parking)-Shelly Kemeza**
 - a. **Parking:** Nothing.
 - b. **Safety/Security:** Nothing.
- **By-Laws (Rules & Regs)-Alicia Smollon**
 - a. **PROPOSED PARKING RULES:** We haven't really progressed any further than we had prior to the last meeting due to illness of one of the 2-member committee. I am asking that everyone get their calendars out so we can plan 1) a time for Shelley and I to get together and 2) a time for the BOD and Parking/Safety Committee to meet and plow forward. The goal is still to get the new Parking Rules completed before July 4th. We need to plan both dates prior to leaving the BOD Meeting tonight.
 - b. **FINING PROCEDURE**

QUESTION: What steps will the BOD need to take to institute the fining procedure in connection with a violation of the rules, specifically the failure of Unit Owners to provide copies of the leases in connection with leased Units and the failure of the small number of Unit Owners who have egregious maintenance violations.

RESEARCH:

Fines allowable: not more than \$100 for each violation or \$25/day for the violation

Step 1: Informal Request that a Unit Owner correct the violation.

Step 2: Informal Letter to Unit Owner.

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- time, date, place, & nature of violation
- action required to abate violation
- at least 10 days to abate violation or statement that further violation will result in sanctions after notice and hearing

Step 3: File Complaint with BOD.

- if Steps 1 and 2 fail
- can be done by any Member of the Council of Unit Owners
- must contain a concise description of the violation
- must identify the specific provisions which are being violated
- must contain supporting facts

Step 4: Service of Complaint.

- no specificity with method of service (hand-delivery or certified mail, restricted delivery, return receipt requested is suggested by ALS)
- give alleged violator 10 days to abate violation without sanctions

Step 5: Notice of Hearing.

- if violation continues or recurs in the 10day period, set hearing and send new notice of hearing date, time, and place
- description of violation
- date, time, and place of the hearing (at least 10 days notice)
- invitation to violator to attend hearing, produce statement, evidence and witnesses
- the proposed sanction to be imposed

Step 6: Hearing.

- by BOD
- during executive session of BOD
- must afford alleged violator reasonable opportunity to be heard
- proof of notice & invitation to be heard must be placed in the minutes
- statement of date and manner of deliver of Notice of Hearing entered into minutes by BOD member who delivered notice
- minutes of meeting must contain written statement of results of hearing and the sanctions imposed

ISSUE: The problem with unleashed and/or un-curbed pets in the neighborhood has become a more pronounced problem (NOT A NEW PROBLEM) in recent months. Although ROCA spends approx. \$6K/year in maintaining the doggie stations, they are not always being used resulting in excreta being left behind. It applies to all pets, including cats. The question becomes what does the BOD want to fine for excreta violations?

OPTIONS:

- A. \$100/incident - Easy/Steep/Has a deterrent effect
- B. \$25/incident - Easy/Not Steep/May have a deterrent effect
- C. \$25/incident/day up to \$100 - Not easy to monitor like A&L infractions/May become the new joke of the neighborhood

FINING LETTERS: We need to maintain a template for Step 1 and Step 2 letters to violators re: excreta & leash violations. This e-mailing every time we need to send a letter gets crazy and overwhelming. We have GOT to make our jobs as easy as we can. After all, we may have to find someone else to fill a seat one day. Even the most conscientious of neighbors would probably run far, far away if they knew what we go through just to send a letter to 1 person who allowed their dog to run at large in the neighborhood and went potty while doing it.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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We need a fill in the blank template system. I am never positive that the letter we end up saying really says what we finally agreed to because of all of the e-mailing. I hate to think what Lowell goes through to try to figure that out either. The other reason we need templates is to be sure that all violators of the same By-Law or Rule are being treated the same way. We aren't the Supreme Court of the United States by far, but we should still maintain some form of equal protection under ROCA laws

Alicia will modify the pet letter template to separate the leash portion from the animal excreta portion. The Board approved the lease letter templates, attached at the end of these minutes.

- **Architectural Control & Landscaping-Ken Via**

- 1. Landscaping**

- a. **Spring clean up/first mowing** – Conducted a walk around, noted several areas that need further attention by Tulip Grove, including mulch beds in the General Common Element (GCE) that have not been touched, tree bed cleaned but not mulched, grass areas in the GCE not addressed by the mowers. Tulip Grove has been notified and will correct.
 - b. **Lawn treatments** - Pre-emergent herbicide to kill off the spring weeds in the lawn will be applied the end of this week or next. There may be markings throughout the GCE to warn pet owners and children at play that a chemical has been applied to the grounds. There is at least one GCE between 2128 and 2130 Millhaven Drive that has had a Pre-emergent, Broadleaf Control, and Fertilizer already applied by Shades of Green (confirmed by telecom 4/22/09). I have asked the company servicing those units to ensure they understand the unit property lines and to refrain from applying chemicals to the GCE areas in the future. I will ensure that Tulip Grove does not repeat the application in this area this year. Bev will place a note in the minutes to all unit owners that if they have contracted for service within their property lines, that they request their service provider not apply chemicals to those areas for which we already have a contract with our landscape service.
 - c. **Spring flower schedule** - The nursery has not completed growing the flowers, due to the cool temperatures to this point, but they will be out soon. Many choices are available. Begonias, Coleus, Vinca, Marigold, Wave Petunia. We will be able to choose, just keep in mind some are better suited for dryer soil than others, and we are depending on Mother Nature to supply the water.
 - d. **Soil samples** have been analyzed. In general, all areas, except the shaded courtyard area behind Millhaven Drive and Tilden Way (odd-numbered units), show high levels of phosphorous and potassium which is very good for the turf to use up this growing season. A nitrogen-rich fertilizer application is being "cooked up" now by Tulip Grove. On the contrary, samples from the "courtyard" area show very low Ph levels, as expected, and this area will receive a heavy dose of lime to hopefully bring the soil chemical levels up to promote better turf production. I currently do not have a schedule for lime application in this area. We should alert the community through the newsletter to expect both the pre-emergent herbicide and the lime application over the next few weeks.
 - e. **Sink holes** - Requested TG provide an estimate to do additional work at drain culverts beside 2130 MD, and behind 257 TD, where sink holes have been repaired or currently exist.
 - f. **Tree replacement** - Email has been sent to Sierra Land Services requesting a replacement tree for the one in Braxton Park across from 231 Braxton Way that did not survive the winter.
 - g. **Air spading** - Bartlett Tree Service has completed the air spading project on 31 trees around the Tot Lot and along the Millhaven Drive entrance and Tilden Way. They have also felled the Priority Two and Three trees

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as per our 2009 Plan. Bev will place a note in newsletter that there is plenty of unsplit firewood available for the taking.

2. ACA

- a. Approved, some with modification and some submitted after the work was done, and forwarded to COMANCO:**
 - i. Braxton Way: 204, 235
 - ii. Millhaven Drive: 2118, 2119, 2126, 2133
 - iii. Tilden Way: 159, 165, 215, 224.
- b. Disapproved:** None.
- c. Outstanding:** None.
- d. Website:** Thanks to the Communications Committee, the addition of the AC&L Web Page will hopefully provide guidance and assistance to unit owners in the submission and approval process. The website now contains a copy of the ACA Form, Architectural Rules and Regulations, and links to Ken's Tips, Preferred Trees and Shrubs, and Miss Utility.
- e. Changes to By-Laws and/or Rules & Regulations:** Some portions of the By-Laws and Rules & Regulations regarding landscaping seem trivial in nature and actually cause work where none is needed. Therefore, I will address those areas with the committee and if needed, make recommendations for any changes.

3. Maintenance Inspection Forms

A new form has been created and is being reviewed by the Committee Members. Goal was to reduce duplicate entries, more specifically describe the violations or discrepancies, eliminate what is not applicable, and make the form more understandable to the unit owner, and the inspectors who are annotating during the inspection. The new form is in XCEL, vice WORD. I don't know if COMANCO, Inc., can handle the format change. I will email to Lowell after the meeting if the Management Company is agreeable.

4. Miscellaneous

- a. Lock on the Storm Water Pond gate** - Replaced with one approved by AA County, and for which they have a key.
- b. Safety Hazard:** Postal Mailbox # 36534 on Braxton Way East is very loose on its mounts and is considered a safety hazard. Joe Kolb has the name and number for the USPS Supervisor and provided his own contact info to the postal carrier on Saturday. Joe was to meet with the Post Office on April 22, 2009.
- c. Siding Issues:** Additional siding issues on 2115 Millhaven Drive and the owner has been informed. Also, the broken and missing siding on 280 Braxton Way siding has not yet been fixed/replaced.
- d. 60 Millhaven Court:** Spoke to the unit owner. No work is to be done until she returns on May 1st. She is looking for recommendations and is amenable to change, but would not say how drastic a change that she would support. Noted issues besides the general disarray of landscaping and non-pleasing image are:
 - i. Cherry tree to the left of the entry way is planted too close to the AACO water meter vault. It will have to be moved.
 - ii. Two shrubs are planted in the GCE and should be moved or given to the landscaping contractor to maintain.
 - iii. The bird feeder hanging in the tree in the front of the unit must be removed. This is a violation of Article X, Section 3 paragraph n, "No bird feeders, bird baths, clothing, laundry, or the like

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shall be hung from any part of any unit or upon any of the common elements or from any balcony or patio.”

- iv. Unit owner states she will be developing an ACA to install a handicap ramp to the front door to support caring for her wheelchair bound relative. I will be working on some recommendations for her for that area.
- v. The weather has fashioned a rather nice weed garden within her landscaped areas.

- e. **Yellow Safety Reflectors:** At least two yellow safety reflectors are missing from the traffic circle on the cement triangles. I have not found the right county office yet to register the complaint.

UNFINISHED/OLD BUSINESS - Bypass and discuss next month.

- 1. Lawyer Update
- 2. Second Fining Letters
- 3. Compliance Hearings
- 4. Notice to Offsite Owners
- 5. Yard Sale

NEW BUSINESS - Carry to next meeting if still applicable.

- 1. CAB Notice to be sent to unit owners
- 2. Approve AC&L Committee as initial authority.
- 3. Swing set at 219 Braxton Way
- 4. Pest Control Contract
- 5. Trash Cans

OPEN FORUM

Peggy Donald 1. Landscaping - behind her house, there are two tree rings where two trees used to be. Will it be grass or trees? Ken advised that we as a community will decide what to do with those areas.

Peggy Donald 1. Dryer Vent Cleaning - 46 homes

NEXT MEETING: May 28, 2009, at 7:00 p.m., at the Anne Arundel County Police Station, Edgewater, MD.

ADJOURNMENT: Joe Kolb adjourned the meeting at 10:07 PM.

MINUTES SUBMITTED BY: Beverly Wright

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
APRIL 23, 2009 MINUTES

Motions/Other Actions Approved:

- Bartlett proposal
- Purchase one StoneTec Aggregate Trash Can
- Reschedule Yard Sale to May 16th.

Motions/Other Actions Not Approved:

- Motion tabled to approve formal AC&L Committee

Previous Action Items

- ☐ Lowell Thompson: Seek a price concession for having both parts of fence repair done at the same time.
- ☐ Shelly Kemeza: Review the curb painting situation in front of fire hydrants on Millhaven Court.
- ☐ Bev Wright: Send Lowell a copy of the December Treasurer's report.
- ☐ Alicia Smollon: Banning letter for Karl Davis Josselyn
- ☐ Comanco will send a request to all off-site owners if we don't receive the lease within the next 30-60 days.
- ☐ Alicia Smollon: Letters to the lease owners.
- ☐ Alicia Smollon: Letters for unit owners who have not completed their maintenance items.
- ☒ Alicia Smollon: Proposed Commercial Vehicle policy to be brought before the Feb Board meeting.
- ☒ Bev Wright: Post Parent Involvement Conference on website.
- ☒ Alicia Smollon: Email a draft of the proposed Parking Policy to the Board for review.
- ☒ Joe Kolb: Contact Arthur Law Group to conduct research on insurance questions.

