

R.O.A.C. MEETING AGENDA

NOV. 5, 2001

"ASSOCIATION STRUCTURE & MEMBERSHIP NOTIFICATION"

DISTRIBUTION OF MINUTES

APPROVAL OF MINUTES

OLD BUSINESS

NEW BUSINESS

(1) COMMITTEE'S: (A) COMMUNITY RELATIONS: *DOUG, MEL*

NEWSLETTERS  
COMMUNITY DIRECTORY  
BULLETIN BOARD  
SOCIAL

(B) ARCHITECTURAL *PHIL*

SECURITY  
COMMON GROUNDS

(C) EXTERNAL AFFAIRS: *MARGARET*

COUNTY GOVERNMENT  
POLICE DEPT.  
FIRE DEPT.  
LEE AIRPORT

(2) LETTER OF INTRODUCTION TO HOMEOWNERS

(3) HIRE RECORDING SECRETARY

(4) HOMEOWNERS MAILING LIST

(4) POST OFFICE BOX

(5) BOARD RULES; (A) BOARD VOTES TO DISMISS ANY BOARD MEMBER  
WHO MISSES MORE THEN THREE (3) CONSECUTIVE  
MEETINGS.

(B) BOARD TO OPERATE ON PARLIMENTARY RULES.

PRESIDENTS REPORT

TREASURERS REPORT

COMMITTEE REPORTS: (A) COMMUNITY RELATIONS

(B) ARCHITECTURAL

(C) EXTERNAL AFFAIRS

MOTION TO ADJOURN

R.O.C.A. MEETING DATES

2001 - 2002

WHERE: 7 PM MONDAYS AT EDGEWATER LIBRARY IN SMALL CONFERENCE ROOM

NOVEMBER 5, 2001

DECEMBER 3, 2001

JANUARY 7, 2002

FEBRUARY 4, 2002

MARCH 11, 2002

APRIL 8, 2002

MAY 13, 2002

JUNE 10, 2002

JULY 8, 2002

AUGUST 5, 2002

SEPTEMBER 2, 2002

OCTOBER 3, 2002 (ANNUAL MEETING) (LARGE CONFERENCE ROOM)

NOVEMBER 11, 2002

DECEMBER 2, 2002

BOARD MEMBERS

MEL BLUME, PRESIDENT 956-0882 (3 YEARS)

MARGARET SCHOFIELD, VICE PRESIDENT 956-3342 (3 YEARS)

JAKE SHINN, TREASURER 956-7296 (2 YEARS)

DOUG SIPE, SECRETARY 056-0956 (2 YEARS)

PHIL WILSON, ARCHITECTURAL COMMITTEE (956-0603)

DRAFT

LETTER OF INTRODUCTION

Dear Homeowner,

At our last Annual Meeting in October 2001, the Builder U.S. Home turned over control of the Condominium Association to an elected "Board of Directors. At this time I want to introduce your new Board of Directors; MEL BLUME, PRESIDENT  
MARGARET SCHOFIELD, VICE PRESIDENT  
JAKE SHINN, TREASURER  
DOUG SIPE, SECRETARY  
PHIL WILSON, ARCHITECTURAL COMMITTEE

In addition to this Board we will need volunteers from the community for the following Committee's; (1) NEWSLETTER  
(2) DIRECTORY  
(3) SOCIAL  
(4) GROUNDS

The Board dedicates itself to the continued property values and safety of our community and their families. We will also coordinate and oversee these efforts to this goal with our management company (COMANCO).

The Board is at your service for appropriate Community matters, but please remember the Board will not arbitrate any differences between, neighbors, homeowners, and the builder, these problems must be worked out between the parties concerned.

Sincerely,

R.O.C.A. Board of Directors

River Oaks Homeowners Association  
January 7, 2002

Present:

Mel Blume – President

Margaret Schofield – Vice President

Doug **Sipe** – **Secretary**

*Jake Shinn* – Treasurer

Phil Wilson – Arch. Committee

Mark **Carella** – Security Committee

Todd Wawrzeniak – Comanco, Inc.

Sharon & Jim Ford

249 Tilden

Florence Jennings

12 Millhaven

David & Shelly Kemeza

8 Millhaven

Ken & Christie Carlgren

215 Tilden

Bob **Skeza**

230 Tilden

Grant Shafer

213 Tilden

Meeting called to order at 7:00pm by Mel Blume

No minutes from the November meeting to approve

Old Business- Todd Wawrzeniak

Discussion of attorneys, Homeowner survey to be put in the newsletter, architectural guidelines for decks in the community, moving of the construction sign, bringing Officer Clime in for discussion, US Homes.

New Business – Mel Blume

Officer Don Clime of the Southern District Police Station described his services and how the station can provide service to River Oaks. Mark Carella rode around the community with Officer Clime and pointed out “Hot” spots for activity. Officer Clime offered his services for meetings, tours, safety inspections and any concerns residents may have. Concern about “The Barn” on the adjacent property and the people that live there.

Officer Clime explained that the two men have been identified and they are not dangerous, they both have jobs but no place to live. Officer Clime also addressed **people** parking on the sidewalks rather than in the lot. He explained that because the community is **private property** the police cannot ticket or tow at will. The residents have the right to call and have the cars towed.

Officer Clime *can* be reached *at the* office Mon-Fri 7-3 at 410-222-1961 or email [ofcclime@hotmail.com](mailto:ofcclime@hotmail.com).

### Homeowners Concerns

Jim Ford – What can we do about residents parking on the sidewalks?

Mel Blume – Send letters to the offenders.

Todd Wawrzniak – The board can choose a towing company and then when residents are parked illegally, according to the by-laws, *they* will be tagged by COMANCO and towed. The sidewalks and curbs can be painted or signage can be put in.

Florence Jennings – When is the asphalt going to be completed on Millhaven?

Todd Wawrzniak – The weather has to be 40° and rising for the asphalt to cure properly.

Florence Jennings – Only one of the street lights work on Millhaven, why?

Todd Wawrzniak – BGE has been contacted and the lights work on a meter. BGE will be installing the meter.

Jim Ford – What are **the** orange markings at the tot lot?

Todd Wawrzniak – Miss. Utility has marked the ground for underground lines.

Ken Carlgren – What are the regulations **for** Satellite dishes in the community? What about gutter cleaning?

Todd Wawrzniak – The FCC has ruled that community associations cannot regulate the use of placement of satellite dishes.

Mel Blume – The association doesn't cover the cost it is the owner's responsibility. Why not consider talking to contractors who might offer a group rate and publish the idea in the next newsletter. Request three bids from COMANCO, Inc.

Bob Skeza – I was **asked** to take down my privacy partition from my **deck**. I had it professionally installed and got a permit *to* do it. The purpose of the

partition is the safeguard my kids and dog from my neighbor and visa versa, our decks are only 4-6 inches apart. I would like to archetural **committee** to review and *make* a decision and possibly amend the by-laws. Bob **Skeza** also brought up concern regarding underage drinking and drug use that occurs on his street, the activity has moved from the house to the tot lot. He is concerned about his neighbor and how they **keep** there home on the inside. He doesn't want any repercussions from there unclean home such **as** bugs in his home. Do we **as** a community have any rights when it concerns the inside of an owner's home? Talk to Officer Clime and he can **give** you some insight.

Grant Shafer – how can we remind residents **of** the parking rules? Garage units have two spots, one in the lot and one in the garage.

Mel Blume suggests putting a brief *summary* of the parking regulations in the **next** newsletter.

Jim Ford – Concern over the “Red Baron” that was diving low in the community last **weekend** and what should he do?  
Contact Lee Airport directly **ox** Mel Blume.

Any concerns or complaints around the community should be addressed to Todd Wawrzeniak not the newsletter.

Shelly Kemeza – **Are** there any plans to stripe or number the parking lots. Yes but it cannot be done until the final layer of asphalt has been put down.

Jim Ford – Requests permission of the Board to allow his commercial vehicle park in *the* lot.

Jim Faust calls a point of motion; Jim Ford must **put** his request into Writing so the Board has a record of the request.

Any homeowners that have not received a water bill you should call the county and make sure they have your correct information on file.

Volunteer needed for the Arch and Newsletter committees.

Bob **Skeza** and Grant Shafer volunteer for the Arch committee and Florence Jennings and Shelly Kemeza volunteer for the Newsletter committee

## COMMITTEE REPORTS

Newsletter – First one out *this week* it will continue to go out quarterly. Mel Blume suggests seeking company ads to cover the cost of the newsletter. Volunteers needed to put together the Community Directory – Shelly Kemeza.

Mel Blume is looking into getting a bulletin board to be placed at the entrances of the community for notices and the such.

Florence Jennings suggests transparent sleeves for memo *size* flyers to be placed on the mailboxes.

No volunteers for the Social Committee.

### Arch committee

Security- **Mark**

Common Ground – Phil Wilson, Grant Shafer, and Bob Skeza

External Affairs – Margaret Schofield

This *committee* deals with communication with the **police** department, Lee airport and the like.

### Treasurer Report –

Comanco provides *the* Board with the financial information at each meeting.

At 8:30pm **seeing** no further concerns Margaret Schofield motions for adjournment **Mark** Carella 2<sup>nd</sup> the motion.



# River Oaks Homeowners Association

## February 4, 2002

Present: Mel Blume, President

Margaret Schofield, Vice President

Doug Sipe, Secretary

**Jake Shinn**, Treasurer

Phil Wilson, Architectural

**Paul Naas**, Developer

Todd Wawrzeniak, COMANCO, Inc.

Not Present: Marc Carella

Mel Blume called the meeting *to order* at 7:00pm.

**Minutes** from last meeting were **approved**.

### Old Business

- In approxatmly 2-3 weeks BGE will begin repair of streetlights and **the** entrance lighting.
- The meters will be installed next week; Todd Wawrzeniak will look into it.
- Mel Blume **suggests calling a** special meeting for the purpose of interviewing **Association Lawyers**.
- The **next** step in enforcing the Rules and Regulations of the community include final notice **letters** and violation app fines. The violations included illegal decks, **sheds**, **putting** the trash out **too** early or too late, and vehicles parking **on the sidewalks**.
- No signs are allowed **to be placed on the** mailboxes.
- The bulletin board **should be** installed by **spring** and will most likely be **at** the Millhaven entrance.
- Todd Wawrzeniak **calls** Paul Naas to **the** floor; *he is the developer of the Quick Lube*. The **Quick Lube** is now complete and set *to* open in 2-3 weeks. The **site** lighting was installed per county code and every effort will be made **to keep** the lights pointing away **from the back** of the houses. The fence *that* separates the **Quick Lube** from River Oaks **is the** association's responsibility. Paul Naas would like to put plantings around the fence such **as** vines and flowering plants but would like **to form an** agreement that the association **won't** come to him when the fence needs replacement **saying** his **plants** caused the damage. The empty building next to the **Quick Lube** will be office space; Paul Naas will **keep in** mind *the* effect of traffic on the community when he **chooses** whom to **lease** to. Traffic flow for the space **has** not yet been **determined**. Paul Naas will **keep in mind the** safety concerns **of the** parents who have children that **walk** to school. Paul Naas offered his **home phone number** if any concerns arise 301-261-9744.

### New Business

- Homeowner inquired about what the **dues** pay for; **reserve funds**, **sidewalk**, **trash pick-up** etc. Todd Wawrzeniak can provide **a complete listing** upon request.
- Is there any way **the community can** have recycling? **That is an extra service** that **has** to be added **to the trash pick-up** and will **ultimately** impact homeowners dues.
- US Homes paid **far the** paving in the community

- Todd Wawrzeniak **will look** into **the** development of **the** new community **by US Homes**, and the address **changes on Tilden to see if the** homeowners will incur any cost. Front Foot Assessments will also be **questioned**.
- James Zimmerman **at** 128 Tilden had his front and storm doors damaged in **a** storm last week. He has had **a** contractor look **at** the damage and he suggested putting a brick footer instead of replacing it with cement. The **work needs to begin as soon as possible because the** door is **not safe**. James Zimmerman would like **to** request permission to replace **the** cement footer **with a** brick one.
- James Zimmerman **may start the work to** fix his door **but** has to submit an architectural change request so the change is **documented**.
- Suggestion of a community spring-cleaning and yard **sale**. The community could **bring in a** dumpster for any large items that cannot be put out **for trash pick-up**. Clean up **of** the common grounds and **the** playground area.
- 173 Tilden **has** dead trees hanging over **into** his yard; **can he** remove them? **The** trees cannot be removed **if they are in a** forest conservation area. Todd Wawrzeniak will **check** into guidelines **and** have **the** landscaping company remove them, if possible. There **is** also **a** large truck axil in the common area behind his home.
- **Parking issues that need to be addressed put your** concerns in writing and **send them into** Todd Wawrzeniak **at** COMANCO, Inc.
- **There are many concerns regarding traffic flow** into and out **of** the community, do **your** own footwork to find out who **has** the responsibility and find **out** what **can be done on** your own and **then** bring it **to** the Board.
- **Jim Ford**, 249 Tilden, addressed a letter to the Board of **Directors** requesting permission **to** park **his work** truck in **his** driveway. The van **is a** commercial vehicle, but it is too large **to fit in his** garage **and he** carries approximately \$5000.00 worth **of** tools. **The** van is maintained by the company and **kept** clean.  
Todd Wawrzeniak read from the **By-laws** regarding parking in the **community...**  
Todd Wawrzeniak **put the vote on the table**, Mel Blume motioned to **approve** and Doug Sipe seconded the motion.  
All **in** favor, **vote** carried 3-2 to grant Jim Ford **permission to park his** truck **in** his driveway.

