

River Grove Homeowner's Association

Meeting Minutes

Date: April 15, 2004

Location: Karen Zifcak's Residence

Emergency Meeting Called By President to Reassign Board Duties

Call To Order: 6:25 p.m.

Karen requesting to reassign board member duties. Dave volunteering to trade positions on board. Motion to accept Dave Ervin as RGHOA President and Karen Zifcak as Vice President effective immediately: Scott/Second: Ron/Vote: passed unanimously by all board members

Residence of Lee Welton (Lot 2/Block A/Phase 1) was previously owned by Needham. Dues remains unpaid. Resident will be sent Annual Dues Notification by Treasurer and requested to pay Annual Dues immediately, with a due date of no later than 7 days following notification date. Violation/Fine proceedings will commence on 8th day. Treasurer to update board once payment received.

Secretary update to board: 21 Screening of Mechanicals Grievance Letters sent out (per list on file from Scott) on April 8, 2004

ARC Grievance received regarding Keene (Phase 3) playground equipment – no action yet to date

Grievance Letters- need to follow up on all outstanding notifications sent out to proceed with Violation Letters/Fine Proceedings/CEC Formation where necessary

Grievance received from Tim Harber (phase 2) on Motta's shed under construction- no action yet to date

Newsletter – Maureen and Karen to begin working on letter to go on to website and be distributed by May 1, 2004

RGHOA Community Yard Sale – Saturday, May 8, 2004

Job Descriptions – All Directors asked to write their perspective of a 'job description' and forward to Dave as soon as possible

Meeting Adjourned: 6:50 p.m.

APRIL 16, 2004 ADDENDUM TO MINUTES:

Letter of Resignation received from Maureen Schwartz, Secretary effective immediately. Copy to all Board Members who will reassign Secretary duties at a later date.