New Action/Discussion Items:

- ☐ Bev will post an announcement in the newsletter that multiple addresses will be accepted.
- ☐ Bev will post BG&E lamp post inventory on the website.
- ☐ Lowell will check out fence board in need of replacement at 2 MHC and send a letter.
- ☐ AC&L Committee will write a newsletter article about the new inspection form.
- ☐ Lowell will gather all materials and provide by email before any decision is made regarding second letters to be sent to 2129 MHD, 167 TW, and 10 MHC so that a date can be set for compliance hearing and to notify unit owners for their appearance.
- ☐ Comanco will provide instructions to BODS about the process for setting up administrative rights for CAB website modification.
- ☐ Lowell will ask Officer Beckner to be a guest speaker at the April meeting, to discuss the animal control situation.
- ☐ Joe will draft a second letter to 173 TW.
- ☐ Lowell will look into community-wide pest control contract.
- ☐ Do we want to erect an 8 foot fence? Future discussion.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
APRIL 23, 2009 MINUTES

Treasurer's YTD Report 3/31/09

	YTD Actual	YTD Budget	Over/Under
Income			
Assessments to 3/31/09	\$51,375.00	\$51,300.00	\$75.00
Interest Earned	\$41.42	\$0.00	\$41.42
Other Income	\$6.30	\$0.00	\$6.30
Late Charges	\$345.00	\$0.00	\$345.00
	\$51,767.72	\$51,300.00	\$467.72
Expenses			
Grounds - Maintenance	\$597.00	\$8,749.97	(\$8,152.97)
Tree Removal and Planting	\$0.00	\$4,125.00	(\$4,125.00)
Improvements and Repairs	\$1,622.18	\$2,499.94	(\$877.76)
Snow Pushing	\$3,256.50	\$2,500.00	\$756.50
Dog Station Maintenance	\$714.00	\$1,125.00	(\$411.00)
Attorney's Fees	\$0.00	\$3,000.00	(\$3,000.00)
Admin. Expenses	\$357.75	\$750.00	(\$392.25)
Management Fees	\$6,771.54	\$6,773.00	(\$1.46)
Street Lighting	\$2,700.50	\$999.94	\$1,700.56
Insurance F&L	\$10,007.73	\$10,523.44	(\$515.71)
Insurance Fidelity	\$324.00	\$325.00	(\$1.00)
Audit and Tax Filing	\$0.00	\$0.00	\$0.00
Insurance Deductible	\$0.00	\$0.00	\$0.00
	\$26,351.20	\$41,371.29	(\$15,020.09)
Reserve Asphalt	\$1,919.18	\$1,919.18	
Reserve Curb/Gutter	\$768.33	\$768.33	
Reserve Retaining Walls	\$36.52	\$36.52	
Reserve Walkways / Sidewalks	\$2,333.04	\$2,333.04	
Contribution to Reserves	\$5,057.07	\$5,057.07	

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
MAY 28, 2009 MINUTES**

CALL TO ORDER: Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:05 PM at the Anne Arundel County Police Station, Edgewater, MD.

ROLL CALL: Bev Wright conducted a roll call. The following persons were present:

- **BOD:** Joe Kolb, Jyl Dupont, Bev Wright, Shelly Kemeza
- **COMANCO:** Lowell Thompson.
- **COMMITTEE CHAIRS:** Alicia Smollon (Rules & Regs), Ken Via (Architectural Control & Landscape).
OWNERS/RENTERS: Matt Tracey, Ricky Waters
- **GUEST SPEAKER:** Stacey Nicholson

APPROVAL OF MINUTES: The April minutes were not ready for acceptance and will be emailed to the Board for approval.

PRESIDENT'S REPORT – Joe Kolb

- a. Introduced Stacey Nicholson, CNR Insurance, and provided background on reasons that River Oaks is looking for another insurance company.
- b. Per Sara Arthur, the attorney whom we have chosen to review our By-Laws and interpret the insurance ruling, River Oaks either needs to amend the By-Laws concerning the \$1000 deductible or find a company that will offer a \$1000 deductible. State Farm's minimum deductible is \$2500.

TREASURER'S REPORT-Shannon Whaley-Evans

Shannon Whaley-Evans has resigned from the Board for personal reasons. However, Shannon advised via email that the financial reports were sent to her a day or two ago so she would not have a full Treasurer's Report for the meeting. However, she highlighted the following issues:

- a. The mix up in budgeted amounts that were causing the negative balances in our actual v. budgeted were corrected by COMANCO.
- b. Shannon called Mike Neall and informed him to file the lien on the account discussed during our last meeting and also informed him of our decision to file liens on those accounts over 90 days delinquent that had not made an attempt to work out a payment plan. Neall agreed to proceed with the liens.

GUEST SPEAKER: Stacey Nicholson, CNR/Erie Insurance

Mr. Nicholson provided information on his own background in commercial insurance. He then discussed the materials in the proposal brochure that he provided, pointing out that he believes that we are underinsured based on his assessment of the value of the buildings, i.e., \$50,818,000 v. \$32,283,000 valued by State Farm. State Farm's value is based on \$75 per square foot, which is a 2001 value. Erie's quote is based on \$100/sq. foot. Mr. Nicholson provided three proposals including one matching our By-Laws and current coverage, one for increased value with a \$5000 deductible but no Law and Ordinance coverage, and one with increased value, \$5000 deductible, and Law and Ordinance coverage. Coverage includes improvements and betterments. The Board should decide by June 18th, which is 30 days from when our current policy expires, to avoid a prorated deduction for cancellation at a later date. Considerable discussion ensued concerning each proposal and a decision was made to contact Sara Arthur for a review of the proposals.

COMANCO - Lowell Thompson

1. Past month's activity:

- a. **228 Tilden Way:** the owner called and said that the owner of 230 Tilden Way was pumping rain water via a sump pump onto 228's property. Ken Via, Ricky Waters, and Joe Kolb will visit the homes on June 2nd to view the situation.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
MAY 28, 2009 MINUTES**

- b. Bartlett Tree Service bill:** Board advised Lowell to pay the most recent Bartlett Tree Service bill.
- c. 10 Millhaven Court:** Lowell checked it today and found that the fish pond is still present in the front yard, as well as a mop and some other paraphernalia behind a bush. Lowell can send a letter but asked the Board whether or not there is particular language for the letter. Shelly Kemeza reported that she conversed with the owner and that he indicated an intention to remove the pond. The Board will be sending a letter that the owner has 10 days to remedy the situation.
- d. Delinquent Account Summary:** 80440 & 80470 - Neall has placed liens and is recommending lawsuits. The Board wants Lowell to ask Neall about why no action has been taken on delinquent accounts 81920, 81220, and 81540 and to invite Neall to a special Executive Session after 6/9/09.
- e. Insurance Ruling Notification:** COMANCO sent a letter about insurance ruling changes to homeowners in their other managed communities but not to River Oaks homeowners. Lowell wants to be assured that the Board is taking of insurance notifications. Joe will invite Sara Arthur to our next meeting.

2. Tour of Property: None.

COMMITTEE REPORTS

- **Communications - Bev Wright**
 - 1. Newsletter:** Nothing to report.
 - 2. Website:** Nothing to report
 - 3. Email Group:** Nothing to report
- **Safety (Security/Parking) - Shelly Kemeza**
 - 1. Parking:** Alicia Smollon and Shelly Kemeza will get together to discuss the parking policy under development. The Green VW with expired tags is still parked on Tilden Way even though the owner said that it would be taken away. Shelly will put another sticker on it and have it towed within 24 hours of the notice being placed.
 - 2. Safety/Security:** Nothing.
- **Rules & Regs- Alicia Smollon**
 - 1. PROPOSED PARKING RULES**

Alicia and Shelly Kemeza haven't really progressed any further than they had prior to the last meeting. They are asking that everyone get their calendars out so the Board can plan a time to meet with the Parking/Safety Committee and plow forward. The goal is still to get the new Parking Rules completed by the July 2009 meeting. That date is LOOMING!

Since the last meeting Alicia and Shelly have had a comment from a neighbor on Braxton Way about another neighbor parking a car near his driveway in order to save the place and prevent others from parking too close to the driveway and partially blocking it. Alicia e-mailed one of them and will be e-mailing the other to advise that before the Parking Committee and the Rules & Regs Committee starts making recommendations to the BOD as to a solution which is specific to that particular scenario, the Board would like to complete the proposed Parking

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
MAY 28, 2009 MINUTES**

Regs and determine if that poses a solution which will equally apply to all neighbors and parked cars in the entire neighborhood.

Alicia does not want to keep beating the same drum but would like the records to be very clear that both of the neighbors' concerns could just as easily occur in other areas of the community. While both of the neighbors raised legitimate issues, the belief is that it is best to carve out global solutions rather than mini solutions on an as-needed basis. There is a need for the BOD to govern based on prioritized goals and not just based on the squeaky wheel. Nonetheless, the record should remain clear that Parking Rules and Regs are a high priority and that all comments and observations from the community are both welcome and helpful.

2. A & L ISSUE

The A & L Committee sought guidance with regard to what is meant by "Common Elements." Alicia e-mailed Ken Via and let him know that "Common Elements" when used with no designation of "General" or "Limited" means both General and Limited Common Elements but not the Condo Unit.

3. LEASES

Based on the last meeting, Alicia made the requested adjustments and sent the Fining Letters for Leases (both Step 1 and Step 2) to COMANCO in Word format. Hopefully Lowell can report that 1) they have been received and 2) the Step 1 letter has gone out to all off-site owners who have not provided a lease. If not, the Board will need to request that COMANCO do that ASAP.

4. PET FINING LETTERS

On 5/6, Alicia forwarded to the BOD the revised draft of the Pet Excreta Violation Form Letter and the Leash Violation Form Letter. However, she has not received any further comments and has not sent them in Word format to Lowell for addition to the River Oaks file.

5. LAMP POST TOMATO

As requested, Alicia put together a Step 1 A&L Rules violation letter to the Unit Owner where the tomato plant is hanging from the lamp post. Alicia e-mailed it on Wednesday, 5/27, for review by the BOD. Waiting to hear re: needed adjustments before sending it to Lowell for forwarding the Unit Owner.

- **Architectural Control & Landscaping- Ken Via**

- 1. Landscaping**

- a. Grounds Maintenance:**

- 1) Tulip Grove (TG) conducted their third mowing prior to the Memorial Day holiday. This effort was much improved over the previous two events. Ken is working hard from the training aspect to help TG understand the property boundaries and nuances of the complex. We still have one area to keep after them on, behind the two buildings on Tilden Way that back to the wooded "courtyard". There has been a bevy of email comments from residents. Continued communication from the residents is encouraged, both good and bad. Resident at 2151 Millhaven Drive did mow his back yard.
 - 2) Pre-emergent herbicide (Crabgrass and Weed preventer) and fertilizer applied to all of the lawn areas.
 - 3) Spring flowers are due in any day. TG will notify Ken when they are ready to plant. Winter pansies come out, spring annuals go in. AC&L Committee will recommend additional areas beside the entrance if there

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
MAY 28, 2009 MINUTES**

are enough flowers or get estimates for additional plantings. Reminder that we did not purchase a watering contract, so watering other than initial planting is our or Mother Nature's responsibility.

- 4) Lime application for the "courtyard" area has been delayed by product availability. Estimated date of delivery is unknown.
- 5) Mulching the "courtyard" areas will commence next week. Mulching will also cover the bed beside 201 Tilden Way and the missed tree at 188 Tilden Way.

6. Trees.

- 1) Spraying for Tent Caterpillars completed. We will add this to the budget next year.
- 2) Some firewood has been removed as planned. More is available. Much is now covered over by growth.
- 3) Nothing heard from Sierra Land Services regarding the replacement tree for the one in Braxton Park across from 231 Braxton Way that did not survive the winter.

2. ACAs

- a. Only one ACA was submitted and approved for the period.

3. Spring Maintenance Inspection Forms

- b. Stack of new forms with unit addresses received from COMANCO. Letter has gone to the owners (subject of a separate email). Need to nail down the date of the inspection.