<b>YES</b>	<b>NO</b>
Mel Blume	Margaret Schofield
Doug Sipe	Phil Wilson
Jake Shim	

### **Newsletter Committee**

Newsletter is scheduled **to** come out **in** March, Florence Jennings and Shelly Kemeza want all information in a timely manner so it can go **into** the newsletter.

Shelly.Kemeza@AOLTW.com  
 Please e-mail me if you

Bulletin board will **be in** by spring.

Community **directory** will **be** together by fall.

**Security Committee**

Marc Carella absent

**External Affairs**

No action at Lee Airport

Treasurer's report **provide to the** Board by Todd Wawrzeniak

Mel **Blume** motioned **to** adjourn, motion **second**. Meeting adjourned at 8:17p.m.

# River Oaks HOA

## Board of Directors Meeting

### March 11, 2002

**Present:** Mel Blume- **President**

Doug Sipe- **Secretary**

Jake Shinn- **Treasurer**

Todd Wawrzeniak-COMANCO, Inc.

James Faust - CQMANCO, Inc.

Melanie Carpenter- Recording Secretary

**Not Present:** Marc Carela-Security

Margaret Schofield

- Mel Blume called *the* meeting to order at 7:00pm.
- Mel Blume calls for the approval of the minutes, Doug seconds, minutes approved.

#### NEW BUSINESS

- Margaret Schofield formally resigned and Phil is going to resign because he is moving. The Board has to appoint two new members to serve. Mel Blume called Dan Harshbarger of 225 Tilden Way. Dan Harshbarger moved from South River Colony to River Oaks and had served on an HOA Board in *the* past. Mel Blume motions to appoint Dan Harshbarger, Doug Sipe seconds and the motion is carried. Mel Blume opens the floor to volunteers for the Board. Ken Carlgren of 215 Tilden Way volunteers. This is the first home he has owned and he would like to get more involved in the community. Mel Blume motions to appoint Ken Carlgren, Doug Sipe seconds, motion carried.
- Todd Wawrzeniak states that Ken Carlgren and Dan Harshbarger will serve until the next election and then they can run for the Board again.
- Ken Carlgren volunteers for the architectural committee and Mel Blume volunteers to head up *the* External Affairs committee.

## OLD BUSINESS

- BGE has repaired some of the streetlights but several of *the* short lights on Millhaven still do not work.
- Mel Blume suggests for the Homeowners to call BGE to get a faster response.
- What is the status of the meter that is to be installed at the entrance monument? Todd Wawrzeniak will call Joe Antonelli at US Homes to follow up and get a timeframe for installation.
- Status on the bids from Lawyers? Mike Neall out of Annapolis has shown interest, still waiting on two more proposals.
- Mel Blume suggests setting up a special meeting to talk with Mike Neall so the Board can get started on major issues, The Board recommends any day except Thursday or Friday.
- Has there been any response from the letters sent last month regarding parking and the illegal shed? The resident with the shed called *the* parking problems are corrected for about week and then it starts all over again.
- The Board needs to work on getting the parking situation under control, maybe address it in the newsletter. US Homes cannot add additional parking because the areas that are concrete or grass are impervious areas. The documents allow *the* Board to assign parking by numbering the spaces. US Homes has to mark the spots with lines or tic marks. Todd Wawrzeniak will contact Joe Antonelli at US Homes for a time frame for marking of the lots.
- The bulletin board should be in by spring. It will be approximately midway between [REDACTED] and the Millhaven entrance. Todd Wawrzeniak will get bids on the structure. It will hold a meeting schedule permanently and room for other notices.
- Apple Signs can have the Yield signs in by the end of the week. They are to go at the corner of Tilden Way and the corner of Millhaven Road.
- The changing of the name of Millhaven was a Postal and Fire Emergency decision.
- Todd Wawrzeniak will also contact Joe Antonelli of US Homes regarding the renumbering of the homes on Millhaven that are affected by this change.
- It is time to schedule the Spring Cleanup for the community and *the* community sale. For the cleanup the community will have a Dumpster

placed in the back of the community for homeowners to clean out garages, attics, and the common grounds. Todd Wawrzeniak will verify the date in April for the cleanup.

- Pauline Blume and Matt Wadsworth, with Sierra Landscaping, walked the grounds and identified areas that needed to be picked up and discussed what plantings will be done. Pauline met the owner of the Quick Lube to discuss his ideas for planting around the fence that backs his lot. The fence belongs to the association but he agreed to plant flowers around it on the condition that it will not be liable for any repairs to the fence. Mel Blume motions to allow to plant non-invasive plantings around the fence. Doug Sipe seconds, motion carried.
- There has been a lot of debris around the community from the trash and the construction site. Add to the newsletter asking Homeowners to please pick up any trash in their front yards. Todd Wawrzeniak will speak to Bob and Joe Antonelli of US Homes regarding the amount of trash that is left behind by the contractors. Ken Carlgren suggests filing a complaint with state and getting a prompt response.
- The County releases the builders bond on the community after they inspect the area.
- Residents at 251 Tilden are having problems with their yard sinking due to poor drainage. US Homes was supposed to fix the problem but has yet to after a year. Contact US Home.
- Todd Wawrzeniak is to speak to Matt Wadsworth with Sierra regarding a community wide cleaning of the gutters.
- Todd Wawrzeniak is to look into the cost of recycling for the community.
- Architectural for Doug Sipe for Rubbermaid storage shed. Mel Blume motions to approve, Ken Carlgren seconds, motion carried.
- The next newsletter should come out the first week in April. Suggested areas to touch on parking, security, cleanup, satellite dishes, grounds report, president report a classified section and an area for business ads.
- Directory will come out in the fall.
- Mel Blume motions to adjourn, Ken Carlgren seconds, carried. Meeting adjourned at 8:37pm.

River Oaks HOA  
Board of Directors  
April 8, 2002

**Present: Mel Blume - President**

**Not Present: Marc Carrella**

**Doug Sipe - Secretary**

**Jake Shinn - Treasurer**

**Ken Carigren**

**Dan Harshbarger**

**Todd Wawrzeniak - Comanco, Inc.**

**Jim Faust - Comanco, Inc.**

**Melanie Carpenter – Recording Secretary**

Mei Blume called the meeting to order at 7:05pm.

Minutes from March 11, 2002 meeting were read and approved.

**Old Business:**

- Lights out on Millhaven, BGE has been called and they will make a service call to determine why the lights are not working.
- It will be at least 2 months before the entrance signs are lit, according to Joe Antonelli of US Home.
- All parking lots are finished.
- The fence that runs along Millhaven will be fixed by Long Fence, they are going to give an estimate this week.
- Apple Signs is bidding on the marquis sign.  
The changing of the house numbers is the homeowner's responsibility. US Home not responsible for the mix-up.
- Dates for the community spring clean up will be published in the newsletter.
- The drainage problems are no longer US Home's responsibility; they were released from their bond by the county. Todd Wawrzeniak spoke with Mary at US Home and he said they will only fix the problem if the grading is greater than 10°, that is what it was when the homes were sold.

### New Business:

- There is a problem with homeowners who rent their property not giving the tenants the association documents. Mel Blume moves to require all homeowners to provide their tenants with the association documents. Doug Sipe seconds, motion carried.
- Newsletter will be done this week; Doug Sipe is still waiting for the ads from Valvoline and State Farm.
- The Community Directory will be published after the community is built out sometime in August.
- Arch. Applications

⑩ SRC SWIM ✓  
CLUB  
⑪ CRAB FEAST  
BULL ROAST

Charles Carmichael wants to build a timberwall to help prevent erosion behind his house. The wall will be constructed of the same material US Home used in the community. The Board reviews, Mel Blume motions to approve, Ken Carlgren seconds, carried.

Wants to build an addition onto the back of her unit. This would require removing siding from her neighbors unit and structurally changing her unit by moving load-bearing walls. It would void her 10-year warranty on the house and pose insurance issues. The application is tabled.

Security-Marc is not present

External Affairs-none

Treasurer Report-Todd Wawrzeniak provided

#### Homeowner's Concerns

Is the common area landscaping that has been damaged by construction going to be fixed by US Home? Todd Wawrzeniak will contact Joe Antonelli.

What is the plan for improving parking in the community, especially in the lots that have non-garage homes? Once all the lots have been paved they will be stripped. Other issues and suggestions will be published in the newsletter.

Mr. Zimmerman had his front door severely damaged in a storm and had to replace the entire structure including the frame, door, jam, and threshold. It was claimed under the insurance and according to Article 12 of the by-laws the deductible is to be paid by the association.

Concern was raised regarding the speeding in the community and speed bumps were suggested to calm traffic. Todd Wawrzeniak will get more information.

Concern was also raised about dogs in the community running loose. Todd Wawrzeniak explained that if a resident sees a dog loose and knows who the animal belongs to they can call him at Comanco, Inc. and he will send a letter to the owner. The residents can also call Animal Control.

Mel motions to adjourn, Ken Carlgren seconds. The meeting is adjourned at 7:30pm.



River Oaks HOA, Inc.  
Board of Directors  
May 6, 2002

**Present:** Mel Blume-President

Not Present: Marc Carella

**Jake Shinn-Treasurer**

Doug Sipe-Secretary

Ken Calgren - Arch.

Dan Harshbarger - Director

Todd Wawrzeniak-Comanco, Inc.

**Melanie Carpenter-Recording Secretary**

Mel Blume called the meeting to order at 7:05pm.

**Reading** of the minutes. Dan Harshbarger motions to **approve** the minutes, Ken Calgren **seconds**, carried.

### Old Business

- **Apple signs** had not faxed the proposal to Todd Wawrzeniak: **he will pick it up** in the morning and drop it off at Mel Blume's house.
- Entrance sign **now** has lights; the electrician **will** be putting in the photocell later this week so the entrance will be lit at night.
- Drainage problem is finally being addressed by **US Homes** and is being **researched**.
- TLC will **be** looking over the **entire** community and will **give** Todd Wawrzeniak a few solutions.
- Attorneys Gregory **Alexandrides**, Kathleen Elmore and Sara Arthur **have been** contacted and **they will be sending proposals** by **Wednesday May 8, 2002**.
- **tong fence** is coming to **repair** the fence by **Thursday May 9, 2002**
- The spring cleanup is scheduled for **May 18, 2002**, still looking into getting dumpsters.
- The community inspection was done and violation letters **have been mailed**, most of **the violations** were minor.

- **Mel Blume** is going through the community to do a **survey** of **the** sidewalks. **Mel Blume** **spoke** with Marty of US Homes, before **the** bond is released US Homes will do a final inspection.

## **New Business**

- The newsletter **went** out Friday.
- **Mel Blume** **suggests** talking with South River Colony about joining their pool. **Ken Carlgren** suggests finding out what **is** planned for The **Landings** at **River Oaks** before they **make** a decision.
- **Ken Calgren** inquires about recycling, what will the **cost** be? Todd Wawrzeniak has looked into it and it will be \$2000.00 more for **the** *association* to add it to their contract. **Mel Blume** suggests putting a questionnaire in the newsletter to get an opinion from the **residents**.
- **Ken Calgren** **is** to **look** into **bids** for a group rate on getting **the** gutters cleaned.
- The **issue** regarding speed bumps was raised in the newsletter.
- The new yield **signs** are too small.
- Todd Wawrzeniak **is** to contact Twin Enterprise regarding dead **shrubs**.

## **Reports**

**Newsletter** - put out Friday.

**Directory** - will **be done** in the full after full settlement of the community

**Bulletin Board** - in the planning stages

**Community** - **Mel Blume** suggests holding a community bull roast. **Ken Carlgren** **suggests** a crab feast. The party will be held at the end of the summer on common **ground**. **Ken Calgren** will look into the crab feast and **Doug Sipe** will **look** into the bull roast.

**Security** - The pathways around the **retaining** wall have a lot of **debris**. Todd Wawrzeniak will **call** Matt from Sierra Landscaping. **Doug Sipe** **suggests** paying 2-4 **kids** from the community routinely **pick up** the garbage on the pathways. The motion **is** tabled.

**Common Ground** - No report

**Arch** - **Rickenbach** at 242 **Tilden** way want to install **8x11 deck**

**Foran** at 2125 **Millhaven** wants to install a 13x7 deck with **steps**, a 12x10 **is** approved no **steps**, a fence, patio and 24x13x41/4 antenna.

Board requests **the** antenna **be** placed **as close to the buck** of the roof **as possible**.

Laurie at 2131 Millhaven wants to install a **9.5 x 12.5 deck**

Hanifin-Bonner at 255 Tilden wants to enclose **deck** into a **sunroom** and **build a deck above**. **Requires** the siding to be removed from her neighbors unit. Further **research is needed** and a **special** meeting **needs to be** held with **engineers** and *the* association **engineers**. Tabled until a further time.

External - Mel Blume contacted the Fire Marshall **regarding** parking Regulations and he will be sending them in writing hopefully at the next meeting.

Doug **Sipe** requests clarification on the Board positions.

Mel Blume motions for Doug Sipe to **be** Vice President, Ken Carlgren **seconds**, carried.

Mel Blume - President, External Affairs and Community Relations

Doug Sipe - Vice President

**Jake Shinn** - Treasurer

Dan Harshburger - Secretary, Newsletter Chairman and Bulletin Board

Ken Calgren - Chairman for Arch.

Pauline Blume - Common Ground

Marc Carrella - Security

Mel Blume motions to adjourn at 7:55pm, Doug seconds, carried.

