

RIVER GROVE HOMEOWNER'S ASSOCIATION MEETING MINUTES

Date: June 29, 2004

Location: Scott Ervin's residence

This document contains a summary of information discussed at above referenced meeting and does not imply information is verbatim.

Call to Order: 7:00PM

1. Roll Call:

Board Members Present: Dave Ervin, Karen Zifcak, Ron McKee, Scott Ervin, Barbara Meyer

Board Members Absent: Charlie Raymond

2. Pledge/Invocation – deferred

3. Reading of May 11, 2004 Minutes – deferred. Minutes from May 11th were reviewed by each Board Member and passed unanimously by Board Members present.

4. New Business:

a. **Review Draft By-Laws for Vacant Board Position and Correspondence from the Board or Committees** - The following proposed By-Laws were approved unanimously by all Board Members present:

- i. **Vacant Board Positions:** In the event of a River Grove Board position becoming vacant, caused by a resignation, death or any other reason: The Board, at its discretion, may fill the vacancy by having the person with the next highest vote count at the latest Annual Board election fill the position. The Board may also elect to leave the position vacant until the next annual Board election, provided that all officer positions are filled by a Board Member or the duties are duly assigned and agreed by a majority of the Board.
- ii. **Correspondence from the Board or Committees:** All Grievance, Violation, Late Fee and Fine Letter from the Board of Directors shall be signed by at least two Board Members. All service contracts or insurance contracts shall be approved by the Board and signed by the President and the Treasurer. If either the President or Treasurer is unavailable to sign, the Vice President can sign in their place. All ARC approvals and disapprovals of applications shall be signed by the ARC Chairman or his delegated representative and one other member of the ARC.

After approval of these By-Laws, Scott made a motion to fill the vacant Board position with Russell Jamieson. Russell was in attendance and indicated his willingness to serve on the Board for the remainder of this year. All Board Members present passed this motion unanimously. Russell was welcomed to the Board.

b. **Review Landscape Contracts** – Barbara presented the Board with 5 landscape contract options. Last year, a total of \$14,610 was spent for lawn and front entrance care. As Landscape Committee Chairperson, Barbara recommended the Riverside bid for \$17,250 for lawn and total entrance care (pest control/fertilization/mulch). After some discussion, Scott made a motion to treat each portion of the contract separately and vote on each piece. Russell seconded the motion.

- i. Hire Riverside for lawn maintenance (mowing, edging and trimming) at a cost of \$1,295.00 month. Scott made motion/Russell seconded/passed unanimously by all Board Members present.
- ii. Total Entrance Care (pest control/fertilization/mulch) – cost would be \$80 per month. After much discussion, Scott motioned to dismiss this portion of the contract/Russell seconded/passed by a majority of the Board (4-2).

Scott offered to maintain the front area (pest control and fertilization). He will be reimbursed as necessary. Next year's Board will revisit this arrangement when additional funds may be available.

Contract to hire Riverside for lawn maintenance signed by Dave and Ron. Barbara to contact Riverside.

c. Review Violation Procedure Wording – The Board reviewed the updated Violation Procedures. The following changes were approved unanimously by Board Members present:

- i. #3 – If a homeowner has received two (2) grievance notifications for the same violation in a calendar year, which the homeowner has corrected before the Board determines that a violation has occurred, the Board may at its discretion determine that a violation has occurred and issue a letter of violation in lieu of the notification of the grievance.
- ii. #6 – added: In lieu of a postmarked letter the appeal can be sent via email to the RGHOA Secretary provided that it is dated no later than 10 days after the postmarked date of the notice of violation
- iii. #13 – modified to read: If a resident repeats a prior violation in the same calendar year as evidenced by a second violation letter, it shall not constitute a new violation but will be a "continuation of the prior violation" and no further action is required by the Board. The fine shall commence on the date of repeat of the violation per the River Grove Fine Procedures.

d. Review Request for improvement of grass area along South Tropical Trail - The Board received a request from a resident requesting that the Board look into who is responsible for maintaining the grass area along South Tropical Trail. The lots along South Tropical Trail extend approximately 2 feet from the fence area. Budgetary restrictions prevent the Board from authorizing the installation of sprinklers along South Tropical Trail; therefore, a note will be posted on the website and listed in the newsletter asking homeowners along South Tropical Trail to water that area.

e. Review midterm budget and discuss possible dues increase – Several board members thought that a 15% dues increase would be necessary because of increase costs and the lack of adequate reserves when considering the amount of maintenance the common areas will experience in the future. The dues increase will be looked at in subsequent meetings when new expenses are realized.

f. Nomination of Scott Ervin to fill position of Secretary – Ron motioned/2nd by Russell and passed unanimously by Board Members present

g. Midterm Newsletter – Karen to work on.

5. Old Business:

a. Reports from ARC, Lake and Landscape Committee –

- i. ARC report forwarded to Board via email.
- ii. Barbara presented the Landscaping Committee's suggested plan for improving common areas.
- iii. Lake – Charlie not in attendance. No report

6. Property Management Company – On behalf of Maureen Schwartz, Karen presented an overview of BP Davis property Management Company. Russell was familiar with this company and offered a positive review of their services. Board to contact them and request their attendance at the next Board meeting.

Meeting adjourned at 8:49PM.