4. Miscellaneous (unresolved old business)

- a. **Postal Mailbox # 36534** on Braxton Way East is very loose on its mounts and is considered a safety hazard. Joe Kolb has the name and number for the Postal Supervisor and provided his own contact info to the Postal Carrier on Saturday. Joe was to meet with the Post Office on 22 April.
- b. **60 Millhaven Court:** Shelly Kemeza and Ken Via met with Jennifer Riley when she returned from Texas and spoke to her about her front area. Ken also presented her with a list of recommendations, both for things that need moving or removing, and suggestions for improvements. There was particular discussion regarding the bird feeder hanging in the tree in the front of the unit (violation of Article X, Section 3). With Alicia's help, Ken believes that we are correct in our assessment that this is a prohibited item in that location. Also, Jennifer informed us that she will not have to take any immediate steps to install a handicap ramp to the front door to support caring for her father, who remains in Texas under the care of her brother.
- c. **Yellow Safety Reflectors:** There are at least two yellow safety reflectors missing from the traffic circle on the cement triangles. Ken has not found the right county office yet to register the complaint.

5. Future concerns:

- a. **Gazebo Facelift** needed. Shelly Kemeza has volunteered her father to tackle this project. Any objections from the board, or a motion to accept the offer? Should include covering the cost of materials. Alternative is to place in next year's budget.
- b. **Storm Water Pond:** Received a report from the county on our storm water pond. We have work to do and to be completed by June 21st or face fines from the county. Letter presented to Lowell and Board.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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- c. **Rain Barrels:** Answered emails from a concerned resident regarding whether adding them constituted submission of an ACA. Answer – Yes.

6. Spring Inspection within the next 3 weeks.

UNFINISHED/OLD BUSINESS

1. **Notice to Offsite Owners**-See Alicia Smollon's By-Laws report.
2. **Spring Inspection**-See Ken Via's AC&L report.

NEW BUSINESS

1. **Pest Control Contract**-Carry over to the next meeting.
2. **Meeting Date Changes**-November meeting will be 11/23/2009. December meeting will be 12/16/2009.
3. **Election 2009 Preparation**-Jyl Dupont is due for re-election and the Board needs to appoint someone to Shannon's term. Joe Kolb will send an email to the community seeking an interim Treasurer.
4. **250 Braxton - July 4th Social**-Discussion ensued.

OPEN FORUM: No comments received.

NEXT BOARD MEETING: Thursday June 25, 2009, at 7:00 PM at the Anne Arundel County Police, Station, Edgewater, MD

ADJOURNMENT: Joe Kolb adjourned the meeting at 9:50 PM.

MINUTES SUBMITTED BY: Beverly Wright

Motions/Other Actions Approved: None.

Motions/Other Actions Not Approved: None.

New Action/Discussion Items:

- ☐ Amend the By-Laws concerning the \$1000 deductible or find a company that will offer a \$1000 deductible.
- ☐ The Board wants Lowell to ask Neall about why no action has been taken on delinquent accounts 81920, 81220, and 81540 and to invite Neall to a special Executive Session after 6/9/09.
- ☐ Joe will invite Sara Arthur to our next meeting.
- ☐ Shelly will put another sticker on it and have it towed within 24 hours of the notice being placed.
- ☐ Need to nail down the date of the inspection.

Previous Action Items

Lowell Thompson:

- ☒ Seek a price concession for having both parts of fence repair done at the same time.
- ☒ Ask Officer Beckner to be a guest speaker at the April meeting, to discuss the animal control situation.
- ☒ Send a request to all off-site owners if we don't receive the lease within the next 30-60 days.
- ☐ Check out fence board in need of replacement at 2 MHC and send a letter.
- ☐ Gather all materials and provide by email before any decision is made regarding second letters to be sent to 2129 MHD, 167 TW, and 10 MHC so that a date can be set for compliance hearing and to notify unit owners for their appearance.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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- ☐ Look into community-wide pest control contract.
- ☐ Provide instructions to BODS about the process for setting up administrative rights for CAB website modification.

Joe Kolb

- ☐ Draft a second letter to 173 TW.

Shelly Kemeza

- ☐ Review the curb painting situation in front of fire hydrants on Millhaven Court.

Alicia Smollon

- ☒ Letters to the lease owners.
- ☒ Email a draft of the proposed Parking Policy to the Board for review.
- ☐ Letters for unit owners who have not completed their maintenance items.
- ☒ Proposed Commercial Vehicle policy to be brought to the Board for review.
- ☐ Banning letter for Karl Davis Josselyn

Bev Wright

- ☒ Post an announcement in the newsletter that multiple addresses will be accepted.
- ☐ Post BG&E lamp post inventory on the website.
- ☐ Send Lowell a copy of the December Treasurer's report.

Ken Via

- ☐ Write a newsletter article about the new inspection form.

General Discussion

- ☐ Do we want to erect an 8 foot fence? Future discussion.
-

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JUNE 25, 2009 MINUTES**

CALL TO ORDER: Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:15 PM at the Anne Arundel County Police Station, Edgewater, MD.

ATTENDING: BOD: Joe Kolb, Jyl Dupont, Bev Wright, Shelly Kemeza **COMANCO:** Lowell Thompson. **COMMITTEE CHAIRS:** Alicia Smollon (Rules & Regs), Ken Via (Architectural Control & Landscape). **OWNERS/RENTERS:** Matt Tracey, Hillary Frank, Peggy Donald

MINUTES OF PREVIOUS MEETING: The April and May minutes were accepted as presented after having been emailed to the BOD for approval prior to the meeting.

OFFICER REPORTS

President – Joe Kolb

1. Alicia Smollon was appointed to fill out the remainder of Shannon Evans' term.
2. New insurance company will be Erie and will take effect on July 1, 2009. Joe Kolb sent authorization to Lowell to pay Erie's first installment. Joe explained to the owners present at the meeting that the reason we are switching to Erie is because they have a Master Policy with a deductible of \$1000, which will bring us into compliance with our By-Laws which require a policy with a maximum deductible of \$1000. In addition, Joe explained that our property was not insured at 100% of the value, which is also required by our By-Laws.
3. Fire on Dental Ct. - overview of fire and that firewalls prevented fire from spreading. Our firewalls are the same.
4. Thanks to everyone who participated in the 2009 Inspection. Letter for homeowners is ready to be sent to COMANCO.
5. Marijuana pipe found on park bench today. Joe has asked the police to put River Oaks on their "hot list".

Treasurer - Shelly Kemeza

1. Assessments YTD represents what is billed, not what is actually received. Questions about the Insurance categories. Still doing well with funding Reserves.
2. 81920 - received half of money and debtor was supposed to provide the other half, but they didn't, so there is a letter of intent filed.
3. 81450 - has been turned back to COMANCO which brings it back to current status.
4. Neall will be filing in District Court on four other accounts previously identified.

COMANCO & COMMITTEE REPORTS

- **COMANCO – Lowell Thompson**

1. **Past month's activity: Leases:** 30 responses to lease letter, 15 have not responded. Provided list of those who have responded.
2. **Tour of Property:** None.

- **Communications - Bev Wright**

1. **Newsletter:** Nothing to report.
2. **Website:** Nothing to report

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JUNE 25, 2009 MINUTES**

3. Email Group: Nothing to report

- **Safety (Security/Parking) - Shelly Kemeza**

- 1. Parking:** Nothing

- 2. Safety/Security:** Problems on MHC with kids speeding in cars. Shelly has talked to the police about it. Conflicting info from the police as to whether or not they can be ticketed. Police advised us to get license plates. One of the speeders resides in a MHC residence.

- **By-Laws/Rules & Regs -- Alicia Smollon**

- 1. PROPOSED PARKING RULES**

- We really progressed this month with the proposed Parking rules and Regs. The anticipation is that it will go out the Unit Owners this month so that the BOD can hold the hearing at the July 2009 BOD meeting and vote after the Unit Owners and residents have been heard

- I have formulated a letter to the Unit Owners which mirrors the draft of the letter drafted by Sara Arthur re: the proposed leasing rules. The Unit Owners must receive the letter and the proposed Rules at least 15 days prior to the July 23, 2009 BOD meeting. Thus, they must receive it by July 8, 2009.

- 2. PROPOSED LEASING RULES**

- Based on the June 16, 2009 meeting the attorney, Sara Arthur, I will be asking the BOD to approve the proposed Leasing Rules to be forwarded the Unit Owners this month so that the BOD can hold the hearing at the July BOD meeting and vote after the Unit Owners and residents have been heard.

- 3. PET FINING LETTERS**

- To my knowledge both the Pet Excreta Violation Form Letter and the Leash Violation Form Letter have been received in electronic form by Comanco and Lowell has confirmed that they have been added to the ROCA file and are at the ready should the need arise.

- 4. LAMP POST TOMATO**

- Did the BOD receive a copy of the Step 1 A&L Rules violation letter to the Unit Owner where the tomato plant is hanging from the lamp post. After the last meeting I believe we made corrections and forwarded it on to Comanco. Lamp Post tomato plant has been removed, per Joe Kolb, so no letter is necessary.

- **Architectural Control & Landscaping -- Ken Via**

- 1. Landscaping**

- a. Grounds Maintenance** - Still working to get Tulip Grove (TG) on a regular schedule, but have now cleared all open action items for them except for lime application to the Courtyard Area, and finishing up the clearing of the brush and grasses near the drains in the Pond Area. The lime is on special order, our soil sample calls for an unusual type of lime product, not as easy to acquire. No ECD yet. The latter issue with the Pond Area should be cleared before the end of the month, the landscaper is working directly with the County inspector.

- b. Trees** – received an email estimate from Bartlett Tree Service for a cost of \$180 to remove the White Ash from alongside the fence at 50 Millhaven Court, at the request of the Unit Owner. Will discuss further as New Business. Would also like to add the removal by Bartlett of an improperly

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JUNE 25, 2009 MINUTES**

located Cherry Tree in front of 80 Millhaven Court. I propose, if it can be done, that this tree be relocated to another part of the complex.

- c. **Trimming Tot Lot** - Directed TG to trim the bushes behind the benches in the Tot Lot even further, so that anyone sitting in the bench can be seen from outside the lot. They reported they had performed the added trimming, I have not made it over there to see.

2. ACAs

- a. 3 ACAs approved since last report, 3 remain outstanding awaiting review by the AC&L Committee members. These three cover the addition of a fence and pavers to a back yard, and removal of oversized trees from in front of one our out units.
- b. I am happy to report my own back patio modifications have been completed, and the landscaper has re-sodded the GCE grass areas damaged by the work on the Patio.

3. Future concerns

- a. New proposal for tree removal by Bartlett Tree Service (See item 1b above)
- b. New proposal received from R.E. Landscaping to add drainage piping to the GCE behind units 2110, 2112, and 2114 Millhaven Drive to alleviate ponding and mosquito beds behind 2110. Will be discussed as New Business.

Joe Kolb asked if TG has considered using a substance that breaks up clay?

If they have to move the cherry tree, they can supply a "gator bag."

Other drainage issues: for example, behind 238 Tilden heading towards MHC; 228 put in a sump to combat 230's drainage solution.

UNFINISHED/OLD BUSINESS

- 1. **Letters re Parking Rules & Regs:** Alicia Smollon moved that the Board approve the dissemination of the proposed Parking Rules mailed to the Board on 6/24 along with the proposed letter and that the hearing to receive comments from unit owners be at the July Board meeting. Jyl Dupont second. All in favor.
- 2. **Rules & Regs changes for Leasing units:** Alicia Smollon moved that the Board approve the dissemination of the proposed Parking Rules mailed to the Board on 6/24 along with the proposed letter and that the hearing to receive comments from unit owners be at the July Board meeting. Jyl Dupont second. All in favor.
- 3. **Letters re Spring Maintenance:** Joe Kolb will get letter to COMANCO about the Maintenance Inspection results. The letter will carry the date of transmittal and will not be post-dated.

NEW BUSINESS

- 1. **By-Laws Change Preparation:** Jyl Dupont moved that the Board hire Sara Arthur to prepare the By-Law changes that are necessary to bring our governing documents into compliance with state law. All in favor. Alicia Smollon will contact Sara Arthur to prepare the By-Law changes that are necessary to bring our governing documents into compliance with state law.
- 2. **Window Treatments:** Shelly wants to change the A&L regs regarding window treatments to allow "neutral" not just white. Requests that we send out the inspection notices and see if there is any feedback on this.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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3. Landscaping Proposals:

a. Jyl Dupont moved to accept the R.E. Landscaping Company proposal to correct drainage behind 2114, 2112, 2110. Bev Wright seconded. Discussion ensued about a course of action for GCE and LCE drainage issues. Jyl Dupont moved to table further discussion until next month. Joe Kolb seconded. All in favor.

b. Alicia Smollon moved and Jyl Dupont seconded to remove the green ash alongside 50 MHC. All in favor.