**River Oaks HOA  
Board of Directors  
July 8, 2002**

**Present: Mel Blume - President**

**Doug Sipe - Vice President**

**Dan Harshbarger - Secretary**

**Jim Faust - Comanco, Inc.**

**Melanie Carpenter - Recording Secretary**

**10 Homeowners**

**Not Present: Jake Shinn - Treasurer**

**Ken Carlgren-Director**

**Mel Blume** called the meeting to order at 7:05p.m.

**Mel Blume** stated there was no **Board meeting** in June.

**Old Business:**

- Gutter **3id** as a group the community can get a price of \$35.00
- After **the final paving** is done in the community the Board will look into having calming humps installed.
- Twin **Enterprises** has replaced the dead shrubs but they have once again died, is it possible to *have* Twin Enterprises replant more shrubs?
- **Pauline Blume** requests a notice to be placed in the newsletter and hand delivered to each homeowner asking homeowners to water any trees or shrubs in the common areas near their homes through the summer.
- The Signs from **Apple Signs** have been ordered and will be installed in the next 2 weeks near the entrance of the community.

**Reports:**

- Newsletter - supposed to go out three times a year spring, summer and fall. The next issue will go out in August and will include a survey about the gutter cleaning and the community gets together.
- Directory - when the community is complete a directory will be published.
- Architectural - Three applications approved by **Bob Skuza**
- Security - **Mel Blume** has been in contact with the Fire Marshal regarding parking on Millhaven, there is to be no curbside parking, it prohibits emergency equipment to get

into the community. **The Board needs to approve** and post No Parking **signs** and **have the curb painted**

- Common Ground - Pauline **asked to post** a notice to all homeowners to **water trees and shrubs in the common areas near their home.**
- **Treasurer - None**
- **The Board hired Elmore and Associates as the association attorney.**
- **The Board needs to address architectural issues** left over from **US Homes, i.e. sheds and triple decks.**

### New Business:

Homeowners concerns **are addressed**

- **226 Tilden - Issues** with non-garage parking, **it is out of control.** Also, issues with **garage unit owners not using the garage** and parking in **others** spaces, Once **the final layer of pavement** is put down **when the community is complete** the lots will **be striped.** **The Board needs to address a way** of encouraging homeowners with garages to park in their garages.
- **173 Tilden - Is there** a possibility of **park in the evenings** at the Valvoline or adjacent lots?
- **241 Tilden - Do all of the cars** that park in the community belong to **River Oaks** homeowners?
- **224 Tilden - Spoke with the county regarding US Homes** fixing the **drainage problem around my home, US Home has to fix the problem before the bond is released.** Also, spoke with **Janet Owens** office regarding **the parking issue. Her office is going to research to find out if US Home actually provided the correct number of spaces for the community.**
- **When is the community** supposed to be finished?
- Will **the new section have extra parking?**
- What can **the Board** do about **Satellite dishes** in the community? Nothing, FCC regulation prohibits the Association from **regulating the installation or use of a dish that is 1 meter in diameter.**
- **Can the community post "NoSoliciting" signs in the community? Maybe on the bulletin board after it is installed.**
- **Millhaven common areas** have no grass and **it is becoming unsightly.** How can **the Association handle this problem? US Homes or community responsibility?**

Minutes from the **May 6, 2002 meeting** were read. **ban Harshbarger** motioned to approve as read, Doug **Sipe** seconds. Motion carried.

**Mel Blume** adjourned the **meeting at 8:15p.m.**

River Oaks, HOA Condominium Association Inc.  
Board of Directors  
August 5, 2002

Present: Mel Blume - President

Doug Sipe - Vice President

Dan Harshbarger

Todd Wawrzeniak - COMANCO, Inc.

Melanie Carpenter - Recording Secretary

Not Present Jake Shinn - Treasurer

Ken Carlgren

Bob Skuza - Arch Chairman

Mel Blume called the meeting to order at 7:10p.m.

Minutes read from the July 8, 2002 meeting. Doug Sipe motions to approve minutes as read, Dan Harshbarger seconds. Minutes approved as read

Mel Blume restates Old Business from the July 8, 2002 meeting for the homeowners in attendance.

New Business:

Apple Signs has the marquee sign to be installed the week of 8/12/02-8/16/02 guaranteed.

Reading of the proposed parking Policy. Doug Sipe motions to table the Parking Policy until the Board can discuss it further. Mel Blume motions to approve the proposed Parking Policy as read, Dan Harshbarger seconds. Mel Blume votes yes, Dan Harshbarger votes yes, Doug Sipe votes no. Parking policy passed 2-1.

Reports:

Arch - One submittal for a deck Todd Wawrzeniak is to measure the fences at to verify they are within property lines.

External - Dan attended the Neighborhood meeting, no issues to report regarding River Oaks  
Lee Airport - No meeting  
Fire Department had no comment.

Treasurer Delinquencies are up approximately \$200.00. A proposed collection policy is presented to the Board and read. HOA has the right to accelerate payments for delinquent homeowners, 60 days delinquent should be turned over to the attorney's office for collection. Mel Blume motions to approve as read, Doug Sipe seconds. Mel Blume votes yes, Doug Sipe votes yes, Dan Harshbarger votes yes. Collection Policy passed.

Marty Collier with US Homes states that US Homes will correct all drainage problems before Anne Arundel County releases the bond

Mel Blume states for the homeowners in attendance that the Board of Directors only addresses community issues. Homeowners must take care of all issues related to specifically to their property. Any issues homeowners have with US Homes the homeowner must contact US Homes directly.

Mel Blume asks Todd Wawrzeniak to get an estimate from the Landscape Company to plant shrubbery around the green boxes in community.

Once Anne Arundel County releases US Homes from their bond, Anne Arundel County Fire Department will. address the parking issues.

Mel Blume opens the floor to Homeowner concerns.

Who is responsible for the maintenance of the mulch walking path? The association Discuss with US Homes the possibility of changing the path.  
**Kids** from another community **have been** riding motorcycles **and** mini- bikes **on the** path **everyday** causing a dangerous situation.

Ryan Foran, homeowner at 2125 Millhaven Drive requested a fence but US Homes has installed a retaining wall 4 feet onto his property, how is this issues going to be resolved? US Homes needs to address the issue.

Debris is building up in the woods behind 2125 Millhaven needs to be removed

Mel Blume motions to adjourn the meeting Dan Harshbarger seconds, motion carried, meeting adjourned at 8:15 p.m.

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Submitted by



**River Oaks Condominium Association, Inc.**  
**Board of Directors**  
**October 3, 2002**

Present: Mel Blume – President  
Doug Sipe – Vice President  
Dan Harshbarger – Secretary  
Jake Shinn – Treasurer  
Ken Carlgren  
Todd Wawrzaniak  
46 Homeowners

Mel Blume calls the meeting to order at 7:03p.m.

Minutes were reviewed from the September 2, 2002 meeting. Doug Sipe motions to approve minutes as read. Dan Harshbarger seconds. Minutes approved as read.

Mel Blume restates Old Business from the September 2, 2002 meeting for the homeowners in attendance.

**Reports:**

Newsletter – There will be a December newsletter distributed.

Security – Dan went to a meeting on crime in the area. Was given a list of what is going on in the area. Homeowner asks if it can be put in the newsletter or somehow distributed to owners. Board will find a way to distribute.

Common Areas – US Homes is addressing all the drainage areas in the community.

External Affairs – The county is looking into cleaning up the surrounding areas of Edgewater.

Management – Todd Wawrzaniak read management report. Doug Sipe motions to approve report. Ken Carlgren seconds. Report approved as read.

Mel Blume opens floor to homeowners concerns.

Discussion took place between homeowners on what to do about the parking situation.

Doug Deitrich wants Board to research taking control of the county part of Millhaven Drive. Board asks for volunteers.

Doug Sipe motions to approve a parking consultant. Dan Harshbarger seconds motion. Motion carried.

Next meeting November 11, 2002.

## **Minutes From Board Meeting October 14,2002**

Proposal. **to meet every** other month in 2003 ( January, March, **May**, July-Board only, September, October-Annual **meeting**, December. Voted unanimously.

Question was **raised as to** the duration of Jake Shinn's term on the Board. Ballot mailing **indicated** one year.

Parking s i p **to be placed** by Comanco. **Once** signs are placed, towing will be enforced on **a** regular basis.

**Gutters to be cleaned** the week **of** October 21<sup>st</sup>.

Regarding the commercial vehicle **parked nightly** in River Oaks: It was verbally agreed **by** the owner/operator **that the** lettering on the side **would** be covered. **A letter** has gone out from our lawyers **that he needs to** fulfill his agreement.

Discussion **of** triple decks occurred. There should be **a request** in writing to the Board to allow the **existing** decks to remain.

**A** proposal was made **to accept** Sierra Landscape's **bid of \$3475 to** clean up **the area** in and **around** the **playground** and **between** buildings, remove rocks, **apply** topsoil. and over seed areas. The **vote** was unanimous **in** favor.

**A** proposal was made **to** approve the bid **of \$1711 to plant** around **14** utility boxes to improve the **appearance** of the areas. This would **include** the planting **of up to** 50+ small trees and shrubs. Approval **was** unanimous.

**A** unanimous **vote** approved the **appropriation of \$1700** to replant the area around the community sign. To **ensure** the survival **of all the new plantings**, **an** additional **appropriation of \$500** was unanimously approved a total **of 10** waterings **of all** the newly planted areas.

**River Oaks Condominium Association, Inc.  
Board of Directors  
November 11, 2002**

**Present:** Mel Blume – President  
Doug Sipe – Vice President  
Dan Harshbarger – Secretary  
Jake Shinn – Treasurer  
Todd Wawrzeniak – Comanco  
Brad Bence – Recording Secretary

**Not Present:** Ken Carlgren

Mel Blume calls the meeting to order at 7:03p.m.

Minutes were reviewed from the October 3, 2002 meeting. Dan Harshbarger motions to approve the minutes as read. Jake Shinn seconds. Minutes approved as read.

**Election of officers:**

Two Board seats open.

Nominees were Ken Carlgren, Jyl Dupont, and Dan Harshbarger.

Dan Harshbarger spoke about why he wanted to be on the Board.

Election held. Two volunteers collected ballots and counted them.

Dan Harshbarger and Ken Carlgren were reelected.

**New Business:**

Doug Sipe asked about the parking situation. Todd is in touch the with the parking committee chairman and will have the results when he returns from out of town.

Rosanne Rusillo joins the parking committee.

Doug Sipe motions to have a letter sent to all the homeowners addressing the parking situation and passes. Jake Shinn seconds motion. Motion carried.

All Parking concerns will now be emailed to Todd Wawrzeniak at [139@comancoinc.com](mailto:139@comancoinc.com).

Vincent Jovino asked if Tilden Way could be paved before the community is completed. US Homes will not finish paving until community is complete.

Board wants Todd Wawrzeniak to check the fence at 2125 Millhaven Drive for measurements.

Board wants Todd Wawrzeniak to contact US Homes about the landscaping job that Twin Enterprises has done.

Rosanne Rusillo asks about the possibility of recycling. The Board has addressed the issue once before but will revisit the issue.

Board will approve three level decks upon receiving documentation that US Homes did in fact approve the three level decks.

Mr. Ford agrees to cover the big lettering on his commercial vehicle with magnets. The Board of Directors will then agree to stop attorney from further action.

Jonathan Lockwood questions Board on getting two new bids for management companies. Mel Blume responds with vote of confidence from Board to Comanco. No change will take place with Management Company.

Motion from Dan Harshbarger to adjourn meeting at 8:03p.m. Second by Mel Blume. Meeting adjourned.

# River Oaks Condominium Association, Inc.

## Minutes from December 2, 2002

Present: Mel Blume  
Ken Carlgren  
~~Dan~~ Harshbarger  
Jake Shinn  
Todd Wawrzeniak- Comanco  
4 Homeowners  
Michal Steplowski – Recording Secretary

Absent: Doug Sipe

- Meeting called to order at 7:00 p.m.

### NEW BUSINESS

- Mel read letter from attorney that **states** he Association could assign parking **spaces** per the By-laws.
- Mel read letter from attorney regarding adopting the Collection Policy Resolution. Mel **makes** motion to accept the policy. Second by Dan. All in favor.
- Mel read letter from attorney regarding adopting the Debt Collection Power of Attorney. Ken makes a motion to accept the proposal. Second by **Jake**. All in favor.
- Mel **makes a** motion to appoint Rosanne Rusillo to be the liaison with the county representative. Second by Ken. All in favor.
- Rosanne Rusillo is to set a meeting with the county representative **and** the Board of Directors to discuss parking issues.
- Ken **makes** a motion **to** donate \$100 in the name of River Oaks Condominium Association to the local Anne Arundel County Fire **Dept.** Second by Dan. All in favor.
- Board decision requested by Elmore & **Associates**. Account reference # 80470. **Elmore & Associates** recommends **we** sit on the **lien**. Ken makes a motion to sit on the lien. Second by Mel. All in favor.

### HOMEOWNER CONCERNS

- Rosanne Rusillo had yard messed **up** by construction vehicles. Wanted to **know** when her sod or grass seed would be **done**. Todd states that **US Homes** would address the **yard** issues in the spring.

## **OLD BUSINESS**

- Mel explained that Albert Jackson & Sons **claims** that the gutter cleaning was completed. According to **a** visual inspection from Mel, there is no evidence that the gutters **were ever** cleaned. The Board instructs Todd not to pay invoice until all work has been verified.
- Ken states he has estimates for gutter cleaning and gutter helmet. Ken will get information to Todd about the gutter helmet and estimates on cleaning. Ken will also **forward** gutter helmet **information** to Dan for **newsletter**.
- Board agrees not to pursue the homeowners with triple decks. The existing triple decks will be **grandfathered** because the decks were installed **by** the builder before current Board of Directors control.
- Ken **makes** a motion to adjourn. Second by Ken. All in favor.
- Meeting adjourned at 8:25 p.m.