4. Elections: Need to think about filling 2 positions currently held Alicia Smollon and Jyl Dupont.

OPEN FORUM: Peggy Donald wants to know what would be done to invoke the 10-year structural guarantee and if this should be put into the newsletter. **ANSWER:** Contact Lennar. Bev Wright will see if there is anything on the website and at least put the link up if there is nothing. Shelly will provide Bev with a copy of the guarantee. Do not put this into the newsletter.

IMPORTANT DATES: Next Board meeting will be on Thursday July 23, 2009.

ADJOURNMENT: Joe Kolb adjourned the meeting at 9:28 p.m.

MINUTES SUBMITTED BY: Beverly Wright

Motions/Other Actions Approved:

- a. Alicia Smollon was appointed to fill out the remainder of Shannon Evans' term on the Board.
- b. Alicia Smollon moved that the Board approve the dissemination of the proposed Parking Rules mailed to the Board on 6/24 along with the proposed letter and that the hearing to receive comments from unit owners be at the July Board meeting. Jyl Dupont second. All in favor.
- c. Alicia Smollon moved that the Board approve the dissemination of the proposed Lease Rules mailed on 6/24 to the Board along with the proposed letter and that the hearing to receive comments from unit owner be at the July Board meeting. Jyl Dupont second. All in favor.
- d. Jyl Dupont moved that the Board hire Sara Arthur to prepare the By-Law changes that are necessary to bring our governing documents into compliance with state law. All in favor.
- e. Jyl Dupont moved to accept the R.E. Landscaping Company proposal to correct drainage behind 2114, 2112, 2110. Bev Wright seconded. Discussion ensued about a course of action for GCE and LCE drainage issues. Jyl Dupont moved to table further discussion until next month. Joe Kolb seconded. All in favor.
- f. Alicia Smollon moved and Jyl Dupont seconded to remove the green ash alongside 50 MHC. All in favor.

Motions/Other Actions Not Approved: None.

New Action/Discussion Items:

- ☐ Joe Kolb will get letter to COMANCO about the Maintenance Inspection results. The letter will carry the date of transmittal and will not be post-dated.
- ☐ Alicia Smollon will contact Sara Arthur to prepare the By-Law changes that are necessary to bring our governing documents into compliance with state law.
- ☐ Amend the By-Laws concerning the \$1000 deductible or find a company that will offer a \$1000 deductible.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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- ☐ Lowell Thompson will ask Michael Neall about why no action has been taken on delinquent accounts 81920, 81220, and 81540 and to invite Neall to a special Executive Session after 6/9/09.
- ☐ Bev Wright will see if anything is on the website about the 10-year structural guarantee and if not, Shelly will provide Bev with a copy of the guarantee so that a link can put on the website, not put into the newsletter

Previous Action Items

Lowell Thompson:

- ☒ Check out fence board in need of replacement at 2 MHC and send a letter.
- ☐ Gather all materials and provide by email before any decision is made regarding second letters to be sent to 2129 MHD, 167 TW, and 10 MHC so that a date can be set for compliance hearing and to notify unit owners for their appearance.
- ☐ Look into community-wide pest control contract.
- ☐ Provide instructions to BOD about the process for setting up administrative rights for CAB website modification.

Joe Kolb

- ☒ Invite Sara Arthur to our next meeting. (Executive Board meeting held in June with Sara and Stacey Nicholson instead.)

Shelly Kemeza

- ☐ Review the curb painting situation in front of fire hydrants on Millhaven Court.
- ☒ Put another sticker on the green VW and have it towed within 24 hours of the notice being placed.

Alicia Smollon

- ☐ Letters for unit owners who have not completed their maintenance items.
- ☒ Proposed Commercial Vehicle policy to be brought before the Feb Board meeting.
- ☐ Banning letter for Karl Davis Josselyn

Bev Wright

- ☐ Send Lowell a copy of the December Treasurer's report.

Ken Via/Joe Kolb

- ☒ Need to identify the date of the 2009 Maintenance Inspection.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JULY 23, 2009 MINUTES

Call to Order/Attending/Minutes of Previous Meeting

Date, Time, Location: Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:05 PM at the Anne Arundel County Police Station, Edgewater, MD.

Attending: **BOD:** Joe Kolb, Jyl Dupont, Bev Wright, Shelly Kemeza, Alicia Smollon
COMANCO: Lowell Thompson.
COMMITTEE CHAIRS: Ken Via (Architectural Control & Landscape).
UNIT OWNERS/RENTERS: Tien Nguyen, Richard Neild, James Thompson, Kathy Kerr, Kay Patterson, Mike Cocimano, Armando Santos, Paula Santos, Peggy Summers, Paul Dixon, Jennifer Mercurio, Chris Mercurio, Kristin Bozella, Brenda Dunlap.

Minutes of Previous Meeting The June minutes were accepted as presented after having been emailed to the BOD for approval prior to the meeting.

Officer Reports

President
Joe Kolb 1. Bartlett Tree has been authorized to remove one tree and two stumps from behind 50 Millhaven Ct.
 2. Attorney Sara Arthur was queried as to Lennar builders methods and existing code during construction of our units circa 2000-2002.

Treasurer
Shelly Kemeza None, due to complications with transition to Community Associations Banc (CAB).

Open Forum for Unit Owners to provide comments on the proposed Lease and Parking Rules

Lease Rules **Alicia Smollon** thanked the participants for attending and providing comments. See attached written comments from Unit Owners.

Richard Neild: Concerned as to how the BOD came about the specific articles contained in the provisions. Coverage amount for renter's insurance of \$250,000 - is that negotiable? He thinks that this provision will discourage renters.

 Alicia responded that the rules and addendum were prepared by Sara Arthur to protect the Association and the neighbors.
 Joe Kolb advised that the Renters Insurance amount is based on the value of the unit.

Mary Holloway: Statement read into the record. See attached.

Brenda Dunlap, a realtor/resident, advised by email [the day following the meeting] that the standard liability for renters is \$300,000 which only costs about \$10 on an existing contents policy and includes building coverage.

Parking Rules See attached written comments from Unit Owners. Alicia read into the record the comments from four owners: Leslie Kahl; Kristen & Paul Bozella; Chris Mercurio; and Mary Holloway.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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James Thompson: Has a commercial mini-van parked by the park. He is on-call 24/7 and needs the vehicle nearby. He would not mind parking in a designated area if one was available.

Mike Cocimano: Would like us to paint a 2-foot yellow line from driveway back so he can leave safely as cars tend to park too close to his driveway. Re abandoned vehicle provision/unmoved, what if a car gets towed accidentally?

Paul Dixon: 1. How does his truck with ladder rack affect the community? What's the alternative if the rules pass, i.e., is there space close by? This rule will make his daily life incredibly difficult.

Jennifer Mercurio: Aside from Chris' written comments, commercial vehicles and contents of car, i.e., supplies visible from outside the car, is completely ridiculous. She owns a cleaning company and keeps her supplies in the car and is afraid that her car will be towed or that she will be cited.

Chris Mercurio: Initial rules need to be adjusted but not this strong. People need their vehicle to go to work and should not be prevented from having these vehicles in the community. He makes no distinction between police vehicles and other commercial vehicles. Added a suggestion for case-by-case basis.

Paula Santos: Her husband works construction and has a pick-up truck parked in driveway. He is foreman and if called in the middle of the night, what can we do? She is bothered that her neighbors are bothered by her truck.

Kristen Bozella: What is the problem with the commercial vehicles, i.e., are they not appealing, are they in the way?

COMANCO & Committee Reports

COMANCO

Lowell Thompson

Past month's activity:

38-40 units have responded to the lease letter. For the 6-7 owners who have not responded, the 2nd step letters were mailed sometime last week.

Insurance re 230 Tilden Way: Alicia Smollon moved and Jyl Dupont seconded to pay the owner \$1000 for the deductible as a one-time exception. However, the bill for \$1380 outdoor work is the owner's responsibility.

Tour of Property: None.

Communications

Bev Wright

Newsletter: Peggy Donald will be resigning as Newsletter Editor after the August newsletter. She sent an email blast and there has been no response from anyone that they would like to take this volunteer position.

Website: None.

Email Group: None.

Safety-Security-Parking

Shelly Kemeza

Parking: Nothing, in lieu of hearing on new rules.

Safety/Security: None in lieu of hearing on new rules.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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By-Laws/Rules & Regs
Alicia Smollon

None in lieu of hearing on new rules.

*Architectural Control &
Landscaping*
Ken Via

Landscaping

- a. **Grounds Maintenance** – Tulip Grove completed trimming of the shrubbery along the Tot Lot benches. We may remove the shrubs altogether if they do not survive the summer. Pond maintenance items for Tulip Grove were completed. Ken still needs to host a carpentry party to fix the fence inside the pond area. Lime application is complete in the Courtyard area. Will take 6 months to completely soak in and change the PH of the soil. Area will be re-sampled next spring. Area will be seeded this fall with shade tolerant fescue mix. Received a request for trimming of shrubs and trees at 2100 Millhaven Drive to allow stopped cars to see other vehicles and bicycles, etc in the traffic circle before proceeding. BOD approved the work. TG will be removing one Vrebatum and Unit Owner has given Ken permission to trim the Mimosa tree that is overhanging the GCE at that corner. New sod has been put down behind 2117 and 2119 Millhaven Drive, and 2110 and 2108 Millhaven Drive as well, as a result of completed patio upgrades and drain modifications. TG has been asked not to mow those areas for 4 weeks to allow the sod to take hold.
- b. **Trees.** – Received approval from the BOD to proceed with removing the gum tree outside the fence at 50 Millhaven Court and grind the stump along the outer fence between 48 and 50 Millhaven Court. Bartlett Tree Service has scheduled the work to be done. Ken has recommended Bartlett to several Unit Owners who have either submitted ACAs for tree removal or just asked for advice on doing the same. We are at the juncture where Ken expects several requests to come in for similar tree removal from in front of some of the units.
- c. **Crape Myrtle** - Received a request just this week from a Unit Owner who received a free Crape Myrtle from Homestead Gardens during their recent “Myrtle Days” promotion, to plant it somewhere in the General Common Element. The Board gladly accepted the offer, and our landscaping contractor has agreed to plant it without charge. Being the middle of summer, the requesting Unit Owner has agreed to keep the tree watered when needed over the late summer months. This was a very positive endeavor from and for the community as all parties worked together to achieve a positive result.

Spring Maintenance Inspections – All letters to Unit Owners have been mailed. Follow up inspections will be scheduled after August 16th. The exchange of information, most over email, regarding questions or clarifications of some of the inspection discrepancies has been very positive and of assistance to Unit Owners. Thanks to Shelly Kemeza for arranging the availability of contractor services for scraping and painting our lintels, for those who were, or who might still be interested. Please contact Shelly for more information.

ACAs - 3 ACAs approved since last report, 3 new ones received. No issues with 2 thus far, but Committee is reviewing.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JULY 23, 2009 MINUTES

Future concerns

Overall tree evaluation from a licensed arborist with a plan to support upcoming Calendar Year 2010 budget discussions. Consideration for topping the wood chip surface of the Tot Lot, or replacement with a newer technology "wood carpet" to maintain looks and safety for our younger residents.

Bev Wright asked Ken Via to look at the area between her fence and the parkland for overhanging trees and lack of grass.

Unfinished/Old Business

Rules & Regs changes for Leased Units	Alicia Smollon moved and Jyl Dupont seconded to accept the Lease Rules as written. Shelly Kemeza suggested that before we finalize these rules, we should check out the amount of the renters insurance that we are requiring. Joe Kolb added that the "additional named insured" may be a problem. Policy accepted unanimously.
Rules for Parking	Alicia Smollon moved and Shelly Kemeza seconded to accept the Parking Policy as written, with corrections previously noted by Bev Wright. Considerable discussion ensued about the comments from homeowners relative to the Commercial Vehicles provisions. Policy accepted unanimously. We will write a letter about the policy and give the owners time to find alternative parking or park their commercial vehicles in their garages.
Insurance for 230 Tilden Way	The owner has not provided a receipt for new carpeting. Joe Kolb advised the owner to get estimates and send those estimates and that we will accept the estimate that the owner wants. Joe will advise Comanco to pass the amount of money Erie has sent to Comanco to the owner as well as the holdback.