## **River Oaks Old Business**

1. Parking Signs-- **Replacement** sign ready **to** be **picked up** from Apple Signs. **Work** order **issued** to install sign and move others to a **higher** point.
2. Gutter cleaning –Not completed by Albert Jackson. Request **via e-mail** to Ken Carlgren for ~~any~~ information **he** has regarding gutters **on 2/10/03**.
3. Towing reimbursement –Elmore & **Associates** advises not to reimburse **for** towing. **The** community **is a private** community and can be regulated however the Board **sees** fit **as** long **as** the Unit Owners have been notified of such **a policy**.

# River Oaks Condominium Association, Inc.

## Minutes from January 9, 2003

Present: Mel Blume  
Dan Harshbarger  
Jake Shim  
Todd Wawrzeniak- Comanco  
John Evans – Homeowner  
Pauline Blume – Committee Chair  
Robert Bence – Recording Secretary

Absent: Doug Sipe  
Ken Carlgren

- Meeting called to order at 7:05 p.m.

### NEW BUSINESS

- Christmas tree **pickup** to be done by **Sierra Landscaping** on **1/13/03**. Todd will deliver flyer to residents on 1/10/03 for notification of **pick-up**.
- Insurance claim for 2126 Tilden Way. Pipe **broke** in wall and **damaged** floor and **drywall**. Claim **has** been filed with *State Farm* and work is to begin by North Arundel Contracting week of **1/23 – 1/17**.
- Todd **to** forward preventative maintenance flyers to **Dan** for newsletter.
- Dan **asks** Board permission *to* join **the Police Association** membership. There is **a \$5.00** fee for membership. Dan **will pay** the fee and be reimbursed by the Association.

### COMMUNITY REPORTS

- Architectural – None
- Security – Nothing since last meeting.
- Common **Grounds** – Christmas tree **pick-up scheduled**. Christmas decorations *to* be stored with **COMANCO, Inc.**
- Treasurers - Reserves seem to be building **up**.

### HOMEOWNER CONCERNS

- John Evans on Tilden Way has concerns on towing. What can be done now so there is room for them *to* **park**? Board instructs **Mr. Evans** to **talk** with neighbors to **devise** a plan to paint temporary lines and numbers on the street. Board informs **Mr. Evans**



**that** Association will complete **all** lines and numbers once final topcoat **of** asphalt is on the road.

**OLD                      SS**

- Drainage **issues will** be re-addressed by US Homes in *the* spring. Water still **coming** through ground **in** some areas. Seed and sod will **be** done in the spring.
- Remaining **no-parking** signs completed **1/9/03**. U-Channel sign **will** be up the **week** of **1/13 – 1/17**.
- Gutter **work still not complete**. Board directs Todd not to **pay** invoice. Todd **is** to check with Ken **on** gutter proposals he received.
- Dan makes **a** motion *to* adjourn meeting. Second by **Jake**. All in favor
- Meeting adjourned **at 7:50 p.m.**

River Oaks  
Board of Directors Meeting  
March 4, 2003

Present: Mel Blumc

Not Present: Doug Sipe

Ken Carlgren

Dan Harshbarger

Jake Shim

Todd Wawrzeniak – Comanco, Inc.

Melanie Carpenter – Recording Secretary

6 Homeowners

Mel Blumc called the meeting to order at 7:00 PM

Mel Blumc motions to approve the minutes **as** read. Ken Carlgren seconds. Minutes approved as read.

OLD BUSINESS

- Parking signs are going to be moved up *the* posts and new ones are to be installed by **Apple** Signs.
- Ken Carlgren presented Todd Wawrzeniak with a proposal from Aero Tech for gutter cleaning. Todd Wawrzeniak is *to* call Aero Tech to discuss the breakdown of payment.
- Kathleen Elmore advised the Board of Directors not to reimburse any homeowner for towing expenses because the community was notified.

NEW BUSINESS

- South River Federation represents all of the communities in the water area; it's purpose **is to keep** the South River and the surrounding areas clean. The federation is raising money to fund a "River Keeper" to patrol the river for violations or hazards. Membership to the South River Federation is \$50.00.
  - Mel Blumc motioned to join the South River Federation. Ken Carlgren seconds. All present voted yes. Motion passed to join the South River Federation. The next meeting is March 2003 at 7:00 PM. Todd Wawrzeniak is to send the membership fee.
- The snowstorm caught our regular snow contractor out of town and he **was** unable *to* get to the community until Thursday, but Twin Enterprises came out on Wednesday and did a good job plowing out the community.
- There is a stop sign missing from Tilden Way when is it going to be replaced?
  - Todd Wawrzeniak has the sign and it will be reinstalled with the parking signs.

- A homeowner suggests putting a new stop sign on the other side of the intersection instead of a yield sign. Ken Carlgren suggests making Tilden Way a one way street. That would make only one intersection and eliminates the “blind comer”. A homeowner is concerned that that would cause too much traffic on Tilden making it more congested than it already is. Mel Blume suggests moving on to a new subject.
- A concern is noted about the trash that blows all over the community because homeowners are not securing the trash properly.
  - Dan Harshbarger is to *make* a note in the newsletter
  - Todd Wawrzeniak is to call Calvert Trash regarding picking up the trash that is on the *ground*.
- Ken Carlgren notes that the county will provide recycling service to the community at a cost of \$20.00 **per** unit. This would not be cost effective.
- Mr. Kolb requests that the Board **of** Directors reimburse him for the money lost when his cars were towed out of the community. Mr. Kolb claims that the parking signs are not clear and not displayed properly. Mr. Kolb presented the Board of Directors with a letter explaining his concerns and expectations. Mel Blume explains that the signs have arrows, there were several mailing to the community. Mel Blume pointed out that the Board of Directors has discussed this endlessly and the Associations attorney has advised the Board not *to* reimburse anyone for towing expenses incurred.
- Dogs running loose in the community are growing problem, what can be done about this?
  - Todd Wawrzeniak sends two letters to the **pet** owner, the second letter calls the owner to a show cause hearing regarding the issue. The owner can then be fined. The best option is *to* call **AACO** Animal Control.

## COMMITTEE REPORTS

Newsletter – Should be out in two weeks.

Architectural – Ken Carlgren motions to approve a full view, white trim storm door. All present voted yes.

Grounds – None

Security – The kids have returned on the dirt bikes. It is suspected that they do not live in the community. Doug Sipe has **spoken** to the kids and to the police. If you see the kids riding on the common areas or bike paths call the police.

Lee Airport – No activity.

Treasurer – Total \$56,159.20. Collections on the delinquent accounts are going well. A few more accounts have been sent to Elmore and Associates. Total delinquency is

\$6062.29 and this is mostly homeowners who are one month behind. Anyone that is more than 3 months delinquent is sent to Elmore and Associates office for collections.

### Homeowner Concerns

Mr. Foran has **dead** trees in his yard that has been marked by the county for removal. The Board asks Todd Wawrzeniak to call US Home to have the tree removed.

There is a fire hydrant that is improperly placed near 166 Tilden Way. The Board requested that Todd Wawrzeniak call the Fire Marshal to have it removed.

Todd Wawrzeniak received a letter from 194 Tilden Way regarding a dog that lives at 192 Tilden Way is coming into their yard destroying the property. Todd Wawrzeniak sent a letter to 192 Tilden Way and they responded saying they do not own a dog.

Jake Shim suggested to Dan Harshbarger that he put in the newsletter a note about keeping your dog(s) on a leash and cleaning up after them.

Ken Carlgren brings to the Boards attention that neighbors are critical of the Boards actions and responses to homeowners regarding a problem. Mel Blume asked Todd Wawrzeniak to present any letter that is going out to a homeowner be reviewed by the Board first. Todd Wawrzeniak stated to the Board he would wait for a majority vote of the entire Board before proceeding.

Ken Carlgren motioned to adjourn the meeting. Mel Blume seconded. **All** present voted yes. The meeting was adjourned at **8:10 PM**.

## River Oaks Old and New Business

Millhaven Drive  
Before Tree  
+ May 2003  
April 2003

### Old Business

Register Association with South River Foundation. >> Registered 315. Forwarded information to Mel.

Prices on **stop** signs and yield signs. >> \$83.50 for stop sign. \$29.50 for yield sign.

Contact **Calvert** Trash about setting cans upright. >> Contacted 3/5. **Spoke** to Sue. **She** will notify supervisor.

Contact US Homes about possibly removing **tree** in Mr. Foran's yard. >> US Homes will not remove **tree**. **Have** received *two* bids for removal.

Contact US Homes about fire hydrant in wrong spot. >> US Homes **claims** fire hydrant is not in wrong spot.

Stop **Sign** reinstalled at intersection of Millhaven Drive and Tilden. Last inspection I found **the stop** sign on ground again. Ordered new hardware for installation. Expected to **re-install** 5/15.

### New Business

Trash *cost* breakdown

**B-Ball** hoop at 18 Millhaven Drive. Still on premises. Board decision **on** next **step**. 30 days past.

**Tree** removal proposals.

Funds for Grounds Committee.

Arch. **Apps**.

**Spring** Inspection.

Sign **Bank** Cards

**River Oaks  
Trash Cost Breakdown**

**170 units**

**\$1989.50 per month to Calvert Trash**

**\$23,874 per year to Calvert Trash**

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**\$141 per ~~month~~ per unit**

**Subject to change as more units are completed. Keep in mind,  
price does not include recycling.**

River Oaks Condominium  
**Board of Directors**  
**May 8, 2003**

Present: Mel Blume – President

Not Present: Ken Carlgren

Doug Sipe – Vice President

Jake Shinn - Treasurer

Dan Harshbarger – Secretary

**Todd** Wawrzeniak - Comanco, Inc.

Melanie Carpenter – Recording Secretary

5 Homeowners

Call to Order

Mel Blume called the meeting to order at 7:10 p.m.

Minutes

The minutes from the March 4, 2003 meeting was read. Dan Harshbarger motioned to approve the minutes as read. Doug Sipe seconded. Carried, minutes approved.

Old Business

Trash

Currently the community is paying \$141.00 per unit per year for private trash collection only. The county will collect the community trash for \$233.00 per year per unit. This price includes twice a week trash collection, once a week recycle and yard waste pick up, bulk items, Christmas tree removal. The trash would be picked up on Tuesday and Friday and recycling and yard waste on Friday. 88 of the total Homeowners must sign a petition to have the county collect the trash.

Mr. Foran's Tree

Tree Merchant quoted \$1 100, Bartlett Tree quoted \$1500. Mel Blume motioned to have Tree Merchant remove the tree. Doug Sipe seconded. Motioned carried. 9/20

Fire Hydrant

Todd Wawrzeniak spoke with US Homes and they claim the fire hydrant is in the location as specified on the plat. Todd Wawrzeniak is going to be in contact with the fire Marshall for further verification.

Committee Reports

Newsletter

Ken Carlgren **was** not present

#### Common Ground

Sierra submitted proposals for the following

Cut and remove dead **pine** and miscellaneous branches and debris - \$180.00

Create plant bed around boulder at Playground, furnish and install 3 red Crape Myrtle - 5660.00

Furnish and install plants - \$1935.00 or Purchase and deliver plants and mulch - \$1417.85

Mel Blume motions to approve. Dan Harshbarger seconded. Carried

Mel Blume proposed to set aside the money to *fix* drainage problem if US Homes does not. Sierra submitted a bid of \$1230.00 to fix the problem at the center island. Mel Blume motions to set aside the money to fix if US Homes does not within 45 days. Doug Sipe **seconded**. Carried.

#### External Affairs

The police department has offered some advice for the summer months regarding safety of your home when away.

❖ Luck up

❖ Have some one watch you house if you are going to **be** away.

There has been some break ins in the area, not in the River Oaks community, 3-6 people involved. In River Oaks the crime has been limited to minor property damage, sign damage, car emblems.

#### Lee Airport

No Report

#### Treasurer

Delinquency rate is down to \$4556.89 total. Elmore has not submitted any BOD decisions. Two "intent to create a lien" has been processed.

#### NEW BUSINESS

❖ Mel Blume opens the floor to homeowners concerns.

❖ Will the **dues** go down if Anne Arundel County picks up *the* trash? Maybe

❖ What **is** happening with the unit that put a shed on the side of his unit? That was approved **by** the past Arch chairperson and **is** currently being perused by the attorney.

❖ Decks in the community are not in compliance with the rules and regulations.

❖ Are there going to **be** speed bumps on Millhaven? Once the topcoat is finished calming humps will be installed.



- ❖ Problems with **dogs** not being cleaned up after.
- ❖ **Is** the area behind **Tilden** going to be **cleaned up**? There **is** a tree back there that has a deer stand nailed to it. It is a hazard.
- ❖ Tot Lot was **supposed** to **be installed** behind Tilden.

Doug Sipe requested **Todd** Wawrzeniak to walk the fence line behind Millhaven, it: **is** eroding.

#### ARCHITECTURAL

164 Tilden Way – install lattice around the bottom of deck.

Mel Blume motions to approve. Dan Harshbarger seconded. Motion carried.

251 Tilden Way - 12'x9' **deck**.

Mel Blume motions to approve Doug Sipe seconded. Motion carried.

Pauline presents Todd Wawrzeniak with a request for US Homes to remove dead pine trees and replace them.