New Business:	Joe wants to buy extra watering hose and mulch. Board approved this purchase.
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Comments from the Board re homeowner comments on the rules:

Shelly Kemeza	It is difficult to decide which vehicles to prohibit and which not to prohibit – and it is impossible to make everyone happy.
Bev Wright	Provisions do exist whereby people who do not move their vehicle for more than two weeks can notify the Board.
Jyl Dupont	A distinction does exist between law enforcement and commercial vehicles; the community cannot prohibit government vehicles.
Joe Kolb	Not everyone agrees with the definition of "commercial vehicle." Commercial vehicles can be parked inside garages as a compromise. We have all signed documents prohibiting commercial vehicles, so their prohibition is not a surprise. Regarding inadvertent towing, the vehicle owner would be reimbursed by Board. We understand the need for additional

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JULY 23, 2009 MINUTES

parking and also the need to rebuild our reserves. We've looked into "eco-blocks" to capture some space for additional parking in the grassy area on Braxton Way. This would not be a cheap fix, but it would generate additional parking. The Board has looked into the possibility of parking commercial vehicles on Cromarty Drive, but we wonder how those folks who live there would feel to see them there. The rules have been written in such a way that, if we develop parking for commercial vehicles, we could then approve parking them in that specific area. It was noted that you do not see commercial vehicles in other communities.

Alicia Smollon

Most of the people who attended this meeting expressed issues with the existing ban on commercial vehicles. Conversely, others have spoken before about disliking commercial vehicles currently seen in the community and the fact that their presence violates existing policy. In addition, some potential buyers have given feedback that they were concerned about commercial vehicles. We must recognize that parking problems exist in general. However, the Board has tabled the idea of building additional parking because we are currently faced with increased insurance premiums and other expenses. The Board will continue to look for owner comments on where additional parking can be arranged.

Important Dates: The next Board meeting will be Thursday, August 27, 2009.

Meeting was adjourned at 9:00 PM.

Minutes submitted by: Beverly Wright

New Action/Discussion Items: None.

Previous Action Items

All:

- ☐ Amend the By-Laws concerning the \$1000 deductible or find a company that will offer a \$1000 deductible.

Lowell Thompson:

- ☐ Ask Michael Neall about why no action has been taken on delinquent accounts 81920, 81220, and 81540 and to invite Neall to a special Executive Session after 6/9/09.
- ☐ Gather all materials and provide by email before any decision is made regarding second letters to be sent to 2129 MHD, 167 TW, and 10 MHC so that a date can be set for compliance hearing and to notify unit owners for their appearance.
- ☐ Look into community-wide pest control contract.
- ☐ Provide instructions to BOD about the process for setting up administrative rights for CAB website modification.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JULY 23, 2009 MINUTES

Joe Kolb

- ☒ Joe Kolb will get letter to COMANCO about the Maintenance Inspection results. The letter will carry the date of transmittal and will not be post-dated.

Shelly Kemeza

- ☐ Review the curb painting situation in front of fire hydrants on Millhaven Court.

Alicia Smollon

- ☐ Alicia Smollon will contact Sara Arthur to prepare the By-Law changes that are necessary to bring our governing documents into compliance with state law.
- ☐ Letters for unit owners who have not completed their maintenance items.
- ☐ Banning letter for Karl Davis Josselyn

Bev Wright

- ☐ Bev Wright will see if anything is on the website about the 10-year structural guarantee and if not, Shelly will provide Bev with a copy of the guarantee so that a link can put on the website, not put into the newsletter
- ☐ Send Lowell a copy of the December Treasurer's report.

Letters to the Board on the Commercial Vehicle policy

BOD,

Commercial Vehicles

I believe there is some middle ground here that you have not considered. By no means do I believe that 18 wheelers or hideous commercial trucks should be parked around the hood but...I am also not even close to agreeing with your new law on commercial vehicles. Maybe you all are not aware of the, for rent/sale/foreclosure signs all over this community and the US, but times are tough!!! Who are you to tell someone what they can and cannot drive home and park on there driveway that they have to power wash/shovel etc... A pickup truck with a ladder rack that say Harry's Gutters is more disturbing to you than a for rent sign? And what is the difference between that truck and a police or government vehicle?

Parking

Agreed, parking is crazy so what's the answer...All answers are ridiculous unless you strongly consider adding more parking spots. I will park with two wheels on my sidewalk that I am responsible for shoveling and cleaning if there are no available parking spots. There are two parking spots at the end of Braxton that's it. 14 units 2 additional parking spots, not a math major but someone is going to be parked where they normally wouldn't park if there were more spaces.

Just my thoughts
Chris Mercurio

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JULY 23, 2009 MINUTES

To Whom It May Concern:

I recently received your letter about the new changes that are being considered for our community. While I feel our community is running smoothly and find little need for change, there is one proposed regulation that particularly affects me; one that would make my daily life incredibly difficult. It is the regulation that states no work vehicles will be permitted within the neighborhood. I feel this regulation, in effect, dictates how a resident makes a living. While I understand keeping the neighborhood aesthetically appealing is important, this stipulation essentially states that any person dependant on a work vehicle to earn a living is not welcome.

The most important part of a community is safety, security and welcoming neighbors. A work vehicle is no way impedes those goals, nor does it inhibit the daily function of our community.

Another concern I have is regarding the exemption for state and federal vehicles. A police officer relies on his or her car in order to make a living. In order to be an efficient employee, they need their car on hand. It only seems fair that all residents have the same right.

So consider these ideas and what this change implies before making your vote. Thanks for your time.

Sincerely, Kristen and Paul Bozella
A concerned resident

1. How do the rules handle PODs, international packing crates, pallets,etc. and how long they maybe located on driveways?
2. Page 3 Section 3 # 3 "open view". Vehicles under tarps? who is to inspect them?
3. F. #1 Emergency repairs? definition ? I have seen people spend hours and days working on replacing tires, batteries and taking engines apart,
4. Will there be designated parking spaces for recreational and commercial vehicles within the community?

I hope these rules pass and are enforced immediately. I am tired of seeing all the commercial vehicles, trucks with filled with junk, week long repairs, and having my driveway blocked .

Thank you all for your efforts in behalf of the community.

Leslie Kahl
201 Tilden Way

see next page for last letter.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
JULY 23, 2009 MINUTES**

14 Roanoke Hills Ct.
Simpsonville, SC 29681

July 19, 2009

Dear River Oaks Board of Directors:

I am a unit owner in River Oaks, 2123 Millhaven, who is currently living out of state and renting out my unit. I have a few comments/questions on the proposed changes to the Rules and Regulations. Since I am out of the state I will be unable to attend the meeting July 23, but I would like to have my comments noted in the meeting minutes and taken into consideration for the BOD vote.

1. Comment on Rule #3. "If a Tenant/Unit Owner violates the River Oaks Documents, it shall be a default on the Lease" and basis for termination (from lease addendum #4)

If a tenant violates a rule, they should be held to the same standards and fined the same as any other resident in the community. However, terminating a lease based on a broken rule (such as a parking violation) sounds extreme and I suspect would be hard and costly to the HOA to enforce. I think that making it clear in the rules that the renters (and unit owners) are subject to hearings and fining if they are in violation of the rules is adequate.

2. Comment on Rule #4. "... River Oaks shall be named as a co-insured" (and addendum #6)

Requiring a renter's insurance policy is not a problem with me, but I have inquired a little and found that many insurance companies are not willing to name a co-insured. This requirement could be prohibitively expensive/time consuming for the renter to try and find a suitable policy that will also name a co-insured. I suggest requiring a renter's insurance policy but eliminating the requirement to name River Oaks as co-insured.

3. Comment on Addendum item #7. "The Property Management Office shall be notified at least 30 days in advance of an early termination or extension of the Lease Term."

This would be a hard one to strictly enforce. For lease extensions, often the unit owner/rental property management company does not know 30 days in advance. And in the case of an early termination, it is often not known until the rent does not get paid (0 days in advance). It is reasonable to require unit owners to notify the Property Management Office of these changes "as soon as available" or within some period of time after the unit owner is themselves informed.

Thank you for your consideration of my comments.

Sincerely,



Mary V. Holloway

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
AUGUST 27, 2009 MINUTES

Call to Order/Attending/Minutes of Previous Meeting

Date, Time, Location	Jyl Dupont called to order the regular meeting of the River Oaks Board of Directors at 7:12 PM at the Anne Arundel County Police Station, Edgewater, MD.
Attending:	BOD: Joe Kolb, Jyl Dupont, Bev Wright, Shelly Kemeza, Alicia Smollon. COMANCO: Lowell Thompson. COMMITTEE CHAIRS: None. OWNERS/RENTERS: None.
Minutes of Previous Meeting	The July minutes were accepted as presented after having been emailed to the BOD for approval prior to the meeting.

Officer Reports

<i>President</i> Joe Kolb	The community is looking very well with the exception of several lawns on Braxton and Tilden that need to be mowed. In addition, there is a front door on Braxton Way that is a blue/purple color that is not an approved color which was not observed during the Spring maintenance inspection.
<i>Treasurer</i> Shelly Kemeza	<ol style="list-style-type: none">1. Account Details: Year-to-Date (YTD) expenses show that we are \$17,992 ahead of our budget. If we can stay with that, we can put this into reserves.2. Budget looks good.3. Delinquencies:<ol style="list-style-type: none">a. 80620 - Still "at attorney". Shelly will talk to Attorney Elmore about this account.b. 81820 - Paid \$90 on 8/4, but he received an attorney notice taped on door on 8/12. Shelly is working on this situation and has called Attorney Neall twice this week, but no response.c. 80250 - Why the negative amount on a Delinquent Account page? Lowell Thompson advised that the owner may have been delinquent and paid double the amount.4. Accounts "At Attorney": Shelly will contact Neall about all accounts "at attorney" and transfer the last account from Elmore to Neall.

COMANCO & Committee Reports

<i>COMANCO</i> Lowell Thompson	<p>Past month's activity:</p> <ol style="list-style-type: none">a. Of the 47 offsite owners, we have 45 leases. The missing units are 254 Braxton, now owned by Secretary of Veterans Affairs but which has a purchase contract since 8/10/2009, and 2129 Millhaven, taken over by Aurora Loan Services, and which is occupied by a tenant.b. 3 ACAs approved - 172 Tilden, 34 MHC (2 apps - rain barrel, pavers), 224 Tilden (storm door replacement)c. 10 Millhaven Court - Appearance letter mailed today (8/27) for 9/10/2009 hearing.d. 254 Tilden and 2129 Millhaven Drive - Appearance letters sent for lease rules violation.e. 178 Tilden - Letter will be revised to indicate the violation of subletting and require the unit owner to contact COMANCO to resolve the situation.f. 216 Tilden Way - Drainage issue. Unit Owner will contact their own insurance company. Lowell advised the Unit Owner to contact a professional waterproofing company. <p>Other: Presented Village Management Software features list. Website will be set up effective 10/1/2009.</p>
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RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
AUGUST 27, 2009 MINUTES

Communications
Bev Wright

Newsletter: Lynn Harshbarger volunteered to be our Newsletter Editor and has already set up a new Microsoft Publisher version to replace our Word format, entered content, and discussed ideas for new feature sections, including a place for owners to submit an opinion on an issue. In addition, Lynn came up with the idea of sending an electronic copy of the newsletter to any servicemen of River Oaks families.

Website: Updates included the new Parking and Leasing Rules and additional referrals for Vendors We Like. Pictures of items For Sale are also being added to the Classified Ads.

Email Group: We are getting "bounce" messages for several email addresses, so I am contacting the individuals by telephone for updated email addresses.

Safety
(Security/Parking)
Alicia Smollon

Parking: One situation where a Unit Owner had someone in their marked spot overnight. The Unit Owner was unaware that this was an "immediate tow" situation. As a result, the Unit Owner has volunteered to join the Parking Committee. Joe Kolb requested that it be noted that not every situation will be cited.

Safety/Security: One Unit Owner reported a cat biting incident to Animal Control. Animal Control has quarantined the cat. COMANCO will send a pet violation letter to the owners and the tenants of 186 Tilden Way about the cat not being on a leash.

By-Laws/Rules & Regs
Alicia Smollon

Parking Rules: Need to sign them and set an effective date. Need to get approval to send out the Unit Owner letter drafted by Alicia Smollon and revised by Bev Wright. Parking Rules were signed and the letter was approved as presented.

Leasing Rules: Need to sign them and set an effective date. Leasing Rules were signed.

9/10/09 Fining Hearings: Need to get the following from Lowell and then make arrangements to inspect each unit just prior to the hearing to see if the Unit Owner is still not in compliance with the AC&L rules, if applicable. Joe Kolb and Lowell Thompson will do this in conjunction with the Maintenance Re-inspection.

1. List of those being called for hearing. Only 1 unit.
2. Copies of the notice letters sent to each Unit Owner. Lowell Thompson will email the Board the letter.

By-Laws Modification: On Thursday, 8/20/09 Alicia Smollon sent a second e-mail message to Sara H. Arthur to get the proposed By-Law Amendments that Sara suggested at the 6/09 meeting at Joe Kolb's house that Sara previously drafted. Alicia has not heard from Sara in response to her e-mail so she attempted to reach Sara on 8/27/2009 and had to leave a message. We really need to get going on that because we are "hemorrhaging" cash for the insurance.

Architectural Control & Landscaping
Ken Via

Landscaping

- a. **Grounds Maintenance** – Tulip Grove (TG) will be on-site Friday, August 28, 2009. It's been an entire month, but we will finally have the Crape Myrtle planted between 224 and 226 Tilden. Ken can't seem to get TG to concentrate on any more than one thing at a time. He is taking notes on performance, responses to requests for considerations of unit owner properties, changes in landscaping, specialized services, quality assurance checks, and routine accomplishments. Ken has had to ask 3 time to get the sidewalks edged in the community and that has yet to be accomplished. TG has requested a meeting to discuss fall plans and Ken may use the opportunity to express some of our observations. We have about 6 weeks before we need to look at next year's services.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
AUGUST 27, 2009 MINUTES

- b. Trees.** – Bartlett has performed emergent tree removal services for recent storm damage at the end of Braxton Way. We are still waiting for completion of stump grinding approved last month.

ACAs

- a.** 3 ACAs approved since last report. Tree removal at 172 Tilden, installation of a Rain Barrel water reclamation system at 34 MC (requiring alteration of exterior downspouts), and storm door purchase and shutter paint changes to match at 224 Tilden.
- b.** Alicia raised a question from Ken Via about pre-approving a deck before the owner gets the permit to avoid a double-permit process. However, Joe Kolb advised that our ACA process is based on the fact that the county approves it from a safety perspective. After that we are only approving the aesthetics and dimensions. (CORRECTION AFTER MEETING: ROCA Rules do not require a permit for the ACA to be submitted. In fact, the Rules specifically state that the permit will be obtained after ACA approval.)

Spring Maintenance Inspections –First 45 day issue resolution period has expired. We need to schedule re-inspections on all units, save those who have submitted waivers or extension requests. I do not have record or copies of either.

Future concerns

- a.** Overall tree evaluation from a licensed arborist with a plan to support upcoming CY 10 budget discussions.
- b.** Consideration for topping the wood chip surface of the Tot Lot. Considering estimate from TG for replacement of surface topping with new.

Unfinished/Old Business

- Status of insurance: Jyl Dupont moved and Alicia Smollon seconded that the Master Insurance Policy deductible be raised to \$5000. Brief discussion of new law provisions. Shelly Kemeza moved to table the motion pending discussion with attorney Sara Arthur. E-vote to follow.

New Business: None.

Open Forum: None. No owners present.

Important Dates

- Next Board meeting: 4th Thursday, September 24 , 2009

Meeting was adjourned at 9:12 PM.

Minutes submitted by: Beverly Wright

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
AUGUST 27, 2009 MINUTES

Motions:

- **Master Insurance Policy Deductible:** Jyl Dupont moved and Alicia Smollon seconded that the Master Insurance Policy deductible be raised to \$5000. Brief discussion of new law provisions. Shelly Kemeza moved to table the motion pending discussion with attorney Sara Arthur. E-vote to follow.

New Action/Discussion Items:

Shelly Kemeza:

- ☐ Working on the situation with account 81820 who paid \$90 on 8/4, but he received an attorney notice taped on door on 8/12. Shelly has called Attorney Neall twice this week, but no response.
- ☐ Contact Attorney Neall about all accounts "at attorney" and transfer the last account from Elmore to Neall.

COMANCO/Lowell Thompson:

- ☐ Send a pet violation letter to the owners and the tenants of 186 Tilden Way about the cat not being on a leash.
- ☐ Email the Board the notice letters sent to each Unit Owner for the Maintenance Inspection results.

Joe Kolb:

- ☐ With Lowell Thompson, in conjunction with the Maintenance Re-inspection, will inspect #10 Millhaven Court prior to the hearing to see if the Unit Owner is still not in compliance with the AC&L rules, if applicable.

Previous Action Items

Lowell Thompson:

- ☐ Look into community-wide pest control contract.

Joe Kolb

- ☐ Ask Michael Neall about why no action has been taken on delinquent accounts 81920, 81220, and 81450 and to invite Neall to a special Executive Session after 6/9/09.

Shelly Kemeza

- ☐ Review the curb painting situation in front of fire hydrants on Millhaven Court.

Alicia Smollon

- ☐ Banning letter for Karl Davis Josselyn
- ☐ Parking and Leasing Rules were signed and the letter was approved as presented.

Bev Wright

- ☐ Scan and put up a link on the website for the 10-year structural warranty.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
SEPTEMBER 24, 2009 MINUTES

Call to Order/Attending/Minutes of Previous Meeting

Date, Time, Location	Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at approximately 7:00 PM at the Anne Arundel County Police Station, Edgewater, MD.
Attending:	BOD: Joe Kolb, Shelly Kemeza, Alicia Smollon. COMANCO: Lowell Thompson. COMMITTEE CHAIRS: None. OWNERS/RENTERS: None.
Minutes of Previous Meeting	The August minutes were accepted as emailed to the Board prior to the meeting.

Officer Reports

<i>President</i> Joe Kolb	During this past month of September the BOD has: <ol style="list-style-type: none">1. Inaugurated new Rules & Regulations (R&Rs) for Parking;2. Commenced new R&Rs for off-site unit owners who rent or allow others to live there rent free;3. Announced the termination of a long standing arrangement with Comanco our management agent since the community began;4. Formally appointed Victory Management Inc. (VMI) to succeed in the management capacity beginning October 1, 2009;5. Completed the follow-up Maintenance Inspection and mailed letters to each unit owner;6. Sent out a "blast email" to alert the U/Os of a potential break-in threat. There are young near adult aged individuals wandering around communities in the area reportedly from the Selby-on-the-Bay area, often during daylight hours but not always. In one case admitting to a resident that they were hiding from the police because they had made a big mistake breaking into a home in a nearby community. The U/Os were encouraged to contact police if you see individuals you do not recognize wandering the community. The police department has promised to check them out and if they do not have legitimate reason for being in this private community, they will direct them out.
<i>Treasurer</i> Shelly Kemeza	<ol style="list-style-type: none">1. Account Details: Nothing to report.2. Budget Delinquencies: Nothing to report.3. Accounts "At Attorney": Nothing to report.

Management & Committee Reports

<i>Communications</i> Bev Wright (in absentia, by email report)	<p>Newsletter: The September 2009 issue was Lynn Harshbarger's first issue as Newsletter Editor for this Board. Several positive comments were received from Unit Owners on the new format and content.</p> <p>Website: Nothing new.</p> <p>Email Group: We are getting "bounce" messages for several email addresses but my efforts to contact the individuals by telephone for updated email addresses have not been successful in getting a response. Since these folks do not get a hard copy of the newsletter, we need a solution to contact them for updated email addresses: Chuck Grusholt (181 Tilden Way), Liz Bell (42 Millhaven Court), and Dianne Wormuth (250 Braxton Way)</p>
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**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
SEPTEMBER 24, 2009 MINUTES**

*Safety
(Security/Parking)
Alicia Smollon*

Parking: Nothing to report.

Safety/Security: Nothing to report.

*By-Laws/Rules &
Regs
Alicia Smollon*

*Architectural
Control &
Landscaping
Ken Via*

Landscaping: Nothing to report. Chairman not present.

Unfinished/Old Business: None

New Business: None.

Open Forum: None. No owners present.

Important Dates

- Next Board meeting: Thursday, October 22 , 2009

Meeting was adjourned at approximately 7:50 PM.

Minutes submitted by: Shelly Kemeza

Motions: None.

New Action/Discussion Items: None.

Previous Action Items

Management Company:

- ☐ Look into community-wide pest control contract.
- ☒ Send a pet violation letter to the owners and the tenants of 186 Tilden Way about the cat not being on a leash.

Joe Kolb

- ☒ With Lowell Thompson, in conjunction with the Maintenance Re-inspection, will inspect #10 Millhaven Court prior to the hearing to see if the Unit Owner is still not in compliance with the AC&L rules, if applicable.

Shelly Kemeza

- ☐ Review the curb painting situation in front of fire hydrants on Millhaven Court.

Alicia Smollon

- ☐ Banning letter for Karl Davis Josselyn

Bev Wright

- ☐ Scan and put up a link on the website for the 10-year structural warranty.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
OCTOBER 22, 2009 MINUTES**

Call to Order/Attending/Minutes of Previous Meeting

Date, Time, Location Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:02 PM at the Anne Arundel County Police Station, Edgewater, MD.

Attending: **BOD:** Joe Kolb, Jyl Dupont, Bev Wright, Shelly Kemeza, Alicia Smollon. **VMI:** Victoria Burnett. **COMMITTEE CHAIRS:** Ken Via, AC&L. **OWNERS/RENTERS:** Brenda Dunlap, Nancy Miller.

Minutes of Previous Meeting The September minutes will be prepared by Shelly Kemeza and presented during the December meeting by Bev Wright, Secretary.

Officer Reports

President - Joe Kolb: Introduced Det. Mark Sharkey and Victoria Burnett

Treasurer - Shelly Kemeza: As of Sept. 30, 2009, there is no report from Comanco.

Guest Speaker: *Detective Mark Shawkey, AA County Police Department Southern District*

Det. Shawkey has been a District Detective at Southern District for the majority of his career. He introduced his background and discussed crime prevention tips to quell vandalism. Det. Sharkey advised that the police rely on the neighborhood to be the eyes and ears and to make citizen reports. FIR - Field Interview Report - takes information gleaned from interviews of suspects into an intelligence database. "Rogue and vagabond" violation exists for those who go around trying car doors. We can follow up with community officer or District Detectives and be advised of the status of any interviews and intelligence and put that out to the community. Anyone can call the station after hours and ask to speak to the Patrol Supervisor, or the Captain to find out about more urgent things, such as "helicopters overhead." Shelly will provide phone number and email for Det. Shawkey and Det. Tim Davis.

Police Community Relations Council meets at the police station at 7:30 PM on the 3rd Thurs. of every month.

Resource allocation is still dependent on the number of calls.

Crime Triangle- **desire** of criminal, **ability** of criminal, **opportunity** (only thing we can affect.) Leave lights on back and front is the most cost effective crime prevention.

Can forward complaints we get because old Neighborhood Watch has evolved to "Cyber Watch".

As of today, they are deploying a bike watch to combat auto theft. In uniform, lights on bikes, guns.