Basketball hoop at **18** Millhaven Court was given 30 days *to* remove **it**, **as** of tonight **it is** still there. **it is** now 26 days past the 30-day requirement (56 days total). The Board **decided** to keep sending letters and leaving door hangers.

Mel Blume motions to adjourn the meeting. Dan Harshbarger seconded.  
**Meeting** adjourned at 8:10 p.m.

Submitted By \_\_\_\_\_

Approved By \_\_\_\_\_

River Oaks Condominium  
September 9, 2003  
Board of Directors

Present: Mel Blume

Dan Harshburger

Jake Shinn

Doug Sipe

Ken Carlgren

Todd Wawrzeniak - Comanco, Inc.

Melanie Carpenter - Recording Secretary

5 Homeowners

Mel Blume called the **meeting** to order at 8:08 PM

**Jake** Shinn motioned to **approve** the May 2003 minutes. **Mel Blume** **seconded**.  
Motion carried, minutes approved as **read**.

OLD BUSINESS

- ♦ Strip and number Tilden Way only; calming **humps** on Tilden Way, 4 calming **humps** on Millhaven Drive; Stop **sign** on Tilden way at Millhaven Dr.
  - ♦ Standard Striping **proposed** \$4184.
- ♦ **Trash survey** - required numbers of homeowners to approve County trash collection was obtained. Collection will begin in 2004; a notice will be mailed to homeowners informing **everyone** of the **change**.
- ♦ The tree at 2225 Millhaven Drive, is scheduled to be **removed** on September 20, 2003.
- ♦ The fire hydrant will not **be** moved, yet. Todd **Wawrzeniak** is going to meet with Marty Collier of **US Homes**
- ♦ **Drainage issues**
  - 4 **Roseanne** Rusillo, 224 Tilden Way, has **stepped up and** is organizing a master list of drainage problems that need to **be** addressed. **■ If** **one** needs/wants to **be** added to the list please contact Roseanne Rusillo.
- ♦ All **path's** in the community are being removed by **US Homes**

Mel Blume presented the idea of placing a gate in the fence behind Braxton to allow homeowners **easy access** to the **area** behind the community.

#### ARCHECTECTURAL

None

#### SECURITY

**No** burglary reported in the **River Oaks area** in the month of July

#### COMMON GROUND

The **flowerbeds** in the community are being maintained and improved. Todd Wawrzeniak is to have the flowerbeds around the utility box **inspected** for dead plant material.

#### TREASURER

**The association is** currently running \$500.00 under budget. Delinquencies are \$5153.05

#### NEW BUSINESS

- ♦ 241 Tilden Way - **Anne Arundel County** approved a building permit for a **deck** and said there is no restriction on building for that unit. The Board won't approve the **deck because the** Board said the plat **states a** restriction for an **easement**. Todd Wawrzeniak is to **check** with Anne Arundel County and the **Association's** insurance.
- ♦ **The** shrubs at the circle create a hazard when exiting the community.

Doug **Sipe urged** everyone to remind **his** or her neighbors not to **put** the **trash** out too **early**.

Doug **Sipe** suggested planning a community party.

Doug **Sipe** motioned to **adjourn** the **meeting**. **Ken** Carlgren seconded. Meeting adjourned at 9:15 PM

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Submitted By

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Approved By

River Oaks Condominium  
Board of Directors  
November 4, 2003

Present: Mel Blume  
Dan Harshbarger  
Jake Shinn

Todd Wawrzeniak - Comanco, Inc.  
Melanie Carpenter - Recording Secretary

Not Present: Doug Sipe  
Ken Carlgren

Mel Blume called **the** meeting to order at 7:10 p.m.

Mel Blume read **the** minutes *from* the September 2003 Board of Directors meeting. Dan Harshbarger motioned to approve the minutes as read. Jake Shinn **seconded**. Motion carried.

NEWSLETTER

The next issue will **be out** in December

ARCHITECTURAL

No Report

SECURITY

No police activity has been reported in the community since September. The police are **stressing** the importance of protecting yourself from Identity Theft.

EXTERNAL

None

LEE AIRPORT

No reports.

If you want to make a complaint about an airplane, call the airport **directly** and *you* have to have the plain number.

OLD BUSINESS

- Todd Wawrzeniak will **be** meeting with Sierra Landscape to **address** the fallen tress and the need for **general** clean up *in the woods* behind Braxton Way.
  - Sierra will **remove the tree hanging on the** roof of 268 Braxton Way.
- Placement of a stop sign on Tilden Way at Millhaven Drive. **Jake** Shinn motioned to approve the stop sign. Dan Harshbarger seconded. Motion carried.
- Fence behind Braxton Way is leaning due to fallen trees
- The fence between River Oaks and the Valvoline needs repair
- BGE is scheduled to fix the light pole next **week**
- 226 Tilden Way - The erosion around the **retaining** wall will **be** repaired by Sierra Landscape
- US Homes will not clean **the** storm **drain** in the front of the community
- 2136 Millhaven - The shrubs will **be** trimmed

NEW BUSINESS

- A notice will **be sent to the** community regarding **the** new trash collection beginning in January 2004

- Sierra Landscape for 2004 - \$22,370.00 **and** Grounds Masters - \$19,000.00. Sierra's increase was **due** to the addition of the homes on Braxton Way. Grounds Masters **doesn't** include Braxton Way.
  - Dan Harshbarger motioned to **accept** Ground Masters **bid** for \$22,370.00. Mel Blume seconded. Motion carried.
- Sierra submitted a bid for snow removal. The Board **is** still waiting for Twin Enterprise **bid**
- Gutter cleaning will **be done** in **the** community. A notice will **be** sent with the information.
- Sierra will be picking up the leaves in the common **areas**
- The Board **will** wait for the entire community to settle before **they put** together a phone **directory**
- The final paving for Braxton way will **be** complete after all of **the** construction is **complete**
- There **is** a problem with the increase in activity at the playground **by** the other community. Homeowners are suggesting **using** shrubs as a buffer.

Seeing no other business, Dan Harshbarger motioned to adjourn the meeting 8:15 p.m. Jake Shinn seconded. Meeting adjourned at 8:15 p.m.

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Submitted By

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Approved By

River **Oaks** Condominium  
Second Annual Meeting  
December 4, 2003

Present: Mel Blume

Not Present: Jake Shinn

Dan Harshbarger

Ken Carlgren

Doug **Sipe**

**Todd** Wawrzeniak - Comanco, Inc.

Melanie Carpenter - Recording Secretary

18 Homeowners

Mel Blume called to order the Second Annual Meeting at 7:05 p.m.

Mel Blume read the November **11**, 2003 meeting minutes. The following corrections are to **be** made; change GMC *to* Sierra **and** correct the spelling of airplane.

Todd Wawrzeniak presented the proof of notice of the Second Annual Meeting. The homeowners present constituted a quorum and the election of Board members was conducted.

Shelly Kemeza **and** Joseph **Kolb** were appointed as inspectors of *the election*. Roseanne Rusillo and Doug Sipe spoke briefly to the homeowners regarding their qualifications.

All ballots and proxies were collected and counted. Roseanne was elected to the Board **and** Doug Sipe was reelected.

Mel Blume asked for volunteers to display the communities holiday decorations over the **weekend**. **All** of the decorations are in the **US** Homes model. Shelly Kemeza volunteered to organize a group of homeowners to display the decorations.

ARCHITECTURAL REPORTS

- 170 Tilden Way - fence - approved
- 48 Millhaven - fence - approved
- 44 Millhaven - patio and **deck** - approved

PROPOSALS

Sierra submitted a proposal for seeding, aerating, planting annuals, pesticide, mulch removal, **and** soil test. Total: \$3800.00

Doug Sipe suggested not having the mulch removed every year. The Board agreed.

\$900.00

Ken Carlgren motioned to approve the proposal, without the mulch removal, for a total of \$2900.00. Mel Blume seconded. Motion carried.

Standard striping submitted a **bid** *for* \$350.00 to number and stripe Millhaven court.

This bid was tabled for further discussion.

Grounds Masters submitted a bid for the removal of 12-14 trees. Cut, remove, mulch - \$6000.00.

Mel Blume motioned to approve option A for 1 & 2. Ken Carlgren seconded. Motion carried.

Mel Blume motioned to adjourn the meeting at 8:05 p.m. Ken Carlgren seconded. Meeting adjourned at 8:05 p.m.

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Submitted By

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Approved By

River Oaks Condominium, Inc.  
**Board of Directors**  
**February 10, 2004**

**Present:** Mel Blume

**Doug Sipe**

**Dan Harshbarger**

**Rosanne Russillo**

**Todd Wawrzeniak** – Comanco, Inc.

**Melanie Carpenter** – Recording Secretary

Pauline Blume

**Not Present:** Ken Carlgren

Mel Blume called the meeting to order at 8:05 p.m.

The minutes were read, seeing no corrections Dan Harshbarger motioned to approve the minutes as read. Doug Sipe seconded. Minutes approved as read.

The Board requested Todd Wawrzeniak contact the snow removal company for an estimate for shoveling or snow blowing all of the main sidewalks in the community.

**OLD BUSINESS**

- ♦ 226 Tilden way – erosion
- ♦ Fire Hydrant – Meeting with the county inspector – US Homes says the hydrant is in the approved location according to the plat.
- ♦ Stump removal – when the ground is dry, the stump and the debris will be removed; note the Board did not approve clearing, just the cutting.
- ♦ The speed humps will be repainted.
- ♦ The decision to number or not has been tabled until US Homes has left the community in early spring
- ♦ Estimate on a gate
- ♦ No, will have it for spring
- ♦ The Board requested Todd Wawrzeniak to get estimates for 3 brick pillars to match the other along the new fence.
- ♦ Todd Wawrzeniak will write a letter to the owner of the Huntington Learning Center building to request modest landscape materials be installed behind the fence around his building.
- ♦ Dan Harshbarger asked if the budget could be adjusted to reflect the recent change in the trash service from private to county pickup? The budget cannot be adjusted until US Homes has left the site.
- ♦ Barbara Mistrik has requested a waiver of attorney fees and to pay in full the owed dues. Ruth Sims of Comanco was told a completely different story as to why the dues have not been paid then what the board was told. Mel Blume motioned to deny the request. Dan Harshbarger seconded. Motion carried.
- ♦ Tim Goodman – Parking; non-issue

**NEWSLETTER**

Sent out in January



## DIRECTORY

Scheduled for late spring

## ARCHITECTURAL

271 Braxton Way - 6' Wyndgate - Approved

247 Tilden Way - Screened Porch - Not Approved

241 Tilden Way - Deck (not allowed per county plat) altered to conform with the size but the style doesn't conform - Not Approved

## SECURITY

No reports

## EXTERNAL

No reports

## NEW BUSINESS

- ◆ Dog play area – Board decided not to bring it to a vote, as it was not considered to be a good idea.
- ◆ Dog-waste receptacle can be placed in the community with waste bags.
- ◆ Last year the Association joined the South River Federation. Mel motioned to continue the Associations membership for the coming year; for the cost of \$200. Rosanne Russillo seconded. Motion carried.
- 4 US Homes drainage
- ◆ Rosanne Russillo asked for feedback from the newsletter. Mel Blume suggested making the masthead stronger. Doug Sipe suggested advertising to provide income to pay for the newsletter. How often should the newsletter go out? The Board has been doing it quarterly, but however often you think it can be done is fine.
- ◆ US Homes drainage report was not well received by the Board and the Board awaits contact with Anne Arundel County for follow up.
- ◆ Rosanne Russillo motioned to join the Chesapeake Chapter of CAI as an Association, the cost of \$250.00. Mel Blume seconded. Motioned carried.

Mel Blume motioned to adjourn the meeting at 9:15 p.m. Dan Harshbarger seconded. Meeting adjourned at 9:15 p.m.

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Submitted By

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Approved By

River Oaks Condominium, Inc.  
Board of Directors  
May 5, 2004

Present: **Mel Blume**  
Doug Sipe  
Dan Harshbarger  
Rosanne Russillo  
4 Homeowners  
Mary – Elmore & Associates  
Todd Wawrzeniak - Comanco, Inc.  
Melanie Carpenter – **Recording** Secretary

**Met Blume called the meeting to order at 8:15 p.m.**

**OLD BUSINESS**

- **226 Tilden Way** – US Homes not required to fix the erosion problem, **per Anne Arundel County**. The Condominium has **to repair**; Todd **Wawrzeniak** will discuss a solution with Matt Wadsworth of **Sierra Landscape**.
- Fire **Hydrant** ~~is~~ placed **in** compliance with **Anne Arundel County** regulations
- The stumps have **been removed** from the common area; **Sierra Landscape** **will return and** remove the debris
- Drywall complete
- **Doggie Clean up** – Todd **Wawrzeniak** suggested to install 3 "Doggie Stations" around **the** community.
  - Rosanne Russillo motioned *to* install 3 Doggie Stations ~~in~~ the community, **at** the **playground**, the **open** area on Braxton *and* at **the** storm water management pond **behind Millhaven Drive**; notify homeowners **via** the newsletter. **Mel Blume** seconded. Motion carried.
- Calming bumps – Will **be repainted** in the next two **weeks**. The **Board** requested **sweeper** truck come through the neighborhood **and** clean **up** the asphalt that **has broken off of the** calming bumps.
- The Postmaster has contacted **Todd Wawrzeniak** and **notified** him that **the** mail carriers cannot access the mailbox on Millhaven Drive and **if** cars continue to block the mailboxes, mail will not **be delivered** to that box.
- 227 Braxton – Matt Wadsworth **will check** the dead tree **behind** the unit
- 221 Braxton – **Dead** tree limbs. Todd to look into possible removal.

**MEW BUSINESS**

- Todd Wawrzeniak **passed** out information from Bowen Painting **regarding** painting of the fascia board in **the** community.
- Review of **the** County Report regarding the drainage issues in the community. **US Homes** ~~is~~ **not** responsible for any of **the** drainage issues or **to repair any** damage. **US Homes** complied with all **Anne Arundel County** regulations. **The Bonds will be released**.
- Todd **Wawrzeniak** will met with Matt Wadsworth to **discuss** correcting/redirecting **the** swale **behind** Millhaven Drive.
- Met Blume ~~is~~ working on *the* Directory for the community, but still **needs** some phone numbers.

## SECURITY

- **The Police** department **holds** meetings at the Police station the **3<sup>rd</sup> Thursday** of every month to discuss any issues in the area.

The Board **discussed** an issue regarding lack of maintenance **by** homeowners **of there landscaping**. The Association "require" homeowners to maintain their landscaping (front yard) if the homeowner does not comply; the association **can give** notification of violation and a time limit for correction. If the owner does *not* comply **still** the associations can repair/fix/general maintenance and bill the owner for the **work**. The Board discussed **the** need for this action and **will** further **look** into the matter.

There are **no specific plans** for the open space on **Braxton Way**.

## LE€ AIRPORT

- **The land has been** sited for commercial **buildings** and a road.

The **Board** discussed the Gazebo on the model's lot. The **new** owner of the model **does** not want *to* maintain the Gazebo or landscaping around **it**. The Board **discussed** moving the Gazebo to common **property**.

Mel Blume motioned to move **the Gazebo** to common area to be determined at a **later date**. Dan Harshbarger seconded. Motion carried.

## ATTORNEY REPORT

- **Mary of Kathleen Elmore's office was present** to discuss the **delinquency**.
- **#7 Lien** – Transferred **property to** a "new" owner. Elmore's office **wilt** continue to **persue the** original owner **and the new** owner.
- **#14** – Board decision requested. **The** owner wants a waiver of the **fees and costs** total **of \$750.00 in** attorney's **fees**. Elmore's office **has had issues in the** past with this owner.
  - Doug **Sipe** motioned the *not* **waive fees** and costs. Mel Blume seconded. Motion carried.
  - **The Board agreed** to have the owner **pay** all of the **due** condo **fees** and to **pay the** attorney's fees **in two** installments.
- **#6 Lien** filled in June – **Owner** must call Elmore's office.

**Rosanne** Russillo will be attending the CAI meeting in **May**.

Newsletter meeting to **be** held at Rosanne Russillo home May **12, 2004** at 8:00 p.m.

*The* Board will hold a meeting *in* June to discuss **the** budget for the remainder **of the** year.

Mel Blume motioned to adjourn the **meeting** a 9:30 p.m. Doug Sipe seconded. Meeting adjourned.

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Submitted By

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Approved By

River Oaks Condominium  
Board of Directors  
**August 4, 2004**

Present: **Mel Blume**  
Dan Harshbarger  
**Roseanne Russillo**  
Todd Wawrzeniak- Comanco, Inc.  
Melanie Simms – Recording Secretary  
6 Homeowners

**The meeting was called to order at 8:05 p.m.**

Mel Blume motioned **to approve the minutes of the last meeting.** Dan Harshbarger seconded. Minutes approved as read.

**OL BUSINESS**

**Speed bumps**

- Will not be yellow
- Will be smaller than before
- Should be repaired **this week**

**Mailbox**

Cannot be moved. The Board discussed having yellow lines indicating "No Parking" around the mail box areas. Mel Blume motioned **to approve having yellow lines painted.** Dan Harshbarger seconded. Motion carried.

**Todd Wawrzeniak** is to send the parking rules and regulations to the new homeowners.

**Gate**

- **South River** Colony does not like others having access to their community. They are upset River Oaks did *not* ask permission to install the gate.
- Todd Wawrzeniak **is to follow up with the attorney for further action.**
- Rosanne Russillo suggested a *get together with South River Colony; maybe attend one of their Board meetings; Have River Oaks offer to maintain that section of common ground or use an access code.*

**Street Lights**

- **There are no streetlights** from Tilden to *the end of* the community. Todd Wawrzeniak is to check with US Homes to see if they are going to be installed.

**Directory**

- There **seems to be no interest** from *the community as of this date.*

**Website**

- **Homeowners present** showed interest with helping to maintain the community website.

#### Parking

- **Parking on Braxton has become a problem. Rosanne Russillo motioned to purchase "Pursuit of Parking" a guide for Associations for \$21.00 Dan Harshbarger seconded. Motioned carried.**

#### Privacy Fences

- **There is a potential problem with allowing homeowners on Tilden Way to install fences. The builder installed a retaining wall that encroaches on the homeowner's properties and if they install a fence that runs to their property line then it will create an issue if there is a need for an emergency escape. Todd Wawneniak is to contact State Farm regarding any liability issues and the Board will further discuss this issue further.**

#### Open Area

- **Pauline Blume will met with Matt Wadsworth of Sierra to discuss a landscape plan for the open area on Braxton.**

#### Signage

- **The Board discussed installing "No Outlet" signs going into Braxton. Mel Blume motioned to install "No Outlet" signs. Dan Harshbarger seconded. Motion carried.**

#### SECURITY

Nothing new

**The police station holds meetings the 3<sup>rd</sup> Thursday of every month at 7:30 p.m. to discuss any issues in the area.**

#### COMMON GROUND

**The Board is currently working with Matt Wadsworth to correct the drainage issues.**

#### LEE AIRPORT

**The area known as Lee Airport has plans to be developed into commercial establishments.**

**Seeing no other business, Mel Blume motioned adjourn the meeting at 9:15 p.m. Dan Harshbarger seconded. Motion carried. Meeting adjourned.**

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Submitted By

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Approved By

River Oaks Condominium  
October 7, 2004  
Board of Directors

Present: Mel Blume

Dan Harsbarger

Doug Sipe

Todd Wawrzeniak - Comanco, Inc.

Melanie Simms – Recording Secretary

Not Present Roseanne Rosilo

Mel Blume called *the* meeting to order at 8:05 p.m.

**NEW BUSINESS**

- Braxton Way *open* area landscape proposal *from* Sierra Landscape. The area will include picnic tables, a grill, landscaping, open grass play area, and pathways. Mel Blume **motioned** to accept the landscape proposal for \$4780.00. Dan Harshbarger **seconded**. Motion carried.
- Harold Leyh – 241 Tilden Way
- Driveway damaged from the salt spray, requesting the Association repair.
- The Board **decided to wait** until spring 2005.
- Mr. Leyh is requesting another appeal to his deck request The Association is sending Mr. Leyh a letter to let him know that *this is* a closed issue.
- Letter from State Farm stating *the Association* should not see an increase in their insurance for 2005. State Farm also suggested raising the premium for \$2500.00. The Board agreed to raise the deductible to \$2500.00
- ✓ • Todd Wawrzeniak presented the Board with sample parking policies to review.
- ✓ • North Arundel Contracting proposal to remove two trees on Braxton Way - \$1985.00
- ✓ ✓ • The Board will wait for additional bids. Mel Blume motioned to have the trees removed for \$1985.00 or less. Dan Harshbarger seconded. Motion carried.

Todd Wawrzeniak reviewed the management report with *the* Board.

Dan Harshbarger requested \$200.00 for extra expenses for a Harvest Party on October 30, 2004 from 2:00 p.m. – 4:30 p.m. The idea is to encourage homeowners to attend and put their information in for the community directory. Possibly get Domino's to give a gift certificate; Police Office will be present to dissws safety; possible giving two Homeowners *free dues* for 2 months. Mel Blume motioned to support *the* Harvest Party. Doug Sipe seconded. Motioned carried.

The Board discussed requiring rental units to have their grounds professional maintained by a landscaper of the Board's choice.

The Board **decided to give** unit owners *that are not keeping the lots neat* two notices *over* two weeks, to fix the problem or *the Association will do it for them* back bill the unit owner.

- ✓ The Board requested Todd Wawrzeniak contact *the* Anne Arundel County Fire Marshall to discuss the possible liability with fences going to *the* retaining wall.

Sierra forwarded their General Maintenance contract for 2005 for a total of \$28,290.00. The increase was due to the addition of Braxton Way. Doug Sipe had suggestions for Sierra for the coming year, do a better job of cleaning up trash, removing grass from the cars and an on-site supervisor would be very helpful. The above suggestions will be passed onto Matt Wadsworth, owner of Sierra Landscape. Mel Blume motioned to accept the Grounds Maintenance contract and the Snow Contract for 2005. Dan Harshbarger seconded. Motion carried.

The Annual meeting and Budget hearing will be November 1, 2004. Todd Wawneniak suggested adding the line item of grounds improvements. The Board agreed and the Board also suggested raising the monthly assessment 5%.

The Board requested Todd Wawrzeniak look into maintenance for the playground equipment.

Mel Blume motioned to adjourn the meeting at 8:55 p.m. Dan Harshbarger seconded. Meeting adjourned.

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Submitted By

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Approved By

River Oaks Condominium, Inc.  
Board Meeting  
November 22, 2004

Present: Mel Blume

Dan Harshbarger

Rosanne Russillo

11 Homeowners

Todd Wawrzeniak – Comanco, Inc.

Melanie Simms – Recording Secretary

Not Present: Doug Sipe

Mel Blume called the meeting to order at 7:20 p.m.

The Board reviewed the October Minutes. Mel Blume motioned to approve the minutes as read. Dan Harshbarger seconded. Minutes approved as read.

**OLD BUSINESS**

- The Board tabled further discussion and decision on a parking policy.
- ~~The~~ trees have been removed from Braxton
- Attorney is still investigating the possibility of mandating rental units to professional maintain there yards.
- The fire marshal reported that the fences extending all the way to the retaining wall is not in violation.
- 275 Braxton – The trees are scheduled to be removed the first week in December
- 190 Tilden Way – Homeowner requested the placement of a doggie waste receptacle
- Todd Wawrzeniak informed the Board and Homeowners present that the Landings at River Oaks Board have agreed, in principle, to allow a limited outside membership to River Oaks.
- Todd Wawrzeniak ordered the maintenance kit for the equipment at the tot lt.

**NEW BUSINESS**

Mel Blume opened the floor to homeowner concerns.

Homeowners had an open forum of discussion with the Board.

Dan Harshbarger motioned to adjourn the meeting at 7:40 p.m. Roseanne Russillo seconded the motion. Meeting adjourned.

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Submitted By

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Approved By



River Oaks Condominium, Inc.  
**board of Directors**  
February 8, 2005

Present: **Mei** Blume  
Dan Harshbarger  
Doug Sipe  
Karina Duchastel  
**8** Homeowners  
**Todd** Wawrzeniak - Comanco, Inc.

**Mei** Blume called the **meeting** to order at 8:00 p.m.

The **Board** reviewed *the* minutes. The minutes **were** approved as submitted.

Dan Harshbarger nominated **Susan Allen** to fill *the* vacant **seat** on the **Board**. **Mei** Blume **seconded** the nomination. Motion *carried*.

**Mei** Blume **opened** the floor to homeowner concerns  
*Those present discussed problems with the parking on Millhaven Court. Lack of*  
*courtesy, neighbors leaving notes. The board requested Todd Wawrzeniak sends a*  
*notice to the residents on Millhaven regard parking.*

Homeowners present inquired **as to** when the **no parking zone** was going to **be** painted  
in *front* of mailboxes.

Upon the arrival of **good** weather.

70 Millhaven **requested** an architectural form.

The **Board** **requested** **Todd** Wawrzeniak **discus** *the* snow **plowing** with Matt Wadsworth  
of Sierra **Landscaping**.

The **Board** requested Todd Wawrzeniak **send** a show **cause** letter to 2112 Millhaven Dr.  
for allowing their dogs to run loose.

2133 Millhaven Dr. **suggested** the **Board** restrict the **no parking** on Millhaven Dr. to  
**evening** only; *the* **Board** **denied** the **suggestion** and will **keep** the area **as** **no parking**.

245 Tilden **requested** the **Board** **install** a **dog run** in the community; *the* **Board** **denied**  
the **request** **based on the fact of the** cost and **the** inability to enforce **proper**  
maintenance of the area.

**Mei** Blume **asked** Todd Wawrzeniak **tag** a **green** Mercury **Sable** and a BMW **fur** towing.

The **Board** requested Todd Wawrzeniak **send** a final notice to **all** units with broken lamp  
posts.

Karina Duchastel **requested \$50.00 for supplies** for the Easter Egg Hunt. **Dan Harshbarger** motioned to approve Karina Duchastel request. **Doug Sipe seconded.** Motion **carried.**

**Next meeting will be April 5, 2005 at 8:00 p.m.**

Dan Harshbarger motioned to **adjourn** at 9:05 p.m. **Doug Sipe seconded.** Meeting adjourned at 9:05 p.m.

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Submitted By

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Approved By

River Oaks Condominium, Inc.  
Board of Directors  
April 8, 2005

Present: Mel Blume  
Dan Harshbarger  
Doug Sipe  
Karina Duchastel  
Susan Allen  
8 Homeowners  
Todd Wawrzeniak - Comanco, Inc.  
Melanie Simms -- Recording Secretary

Mel Blume called the meeting to order at 8:05 p.m.

The Board **reviewed** the minutes *from the* February 8, 2005 meeting. Doug Sipe motioned to approve the minutes **as** submitted. Dan Harshbarger seconded. Motion carried.