Management Company & Committee Reports

VMI - Victoria Burnett

1. Confirmed meeting dates and that Annual Meeting notice will go out on 10/23/09.
2. Reviewed Delinquent Activity report and recommended that two accounts be written off as uncollectible. All in favor.
3. Reviewed process of preparing and presenting management reports and correspondence in advance.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
OCTOBER 22, 2009 MINUTES

4. Show cause hearings need to be done in Executive Session.
5. Can't find any tax return for 2008 and VMI has contacted Jacobs & Jacobs and Kevin Williams. VMI has asked Strauss & Associates for a proposal to do the 2008 tax return. They are charging \$600. Joe Kolb advised that this is twice as much as the budgeted amount. Comanco was supposed to advise us about the fact that it was due, but because our previous Treasurer was ill, the return was not done. Motion by Bev Wright, seconded by Alicia Smollon, all in favor of accepting Strauss & Associates proposal to do the 2008 return. VMI also has an engagement letter for \$1250 for both the audit and 2009 taxes. The audit is a test basis check, not every entry. Motion by Alicia Smollon, seconded by Jyl Dupont, passed to accept Strauss & Associates proposal for 2009.
6. Tulip Grove bill for maintenance visit. \$3814. Approved by Ken Via.
7. Homeowner letters that require BOD attention.
 - a. 170TW - extension of deadline for Maintenance Inspection repairs for financial reasons. VMI would have automatically given them 30 days, but owner has not provided a date. House is vacant and may be in foreclosure. Joe Kolb advised that these items are not as bad as some other units, including fascia, lentils, and gas pipes. Extension granted until 4/1 or until sale.
 - b. 50MHC - feels like there may have been a mistake and Joe Kolb will let VMI know if this is the case.
 - c. 227BX-Joe Kolb and Ken Via met with the owner and looked at property for all his items, mostly painting. Asked for an extension until next spring. Joe Kolb advised that there will be no extension.
8. Joe Kolb and Vicki Burnett walked around the property in two hours to get a feel for the neighborhood.
9. VMI raised the topic of The Landings erecting "No Solicitation" signs on their side of the River Oaks property. No response at this time.

Architectural Control & Landscaping - Ken Via

1. Landscaping -
 - a. Grounds Maintenance – Tulip Grove
 - i. Completed planting fall flowers, lawn re-seeding, and most if not all, shrub trimming. Over the next couple of weeks, Tulip Grove will complete the fall mulching and fertilizer application. They have planned 2 more mowing sessions; two rounds of leaf removal, one more trim of the pond area before they put away their tools for the winter. By their estimates, they expect to bill an additional \$5487 for work yet to complete under the 2009 contract. By billing monthly, and having them invoice only what work they have done, we may have some left over that we can spend on desired projects or turn over to reserves.
 - ii. Owes us the results of a soil sample at 237 Braxton to determine what is killing the grass at that location.
 - iii. Presented 6 proposals to Ken for upgrades to existing shrubbery and flower beds, creation of new beds around the community, and a general “overhaul” of the landscaped area around the entrance to the complex.
 - iv. Submitted bid for 2010 for snow removal. Their 2008-2009 snow removal contract finished in April of 09. Ken recommends that we consider signing the 2009-2010 contract so they can line up their team.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
OCTOBER 22, 2009 MINUTES

b. Trees – Bartlett Tree Service

- i. Completed the spraying of the invasive honeysuckle and poison in the Courtyard, between Tilden and Braxton, between Millhaven Drive west end and the Landings, and on Braxton east end behind 285. There may already be some plant reaction with dying leaves. Will provide an estimate for similar treatment(s) in the spring. Agreed to provide a map of the complex with the areas marked for treatment.
- ii. With Tyler Balderson, walked around covering about half of the complex and identified several trees that are recommended for removal and one recommended for cabling. We will meet and walk the remainder of the complex as soon as possible. I have not received any proposals from them as of yet.
- iii. Still owe us to grind two stumps, one monstrous one between 48 and 50 MC, and one smaller at the end of Braxton West. No indication when they will complete.

2. ACAs

- a. Received three since last report. Of these, two were approved and one was disapproved. Ken expects the unit owner for the disapproved ACA to submit an appeal to the BOD.

3. Maintenance Inspections

- a. Show Cause letters have generated a lot of last minute fixing up and requests for inspection emails. Both Ken and Joe have been busy looking at properties.
- b. Ken noted that there was an extension granted for 2123 Millhaven Drive, which expires on Saturday, Oct 24th.

4. Miscellaneous

- a. There are at least two sinkholes on the property that require immediate attention to repair. The first is near the drain culvert directly behind 257 and 259 Tilden Way. Some fill dirt has been added to this spot as a temporary fix to prevent someone from accidentally injuring themselves if they happen to walk over that area, but a deeper, more thorough fill is needed. The second is up on the courtyard behind 2123 Millhaven Drive, where some of the terrace wall supports are exposed. Request the landscape Contractor be asked to attend to these two areas. VMI will handle.
- b. VMI will also contact TG about leaf blowing in yards.

By-Laws/Rules & Regs - Alicia Smollon

Will handle under new business

Safety (Security/Parking) - Alicia Smollon

Things are quiet.

Communications – Bev Wright

- 1. **Newsletter:** Next newsletter deadline will be Nov. 1 to get out by 11/5. VMI will automatically email MARI recommendation.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
OCTOBER 22, 2009 MINUTES**

2. **Website:** All references found for Comanco have been removed, but if anyone finds another reference, please let me know.
3. **Email Group:**
 - a. New community email address: riveroakscondos@listmail.us. The new address is to facilitate the committee's ability to manage the list. Have 200 email addresses for 169 residences.
 - b. Bev notes appreciation that \$60/year has been included in the 2010 budget payable to Jake Miller for a one-year subscription to use his server for our community mailing list. Jake runs a server as a small business, but he allowed us to use the server at no charge since March 2009 in exchange for providing him feedback about server operations as we were his first "customers". The server has worked almost flawlessly since March 2009 and we are able to send a single email message to the community without it being rejected by various Internet Service Providers, as was happening when we were using small groups of addresses to send a message. We were sending as many as three identical messages each time, and getting rejection notices. Since our test period has gone smoothly, it is time to begin paying him for the server space. If we continue to use his server, this fee would renew on an annual basis. There is no indication that the fee would go up unless the cost of maintaining the server goes up. Bev would pay him through a PayPal account and submit an invoice for reimbursement.
4. **Unit Owner Roster:** Provided unit owner roster to VMI for reconciliation with Comanco records.
5. **"Welcome to River Oaks" pamphlet** produced on the initiative of Lynn Harshbarger, Newsletter Editor.
 - a. Bev Wright will print copies and provide to VMI periodically to include in new owner packages.
 - b. The pamphlet will also be posted on the website. We can decide later if we want to distribute hard copies of the pamphlet to all the unit owners because it is a two-sided publication which looks better in that format, rather than asking everyone to print their own copy.

Unfinished/Old Business

1. **Insurance Deductible:** Insurance deductible was changed to \$5000, effective 11/1/2009. This will drop our insurance premium by \$1000/month. Still need a By-Law change even though the law supersedes our By-Laws.

New Business:

1. ACC Committee
 - a. One UO has appealed a rejection by the AC&L Committee to the Board. Review by Board postponed until unit owner is available to present it to us.
2. Budget
 - a. Shelly described the rationale behind the proposed 2010 budget to pay back the reserves, bad debt write-off, and new expenses. Jyl/Alicia - All in favor as presented, with one formatting correction.
3. By-Law Amendment
 - a. As proposed with amendment to add "maximum allowable by the laws of Maryland" for the insurance amendment. Jyl moves, Shelly seconds, all in favor.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
OCTOBER 22, 2009 MINUTES**

4. Tulip Grove

- a. Approved work to be done. We have a Landscape budget of \$35,000 for this year. Joe Kolb has asked what money will be left over, and Shelly advised that \$9000 will be available. The package constitutes \$11,000. We also have money in other budgets, so we could theoretically do all the projects. Alicia Smollon moved and Jyl Dupont seconded the proposal acceptance. Shelly Kemeza asked about the mulch in the Tot Lot being in this major package. Ken Via has a separate proposal for the mulch for the Tot Lot. 2" top dress of wood chips = \$2120, or replacing with wood carpet that doesn't degrade = \$3020. Jyl Dupont moved and Alicia Smollon seconded an amended motion to include only 5 proposals plus carpet, no front proposal.

5. Snow contract: Jyl Dupont moved; Alicia Smollon seconded. All in favor.

6. Landscape contract: Ken Via will email everyone his recommendations.

Open Forum: None.

Important Dates: Next meeting will be the Annual Membership Meeting on November 23, 2009.

Adjournment: Joe Kolb adjourned the meeting at 9:30 p.m.-

Minutes submitted by: Beverly Wright

Motions and other Actions:

1. Treasurer recommended that two accounts be written off as uncollectible. All in favor.
2. Motion by Bev Wright, seconded by Alicia Smollon to accept Strauss & Associates proposal to do the 2008 tax return. All in favor.
4. Motion by Alicia Smollon, seconded by Jyl Dupont to accept an engagement letter from Strauss & Associates for \$1250 to do both the audit and 2009 taxes. The audit is a test basis check, not every entry. Motion carried, all in favor.
5. Tulip Grove bill for maintenance visit in the amount of \$3814 was approved by Ken Via.
6. Homeowner letters that require BOD attention.
 - 170TW – requests extension of Maintenance Inspection repairs deadline for financial reasons. VMI would have automatically given them 30 days, but owner has not provided a date. House is vacant and may be in foreclosure. Joe Kolb advised that these items are not as bad as some other units, including fascia, lentils, and gas pipes. Extension granted until 4/1 or until sale.
 - 50MHC – Owner feels like there may have been a mistake and Joe will let VMI know if that is the case.
 - 227BW-Joe Kolb and Ken Via met with owner and looked at property for all his items, mostly painting. Owner asked for an extension until next spring. Joe advised him that no extension would be granted.
6. Shelly described the rationale behind the proposed 2010 budget to pay back the reserves, bad debt write-off, and new expenses. Jyl Dupont moved and Alicia Smollon seconded that the 2010 Budget be presented to the community for comment. All were in favor, with one formatting correction.

RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING

OCTOBER 22, 2009 MINUTES

7. Jyl Dupont moved and Shelly Kemeza seconded that the By-Laws amendments be presented to the community for a vote as presented, with the addition of the phrase "maximum allowable by the laws of Maryland" for the insurance amendment. All were in favor.
8. Alicia Smollon moved and Jyl Dupont seconded that the landscape company proposals be approved as presented.
Discussion: We have a Landscape budget of \$35,000 for this year. Joe has asked what money will be left over and Shelly advised that \$9000 will be available. The package constitutes \$11,000. We also have money in other budgets so we could theoretically do all the projects. Shelly asked about the mulch in the Tot Lot being in this major package. Ken has a separate proposal for the mulch for the Tot Lot. 2" top dress of wood chips = \$2120, or replacing with wood carpet that doesn't degrade = \$3020. Jyl Dupont amended and Alicia Smollon seconded that the approved proposal include only 5 of the projects plus Tot Lot carpet and no front landscaping at this time.
9. Jyl Dupont moved and Alicia Smollon seconded that we accept the Snow contract as presented. All in favor.

New Action/Discussion Items:

- **VMI:** Fill sink holes and contact TG about leaf blowing in individual yards.
- **Shelly Kemeza:** Provide phone number and email for Det. Shawkey and Det. Tim Davis.
- **Bev Wright:** Print copies and provide to VMI periodically to include in new owner packages.
- **Ken Via:** Landscape contract: Ken will email his recommendations to the Board.
- **Joe Kolb:** Let VMI know if there was a mistake on the 50 MHC Maintenance Inspection

Previous Action Items

- **VMI/Victoria Burnett:** Look into community-wide pest control contract.
- **Shelly Kemeza:** Review the curb painting situation in front of fire hydrants on Millhaven Court.
- **Alicia Smollon:** Banning letter for Karl Davis Josselyn
- **Bev Wright:** Scan and put up a link on the website for the 10-year structural warranty.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
DECEMBER 16, 2009 MINUTES - DRAFT**

Call to Order/Attending/Minutes of Previous Meeting

Date, Time, Location Joe Kolb called to order the regular meeting of the River Oaks Board of Directors at 7:03 PM at the Anne Arundel County Police Station, Edgewater, MD.

Attending: **BOD:** Joe Kolb, Jyl Dupont, Bev Wright, Alicia Smollon. **VMI:** Victoria Burnett.
COMMITTEE CHAIRS: Ken Via, AC&L. **OWNERS/RENTERS:** None.

Minutes of Previous Meeting The October minutes were approved as presented on the website and emailed to the Board for prior approval.

Officer Reports

President - Joe Kolb Discussed his views of, and dismissed as unimportant to him personally and to the Board, 10 of the 11 items on Bev Wright's list of her dissatisfactions with VMI. The 11th item concerned obtaining unit leases from Comanco or from offsite owners. [Bev had emailed this list to VMI in response to VMI's question, "Why do I feel that you are always angry with me and fighting with me?"]

Treasurer - Shelly Kemeza No report. Shelly was not present at the meeting and VMI did not have a copy of the financial statement.