OLD BUSINESS

- A unit owner on Tilden Way has requested a **dog** station **be** placed in the **back** corner of Tilden Way. The cost **is** \$225.00. The Board discussed the need for a dog station and the *effect* of the surrounding neighbors.
  - Mel Blume motioned to purchase one dog station and install it on Tilden Way. No **second**; the motion **died**.
  - Doug Sipe motioned to purchase 2 **dog** stations. Susan Allen seconded. Motion carried.
- Tom Pendelton repaired the playground equipment.
- The fire turnabout along one **side** of Braxton will be painted once weather allows.
- The Marquee is **scheduled** to **be** moved on April 14, 2005.
- **Letters** were sent to the residents on Millhaven Court regarding the parking situation. **Todd** Wawrzeniak has received no complaints since the letter was sent.
- Todd Wawrzeniak **talked** to Matt Wadsworth of Sierra Landscape regarding the snow removal. **Mr.** Wadsworth **suggested** moving the snow offsite. Mel Blume suggested to the **Board** to have Mr. Wadsworth place the snow on the playground. **Todd** Wawrzeniak reminded the Board that a front end loader cost \$125.00 per hour. The **Board** requested Todd Wawrzeniak ask Mr. Wadsworth to revise the snow removal contract to state the snow on Millhaven Court would **be** moved to the playground area.

NEW BUSINESS

- South River Colony contacted **Todd** Wawrzeniak to request the Board split the cost of **raising** the fence that separate the two communities. The **Board** does not want to help with the **cost** of the fence.

- The tree debris around 169 Tilden Way will be removed. The contractor will be coming back out in the next few weeks.
  - 169 Tilden Way would like to have the area behind the building cleared so landscaping can be installed.
- Landings at River Oaks have not received the landscape plan for the pond. Once Ryland finishes the landscaping on their side, River Oaks can then decide how to landscape their side of the pond.
- The siding repairs in the community will be done 4/01 – 4/05.
- Light post replacement is the homeowner's responsibility. None of the units that received a letter to fix or replace their light pole has completed this and the time limit given has expired. The Association can fix or replace and back charge the unit owner for the cost.
- The Association has received the legal opinion they requested from Kathleen Elmore, PC regarding requiring landlords to have the lawns professionally maintained. The attorney stated the Association could not require this but they could heavily enforce the documents that require the unit owner to dutifully maintain their lawns and place heavy fines for not maintaining.
- The "NO Parking" sign on Tilden Way is missing.

#### Newsletter

The next deadline is June 8, 2005

#### Security

Neighborhood Watch is up and running the first meeting will be Tuesday at 8:00 p.m. in the small room at the library.

The Board closed the meeting at 8:50 p.m. for executive session.

Karina Duchastel presented the Board with a prototype of the website for the community. Mel Blume motioned to allow Karina Duchastel get the website registered and up and running. Dan Harshbarger seconded. Motion carried.

Doug Sipe motioned to adjourn the meeting at 9:00 p.m.

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Submitted By

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Approved By

River **Oaks** Condominium Association, Inc. Homeowners' Meeting

March 30, 2006

Association **President** Mel Blume opened the meeting and introduced Ellen Throop of Elmore & Throop, the law firm representing our association. The minutes were read and approved by the **board** members present.

Mel reported that the **new speed** bumps **had** been installed for a **cost of \$3,900** which **was \$3,000 less** than projected. The curbs **will be** painted next week. **NO PARKING** areas will be adjusted **and standardized and the** no parking rules **wilt** be enforced. In order to *remove* a vehicle, it **will be** prudent to have a polaroid picture for proof.

Dead trees have been taken out throughout *the* community to prevent **problems** with trees falling on personal property. **A good tree service has** been retained for less money.

**Siding** coming off during **wind** storms continues to **be** a problem. Several homes were **repaired** recently. Primarily the problem **is** a **result** of poor installation. **Repairs** are costly to the association, but there **is** no recourse since **US Homes** no longer exists, **and** we have no idea who the sub-contractor was. This **expense** **is** what **puts** us over **budget** every year. Insurance will only cover **this in** the case of a major storm.

Sierra is doing a good **job** on **landscape** cleanup. One resident on Marlboro cut down a **tree which** came **over** our side *of* the fencing, **but we** will go ahead **and** clean it **out**. **Behind** the retaining **wall** along Tilden Way **is** a major trash **heap**. Sierra **is** going to clean all of that out. **The owner of the** new commercial building near Millhaven Court **put** an **additional** fence on top of the existing one to **keep** the **kids** from **climbing over**. Mel met with him **and** had him **take** the fencing **down**, **and** they **decided** to plant pyracantha to **stop** the climbing.

The area at the east end of Braxton **will** be returned to extra parking. **It had been** **painted** out **so** that emergency **vehicles** would have *a* place to turn around, but **they pre-**ferred to just **back up and** haven't used *it*. Parking **is** a major problem on Braxton **and** the **four spaces** are much needed there.

There **have** been **three** break-ins to cars **parked** in driveways. Everyone needs to be **reminded** to lock their cars **and** turn on **outside** lights.

**The** newsletter **will** come out **after** the **walk-through** and curb painting. Mel **will be** conducting the walk-through **with** a board member beginning in **April**.

**Regarding the curb painting**, there continues to **be** **discussion** about parking in the mail-box indents in the evenings and weekends after the Saturday mail **has** been **delivered**. Since the problem arose originally because people **parked** too close to the mailbox **fur**

residents to open their **boxes**, a **motion** was made **and** voted on **to put** in a curb in front of the **box**, so the **parking** space could **be used**, **but** the vehicle **would** not be **close** enough to prohibit people from getting **to** their **mailboxes**.

**A section** of fence which **had been** broken down **behind** Braxton has been repaired.

Once again, the **issue of** the wrecked blue car sitting in the circle of Millhaven **was** broached. **Ms.** Throop suggested that a **board has** the right to enforce its regulations of association even on county roads. She will check in on this to verify.

After the spring **inspection**, homeowners **will** receive letters regarding infractions. The board **has** a responsibility to enforce the rules, **and** according to **Ms.** Throop, other homeowners who are unhappy **with** a neighbor's abuse of the rules **could** technically sue the **board for** not carrying **out their duties**. **According** to the Maryland Condominium **Act** the board can **set up** a fining process. **The** resolutions must be **followed specifically** and all homeowners treated the **same**. The following steps **will be taken**:

1. Identify *the* problem
2. Contact **the** homeowner - letter from Mel or COMANCO
3. A second letter will be sent *inviting* the homeowner *to a* hearing with the board
4. The **1st** letter from ~~the~~ lawyer
5. Fines will **be assessed which will be** determined **by the board**
6. The association **has** the right **to sue** the homeowner who **will** not comply
7. Homeowner has the right to **appeal**

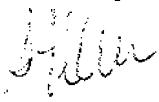
The **MD** Condominium Act blended **with** the **Association** Regulations **will** form the policy for dealing **with the** problems of non-compliance.

**Ms.** Throop will draft some standard cease and **desist** letters **so we will** have an example for our use.

BGE has agreed to put street lights in on Braxton.

Meeting adjourned.

Respectfully submitted,



Susan Allen

## **River Oaks Homeowners Association Annual Meeting**

Tuesday, November 29, 2005

7:00 p.m. meeting opened by President Mel Blume at the Edgewater Library. A quorum was not present. The Executive Board voted on and accepted proposed budget for 2006 to include a 5% increase in condominium dues to build up the reserve fund. There are large trees still to be dealt with and siding repairs from previous storms which put the expenditure \$10,000 over previous budget.

### **New business:**

1. Another pet sanitary station is needed behind homes on Millhaven Dr. along the watershed area between River Oaks and The Landing.
2. Styrofoam pellets have been a problem on trash collection days. Everyone should assure that pellets are well sealed in the box they came in or a plastic trash bag.
3. Some problems on Braxton Way with trees over the roofs of homes. Mel has found competent person to deal with trees throughout the community. These were problems left by the builder which we now have to deal with.
4. There have been some problems with vandalism. Make sure cars are locked. Police will make sweeps through the neighborhood on weekends but, homeowners should be on the lookout and call police if spotting anything suspicious.
5. Kids have been climbing the fence between neighborhoods and breaking it down.
6. Dog owners who do not keep up with or clean up after their pets continue to be a problem. Allowing "pet litter" is a violation of the law and any specific and repetitive complaints should be called to the police.
7. Calming bumps are still too high. There will be new ones soon which will not be so high and there are to be only five in the neighborhood.
8. Curbs will be repainted to control curbside parking to assure access to mail carriers and emergency vehicles. Paint will glow at night. Remind guests where they should park and ask visitors where they have parked.
9. Trash regulations need to be in the newsletter frequently to remind owners they should not put out trash before 7:00 PM the night before trash pickup days.
10. There appears to be an abandoned car parked in the circle. It is a small blue car with some body damage. Mel reported that as long as the car has current tags, it is legal.
11. The watershed pond area of The Landings has been completed and plantings done.
12. Next summer Mel will be doing inspections on front upkeep and trying to enforce the rules for proper maintenance. It is important to keep a safe and clean environment to keep our property values up.
13. General principles of condominium living regarding the responsibilities of homeowners and that of the insurance providers were discussed briefly.
14. A quorum must be 110-115 members. Homeowner indifference is usually the reason for such low turnout at association meetings but, the association business is important to all owners.
15. Discussion of the approved budget included snow removal and additional landscaping, \$6,100 to remove and replace the calming bumps, and \$1,900 for the curb painting.

The meeting adjourned at 8:00 p.m.

# River Oaks Homeowner's Association

## Meeting Minutes - 25 May, 2006

At 7PM Board President Mel B called the meeting to order. Dan, Danny and Doug were present and Jim Allen was substituting for Susan Allen as recorder.

Mel passed out the 13 April Executive Board Meeting minutes and Unit Activity Report dated 5/18/2006. After the members were allowed to review the minutes they were approved unanimously.

Note: March Board Meeting minutes should be provided to Mel so they can be reviewed and approved at the next meeting along with this meeting's.

Discussed grounds maintenance and the following areas require a survey and probably trimming limbs, brush and dead trees:

- a. Area behind Braxton and Walden streets
- b. Tree limbs are getting too close to building behind 36 Millhaven Court
- c. Area behind Danny's unit and 219 Tilden Way.

Other items:

We need someone to take over the River oaks Web Site. Perhaps some owner or their computer-whiz-kid would like to take this task on as it is an excellent way to keep the residents informed.

Dan did a great job with the last newsletter; however, we need someone else to volunteer for that task as well.

Doug is moving to a new home so we have a vacancy on the board.

Mel asked Sierra for an estimate for them to mow the front lawns of all the units and they would do the fronts at the same time they do the backs for an additional \$9000. Mel thought that was too high and, considering that some units do not have grass, it would be difficult to fairly apply the cost.

The "Landing at River Oaks" (formerly "The Enclave") has a new president and board of their HOA and he told Mel that he was thinking about raising the idea of allowing River Oaks residents to join their pool. More to come when they decide if and how much.

BGE will put up 4-5 street lights on Braxton for \$1700. The Board heard a motion to accept this offer and it passed. Mel will have them installed as soon as possible.

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

JAMES ALLEN  
for SUSAN ALLEN





visually attractive. The cost of this was \$600.00, and the tree will be replaced for free if it doesn't take properly within one year.

- Dog walking signs were added because there have been many cases of bigger dogs being allowed to roam off of their leashes. One resident complained that the pet waste bins need to be emptied somewhere other than near the residents' yards.
- Verizon is putting high speed cable into the neighborhood. The engineers will run the cable in the back of the houses to minimize damage caused by the installations. The cable will then go through the house to the front of the house (over the top of the garage). Only 10-12 feet of cable will be exposed in the house, the rest will be in the garage. Many residents complained about this, and the Board pointed out that residents not obligated to receive these services.
- Stop signs have been added on Millhaven Drive and Braxton Way. However, the residents complained they are on the wrong side of the road and too low to the ground. The Board will have them moved.

### **VANDALISM:**

- The bulletin board has been vandalized 3 times in the past few months. Each time, it costs the community \$150.00- \$200.00 to fix. Residents suggested the bulletin board be removed.
- Another resident says there are loud children in the park at night, and broken glass all over the gazebo. He calls the police, but they don't respond well. Some of the kids live in the neighborhood, but a majority of them do not. A suggestion was made to put a sign up that says "Park closed after dark". This will give the residents more weight when the police are called. One other suggestion was that street lights be placed around the playground and up the walkway. Only one resident disagreed to this because his house faces the park. The Board decided they will talk to BGE and find out the cost of this project. A vote was taken to put street lights near the park, and all but 2 present residents raised their hands.
- Cars have been broken into frequently in the neighborhood. In most cases, the cars were unlocked on the owner's driveway. The solution is to lock cars at night.
- This led to a discussion about neighborhood security. There is no service, and the community cannot afford it because it would cost an additional \$25-30K per year. Instead, the suggestion was made to leave the porch lights on at night.

### **COMMUNITY UPKEEP:**

- The lamp posts on the lawns in front of each house belong to the residents, and the upkeep is their responsibility. This means they are to change bulbs and flip the circuit breaker when the wires become wet from rain. The Board suggested everyone purchase black cast aluminum posts with only one outlet. The Board says this is not their responsibility, however, when the residents complained, the Board said for someone to go to Home Depot and buy a sample lamp post head. They will then consider purchasing them for the whole community, but the home owners will be responsible for having them rewired. A vote was taken and everyone agreed to this.

- The playground area needs to be mulched again because kids are slipping and falling, especially when it rains. The Board will look into this.
- There is leakage around many people's sliding glass doors and windows. Everyone is responsible for caulking and turning the outside water off before it freezes.
- There used to be a street sign on the corner of Millhaven and Tiklen. The Board was unaware, and will look into getting it replaced.

### **ELECTION OF BOARD MEMBERS:**

It was asked if there were any additional nominations from the floor. None were received. One Board position was up for election. Nominations were closed, and Jyl Dupont was elected for a one-year term as Secretary. The Board did not give her the normal term because there were not enough votes from the community members to reach a quorum. In order to obtain the quorum, 52% of the community needs to vote Jyl in.

### **COMMUNICATIONS:**

- Residents are concerned that no one knows about the community meetings. No one received a letter or notice about the meeting. A newsletter needs to be sent out, and it should include meeting times and dates.
- The newsletter has no consistency.
- Residents want a community directory, but the Board does not want to publish one unless it is voluntary. Jennifer, a resident, was put in charge of this. She is also responsible for getting the newsletter out on a quarterly basis from now on. The community needs a volunteer to put together a website.

### **SWIMMING POOL:**

- The residents want pool passes to use the facility at the neighboring Association, the Landings at River Oaks. Mr. Blume has been discussing this with the president of that community, and he is on River Oaks's side. He hasn't convinced his Board yet. Until then, the community pool is open to the public at South Down on Mayo Road.

### **ADJOURNMENT**

There being no further business to discuss, this meeting was adjourned at 8:15 p.m.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Cindy Kuhn**

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**From:** Jennifer McMorro  
**Sent:** Monday, November 26, 2007 10:00 AM  
**To:** Property Managers  
**Subject:** December Calendar

Please have **all** meetings written on the board by Friday evening, November 30th. The board will be posted with the accounting dept. on Monday morning, December 3rd.

Thank you.



visually attractive. The cost of this was \$600.00, and the tree will be replaced for free if it doesn't take properly within one year.

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### **ADJOURNMENT**

There being no further business to discuss, this meeting was adjourned at 8:15 p.m.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RIVER OAKS CONDOMINIUM ASSOCIATION**  
**Board of Directors Meeting**  
**November 15, 2007**

**BOARD MEMBERS PRESENT:** Dan Harshbarger, Acting President  
Jyl Dupont, Secretary  
Danny Moreland, Member at Large  
Nancy Miller, Member at Large

**OTHERS PRESENT:** Cindy Kuhn, Comanco, Inc.  
Jean Procino, Comanco, Inc.  
Joe Kolb  
Beverly Wright Caruso

The meeting was held at Dan Harshbarger's home in River Oaks, with Dan presiding.

**2008 Proposed River Oaks Community Budget**

The proposed budget for 2008 was the primary topic of discussion. Comanco staff went over the budget and the year to date expenditures and collections with the attendees. After discussion, Comanco staff explained, that from their perspective, the primary reason for the shortfall in cash reserves was due to an increase in claims from residents with no appropriate increase in the monthly fees per unit. Comanco staff agreed to gather any records requested so that the new Board can have a more accurate understanding of past community expenditures and develop ways to implement possible saving in the future. Based on information currently available, the Board agreed that the monthly fee per unit should be increased to \$70.00. The proposed increase should allow our reserves to increase to an acceptable level within five years. The Board agreed to present the proposed 2008 budget at the annual meeting in December.

**Community Maintenance**

Comanco staff recommended that the contract for maintenance of the community grounds be awarded to our current contractor, Sierra Landscaping. Sierra's proposal will cost the community the same as the current year. The Board agreed with Comanco's recommendation. Since Sierra will also provide snow removal for the community, it was suggested that one person be the contact for calling Sierra to perform that task. That person should be appointed by the new Board.

It was pointed out the fence at the back of the development near the Lighthouse Plaza construction project needs repair. Cindy will arrange for the fence to be repaired as soon as possible.



## **Community Insurance**

A lively discussion ensued around the community's insurance provider, State Farm, and what the policy covers. The Board agreed to ask Gary Carpenter, our State Farm Insurance representative, to address the annual meeting to discuss coverage provided by the plan and to answer any questions from owners.

## **Monthly Fee Collections**

Comanco staff has suggested that the community look into more robust methods/service providers to collect accounts that are delinquent. Several accounts are more than 60 days late. Comanco staff offered one firm for consideration:

Gregory Alexandrides, LLC  
823 West Street  
Tel: 410-990-1991  
Fax: 410-990-1502

After discussion, it was decided that this matter should be tabled, to be taken up by the new Board in January.

The meeting was adjourned at 8:20 P.M.

Respectfully submitted,

Jyl A. Dupont

# BOD Pre-Annual Meeting

Thursday, November 15, 2007

7:00 PM

## Agenda

1. Unit Activity Report from Comanco
2. Sierra Landscaping Contract
3. State Farm Insurance
4. Delinquency Enforcement
5. Fence damage

## Action Items

Review Insurance Policies for possibly lowering cost with another company

Need community policy re Late Fees on dues

## Important Dates

Annual Meeting	11/29/2007
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## Meeting Details

Date and Time: 11/15/2007, 7 pm

Location: Dan Harshbarger's Residence

Board Members: Dan Harshbarger-Acting President, Jyl Dupont-Secretary, Danny Moreland-Member at Large, Nancy Miller-Member at Large

Others Present: Jean Procino & Cindy Kuhn-Comanco; Joe Kolb, Bev Wright Caruso

## Discussion

2008 Proposed Budget	Comanco went over the budget and the YTD expenditures and collections. Primary reason for shortfall in cash reserves was due to an increase in claims from residents with no appropriate increase in monthly fees per unit. Comanco agreed to gather records for the new Board to review. Board agreed that the monthly assessment should increase to \$70.
Sierra Landscaping	additional expense for wood chips for playground - \$870; For snow, someone needs to call Sierra and BOD needs to decide how much snow before calling.
State Farm Insurance	contract not up for renewal until May, in order to change deductible. Need to send claims in, but will not be that much less expensive with Erie or other companies. For claims under \$2500, homeowner pays up to \$1000, association pays rest before State Farm pays. Homeowners need to check their policies for external coverage and endorsement for covering master policy deductible.
Delinquency Enforcement	Must file Liens. Attorney Gregory Alexandrides will not charge us a fee, will charge the homeowner.
Fence	Fence at back of development near Lighthouse Plaze needs repair. Cindy will arrange for repair as soon as possible. Contractor to look at it, Mike Mackie

## Next Meeting

Date and Time: Annual Meeting, 11/29/2007

Location: Edgewater Library

**RIVER OAKS CONDOMINIUM ASSOCIATION  
ANNUAL MEETING MINUTES  
November 29, 2007**

**BOARD MEMBERS PRESENT:** Dan Harshbarger, Acting President  
Jyl Dupont, Secretary  
Danny Moreland, Member at Large  
Nancy Miller, Member at Large

**OTHERS PRESENT:** Cindy Kuhn, Comanco, Inc.  
Jim Faust, Comanco, Inc.  
Gary Carpenter, State Farm Insurance Co.  
Members of the River Oaks Community

**CALL TO ORDER:**

The meeting was held at the Anne Arundel County Public Library located in Edgewater, Maryland. The meeting was called to order by the acting president at 7:12 P.M.

**MINUTES:**

On November 14, 2007, the minutes from the previous annual meeting were mailed to each home owner. There was no discussion of the minutes.

**COMMUNITY INSURANCE:**

Gary Carpenter, the State Farm Insurance Representative for River Oaks, gave a presentation on the community's master policy. Some of the areas covered by Mr. Carpenter included replacement costs, sudden and/or accidental loss, deductible rates, handling of "downed tree damage", liability coverage for the grounds, and liability coverage for the River Oaks' Board members. Mr. Carpenter also explained how the number of claims presented by a community may affect a community's insurance rate. Mr. Carpenter may be reached at 410-721-7474.

**ELECTION OF BOARD MEMBERS:**

The acting president first verified that there was a quorum of owners in the audience. After the verification of a quorum, the acting president then made sure that any proxies were for owners that were not present.

The acting president called for nominations from the floor. There were no nominations, but one candidate – Hillary W. Frank – asked that her name be withdrawn from the ballot. There being no other changes to the ballot, it was moved by Beverly Wright and seconded by Joseph Kolb that the nominations be closed. The ballot was accepted by acclamation.

The new Board of Directors stood and introduced themselves to the audience. The outgoing acting president gave a special “Thank You” to Pauline Blum in memory of her husband, Mel, who served the community so ably during his tenure.

### **FLOOR DISCUSSION:**

The acting president opened the floor for discussion. A very vigorous discussion ensued. Topics raised by the participants are listed below. The new Board will address these and other community issues/concerns as soon as possible.

- Vandalism in the community: neighbors listed several incidents including cars defaced, picnic tables destroyed, picket fences broken, etc.
- Threats against tenants: a tenant’s child was threatened; as a result, the tenant moved out
- Suspected drug use by community tenants
- Installation of trash cans in the parks
- Installation of additional lighting in park areas
- Slow or no response from our management company
- Slow response from Anne Arundel Police
- ABC towing company towing cars without being asked to do so
- Possible formation of a “Safety and Security” committee
- Possible development of a “Community Watch” group
- Development of a community website
- Hold monthly Board meetings in a large place and let the community know exactly when and where so members may attend as desired

### **COMMUNITY BUDGET FOR 2008:**

The community budget for 2008 was presented by Jim Faust of Comanco, Inc. Many questions about the condition of the community’s finances were raised by the audience. After much discussion and explanation, it was moved by Diane Lotto and seconded by Beverly Caruso that the budget be accepted for implementation. Under the by-laws, the budget must be accepted by the current Board. Jyl Dupont moved and Dan Harshbarger seconded that the budget be approved as presented. The motion was unanimous and the budget was approved.

### **ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 9:10 P.M.

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Organizational Meeting - River Oaks Condominium Association**  
**2008 Board of Directors**  
**Tuesday, December 04, 2007 7:00 PM**

**Important Dates**

- 12/6/2007 - Joe's Letter to Comanco
- 12/10/2007 - Comanco Letter to Members with budget
- 1/24/2008 - Next Regular BOD meeting (open to Members)

**Agenda**

- Decide officer positions
- Establish committees and BOD liaisons
- Prioritize issues to be addressed

**Action Items**

- ➡ Joe - Draft additional content of letter that will accompany Budge
- ➡ Cindy - Contact ABC Towing for whatever letter they say they have on record.
- ➡ Cindy - Find out who can sign checks
- ➡ Cindy - Addresses for each delinquency
- ➡ Cindy - Check on Policy Resolution on Fines, Procedures Relating to Due Process and Fining

**Meeting Details**

Date and Time:	12/4/2007, 7:10 pm
Location:	Joe Kolb Residence, 166 Tilden Way
Attendees:	River Oaks: Joe Kolb, Danny Moreland, Jyl Dupont, Peggy Summers, Bev Wright Caruso Comanco: Cindy Kuhn

The Organizational Meeting of the River Oaks Condominium Association 2008 Board of Directors was called to order at 7:10 pm on Tuesday, December 4, 2007, at the home of Joe Kolb, 166 Tilden Way.

**Approval of Minutes:** Minutes of the 11/15/2007 BOD meeting approved with change in spelling to Comanco.

**Election of Officers:** Peggy - Treasurer, Joe - President, Bev - Secretary, Jyl - VP, Danny - Member-at-Large

**Old Business:**

Copies of Documents - Cindy provided Peggy with copies of the following documents, and will be attempting to get historical records.	Landscape contract, Managing Agent agreement, Activity Report for Oct-Nov, State Farm Renewal Certificate, and Balance Sheet for period ending 12/31/06 and for period ending 10/31/2007.
Letter to Members	Comanco will be sending letter with approved budget, names and contact information for new officers, and any other content we choose about committees that is decided at Organizational meeting. <b>Joe will draft additional content of letter and get that to Comanco by 12/6, to have letter out by 12/10.</b>
Newsletter	Will be compiled separately and distributed door-to-door.
Snow Removal	Automatically commences at 2"- 4".

Policy Resolution on Fines, Procedures Relating to Due Process and Fining	<b>Comanco will check on this.</b>
Towing	Joe wants a letter to ABC Towing to stop towing without Board authorization. <b>Cindy will contact ABC Towing for whatever letter they say they have on record.</b>

#### **New Business:**

Comanco Contract	Sign contract with Comanco at 1/10/2008. Cindy will find out from Jim if meeting on 1/10/2008 to approve Comanco contract is OK based on contract expiration date. The BOD will meet 1/10/2008 to approve the Comanco contract.
Committees Established	Architectural (Community Grounds/Landscaping) - Joe Kolb Communications (Newsletter/Website) - Bev Wright Caruso Finance (Contracts) - Peggy Summers Rules and Regulations - Jyl Dupont Safety (Parking/Security) - Danny Moreland
Meeting Location	Joe identified a new location for monthly general meetings that is free and would not close at 9 pm. The Police Dept has a hall that is available on multiple consistent dates, but most consistently the 4th Thurs of every month.
Delinquencies	Discussion re handling delinquencies will be tabled until next month. <b>ACTION for Comanco: Provide addresses for each delinquency.</b>
Financial Authorizations	<b>Cindy will find out about Board signing checks.</b>

#### **Agenda for Next Meeting:**

Joe will ask each Director to submit agenda items in advance and he will let us know the agenda in advance.

#### **Adjournment:**

Meeting was adjourned at 8:38 pm after motion by Danny Moreland, second by Bev Wright Caruso.

#### **Next Meeting:**

Date and Time:	1/24/2008, 7 pm
Location:	Anne Arundel Police Station, Stepney's Lane, Edgewater, MD