VMI & Committee Reports

VMI
Victoria Burnett **Bev Wright's dissatisfactions:** Expressed appreciation to Bev Wright for her feedback and responded to each item. With regard to one item, VMI will include the River Oaks Welcome Pamphlet in new mailings to owners.

Delinquency Report: No Board action required.

Tulip Grove 2010 Contract: VMI will obtain revised contract from Tulip Grove.

Addendum to Residential Lease: BOD voted to approve VMI to sign the form instead of the BOD President.

Comanco: VMI has not received an invoice yet from Comanco for the last month of their services. No action to be taken.

202 Tilden Way: Owner requested waiver of \$30 (two months) monthly dues late fees. VMI reserves the right to waive one fee but the BOD must approve any additional waivers. The BOD approved the waiver of the second month fee in a vote of 3 in favor, 1 opposed.

42 Millhaven Ct: Owner requested a waiver of the rule regarding white window coverings due to having custom natural wood shutters installed throughout the home. The BOD approved the waiver for this home until such time as the unit is sold, in a vote of 3 in favor, 1 opposed.

2115 Millhaven Dr: VMI will draft a letter concerning the door color needing to match the shutter color and Alicia Smollon will review the letter prior to sending to the owner.

Fining letters from Show Cause Hearings: VMI went through a stack of communications received from unit owners after the November 23, 2009 Show Cause hearings concerning waiving of fines for completion of Spring Maintenance items. Results of each request are contained in a separate spreadsheet for this purpose.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
DECEMBER 16, 2009 MINUTES - DRAFT**

Architectural
Control &
Landscaping
Ken Via

Architectural Change Applications

Two were submitted for the month. Both were approved, one for a change-out from concrete to pavers in the front walkway leading to the door, and the second for the installation of a fence.

As a reminder to everyone, when documenting what change is being requested, if there is not enough information to show the unit owner understands the details of his or her requested change, and there is not an indication that the Rules and Regulations were consulted and are understood, as evidenced by the details in the applications, e.g., description, drawings, etc., the application will be returned to the unit owner as many times as needed for correction or modification prior to getting any approval to make the requested change. The Committee is always available to offer advice, and recommendations on any change requested prior to or during the submission process.

Landscaping

Tulip Grove finished the new bed formation (Braxton Park and Millhaven Court), and final mulching, new trees along the West Braxton Fence line, and leaf raking for the year. An added bonus just completed was the change-out of the old wood chips in the Tot Lot with a new "carpet" of wood shavings from shredded furniture wood that will improve the durability, safety, and hopefully require less maintenance. Tulip Grove also filled in the sink hole at the culvert behind 249 Tilden Way.

Snow pushing service is next on the list for Tulip Grove. A new contract was awarded for the November 2009 to April 2010 period.

Tree work

Because of the very wet weather, plans to grind the (monster) stump between 40 and 50 Millhaven Court were suspended until drier conditions prevail, and the grinding machine would not damage the grounds getting to the Stump.

Bartlett Tree Service toured the property and submitted a proposal which I have place before the BOD for servicing our complex in a couple of areas. Bartlett is recommending:

- 1) Root cleaning (sculling) on the young trees in and around Braxton Park, and an application of Boost (growth supporting fertilizer) be injected into the root systems of all of the young trees in the complex.
- 2) Supportive cabling be installed in the upper branches of 5 trees for added safety, 4 in the courtyard (middle of the complex), and one behind Braxton even side.
- 3) Removing 3 dead or leaning trees in the Courtyard area.
- 4) Pruning 5 trees, including one actually on South River Colony property beyond the fences behind Braxton that is actually more of a danger to us than it is to them.

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
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- 5) Removing 9 trees along the path in the woods to the east of Tilden beyond the "wall". Unfortunately our budget was not such this last year to cover much of this work, so some of the tree work will need to be paid for in 2010, if the BOD agrees.

Ken is recommending the Board consider at least authorizing item (1) above before the winter freeze prevents the evolution from being helpful to the trees involved. The other items will be looked at for consideration as the budget allows. Please be assured that ANY potential safety item concerning trees or major size limbs possibly harming personnel or property will be attended to with haste.

By-Laws/Rules & Regs Nothing to report. Alicia will contact VMI after January 1st to begin the process of securing more votes for the By-Laws amendments.

Alicia Smollon

Safety Nothing to report.

(Security/Parking)

Alicia Smollon

Communications **Newsletter:** December newsletter was published on 12/11/2009 and delivered
Bev Wright the following weekend.

Website: In addition to new vendors, Builder's Original Features list has been added to 3 pages: Buildings & Common Areas, Home Resource, & Insurance. Three variations of Site Plan drawings from the builder brochure have been added to the "Building Plats-Site Plans" subpage under Buildings & Common Grounds.

Email Group: 225 subscribers for 180 residences (79%), leaving only 48 residences (21%) not covered by email.

Unit Owner Roster: Updated roster was emailed to the Board and VMI on 11/28/2009.

"Welcome to River Oaks" pamphlet updated to show new Board positions and dated December 2009. Copies will be given to VMI for distribution to new owners with VMI's Welcome package.

Unfinished/Old Business

Bartlett Tree Proposal Motion was approved to do tree scaling and root work before the ground freezes, and to put off further work until 2010.
Ken Via or VMI will contact Bartlett to arrange the work as soon as possible.

New Business: None.

Open Forum:

Bev Wright Requested to have two junk trees in General Common Element behind 215 Tilden Way removed and replaced with trees with leaves on them.

Important Dates

Next Board meeting January 28, 2009

Adjournment Joe Kolb adjourned the meeting at 9:15 PM

**RIVER OAKS REGULAR BOARD OF DIRECTORS MEETING
DECEMBER 16, 2009 MINUTES - DRAFT**

Minutes submitted by: Beverly Wright

Motions Approved

1. VMI to sign the Lease Addendum form instead of the BOD President.
2. Second month late fee waived for 202 Tilden Way.
3. Rule regarding white window coverings waived for 42 Millhaven Court until such time as the unit is sold.
4. Motion was approved to do tree scaling and root work before the ground freezes, and to put off further work until 2010.

New Action/Discussion Items

Joe Kolb

1. 50MHC - feels like there may have been a mistake with regard to the Spring Inspection and Joe Kolb will let VMI know.

VMI

1. Tulip Grove 2010 Contract: VMI will obtain revised contract from Tulip Grove.
2. Sink holes need to be filled. VMI will handle.
3. VMI will also contact Tulip Grove about leaf blowing left in yards.
4. 2115 Millhaven Dr.: VMI will draft a letter concerning the door color needing to match the shutter color and Alicia Smollon will review the letter prior to sending to the owner.

Ken Via

1. Ken Via or VMI will contact Bartlett to arrange the work as soon as possible.

Previous Action Items

VMI/Victoria Burnett

1. Look into community-wide pest control contract.

Shelly Kemeza

- ☒ Shelly will provide phone number and email for Det. Shawkey and Det. Tim Davis.
- ☐ Review the curb painting situation in front of fire hydrants on Millhaven Court.

Alicia Smollon

- ☐ Banning letter for Karl Davis Josselyn.

Bev Wright

- ☒ Print copies of the Welcome Pamphlet and provide to VMI periodically to include in new owner packages.
- ☐ Scan and put up a link on the website for the 10-year structural warranty.

Ken Via:

- ☒ Landscape contract: Ken will email everyone his recommendations.

River Oaks Condominium Association, Inc.
Minutes of November 23, 2009 Annual General Meeting

- I. **Call to Order – 7:08 PM**
- II. **Roll Call** to record members present was completed. Quorum achieved with 59 units represented.
- III. **President's Opening Remarks – Joe Kolb**
 1. Brief remarks regarding Board members and Treasurer's position, difficulties with Comanco, and finding a new management company. The community also had insurance and Bylaws issues. River Oaks replaced the insurance company and the management company, as well as the landscaping company. There were growing pains with the landscape company, but snow removal went fairly well and changes will be visible in the landscaping. The Board passed improved rules regarding parking and leasing.
 2. Introduction of the Special Guests Sara Arthur, Arthur Law Group; Stacey Nicholson Erie Insurance; and Vicki Burnett, Victory Management.
 3. Introduction of current Board of Directors: Joe Kolb, President; Jyl Dupont, Vice President; Beverly Wright, Secretary; Shelly Kemeza, Treasurer; Alicia Smollon, Member at Large.
- IV. **Presentation of Minutes:** The minutes from the 2008 Annual Meeting were distributed to each home owner in attendance and read into the record by Beverly Wright. There was no discussion of the minutes and by unanimous vote of the Board, were accepted as presented.
- V. **New Business**
 1. *Elections 2009* – Jyl Dupont, Alicia Smollon, and Dawn Stalter are candidates. There were no additional nominations from the floor. The election was conducted and the results were: Alicia Smollon (40) Dupont (34) and Dawn (30).
 2. *Budget for 2010* – The Treasurer's report was presented and comments were heard from Unit Owners. Bev Wright moved and Jyl Dupont seconded to accept the 2010 Budget as presented. Unanimous vote passed the budget.
- VI. **Treasurer's Report – Shelly Kemeza, Treasurer**
 1. *Reserve Fund:*
 - a. In order to properly fund our reserves, the builder set up a schedule that required the community to deposit \$20,228K each year ($\$20,228 \times 7 \text{ years} = \$141,596$).
 - b. By the end of 2007, we had a deficit of \$107,000.
 - c. By the end of 2008, we reduced the deficit to \$84,000.
 - d. By the end of 2009, we should have a deficit of approximately \$67,000.
 - e. We would like to see the deficit reduced completely by end of 2011 by putting \$30,000 into the fund in addition to the \$20,228 each year as a budgeted line item.
 2. *Audit:* We will be conducting an Audit in January 2010 as we have not had an audit since 2008.
 3. *Unpaid Dues:* We will need to fund approximately \$8,000 to our treasury due to non-payment and foreclosures. It will cost us more money to collect from the previous owners who went to foreclosure. We have created a line item to pay back those fees.
 4. *Other places we've gone over budget:*
 - a. Insurance Premiums.
 - b. Administrative Fees.
 - c. Management Agent Fees.

River Oaks Condominium Association, Inc.
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5. *Where we've also added money:* We've added money to already budgeted line items to cover annual cost increases.

VII. Comments/Questions from Unit Owners:

1. *Debbie Barbour* – How is the amount of reserves determined? If replacement costs are determined by average life expectancies, wouldn't it be better to have a reserve study to determine if this amount is needed.
2. *Tina Bello* – What is the maintenance of the roads? Who is responsible for this shortage? Please explain the administrative fees.
3. *Carolyn Jenkins/for Hardy* – Expressed concern about write-off and offered the name of a lawyer who will offer 30% return.
4. *Liz Bell* (by email prior to the meeting):

To the Board – I will be unable to attend tonight's meeting as I am ill with the flu. Please use this letter as my voice.

I would like to address the increase in the dues. It is my understanding that due to prior poor management of our grounds and upkeep we have limited funds in our reserve account, approximately 10k (10 thousand dollars). If I am clear there are a few facts that need to be addressed –

- If we are in need of a maintenance item we do not have the reserves to cover it
- If something were to occur how do we cover it
- How do we build the account up in order to make sure we do not get financially overburdened

It is my feeling it is in the communities best interest for each homeowner to pay an additional \$20 dollars (twenty dollars) a month until we have ample reserves. This is \$240 per year/household for our development of 234 homes. This equates to \$56,160 (Fifty-six thousand one hundred and sixty thousand) for the year. If we all agree to the increase possibly with the intent of it being decreased if we meet our common goal ... "Common" being the stressed word, this is all of our(s) problem. This is not a time to lay blame on why we don't have the money but to come to a common unity to fix it. I am sure we don't want something to come up which would cause the board to do a Special Assessment and strike us all with a 200 or 400 dollar invoice. I know that my pocketbook could not handle that but I can budget it on a monthly plan. The way I am viewing this is like a home warranty. We are paying a small amount every month so when something drastic happens we are not faced with a bill that could impact our family finances. I know that if I am faced with a car repair of 500 it hurts me for a couple of months because I have to leverage my monthly income in order to accommodate that bill.

VIII. Open Forum: None.

IX. Adjournment: Annual Meeting adjourned at 8:00 PM.

Minutes submitted by: Beverly Wright