

## **River Oaks Gardens Board of Directors Meeting**

### **Minutes for March 25, 2004**

The Meeting was called to order at 6:35 p.m. by President, Kim Hobbs. November and December Minutes were read. November and December Minutes were approved by Donna Donnelson and seconded by Ed Rumsey, and entered into record.

KRJ Manager, Pam Rabus, reviewed the financial report including the Operating Account balance of \$18,403.01, and the Reserve Account balance of \$167,837.95. Escrow account has been dissolved and funds have been disbursed.

#### **Old Business**

- 1) Ransco concrete project is complete, and clean up work will be completed soon; Pam will give punch list to Mark on March 26<sup>th</sup>.
- 2) Escrow refunds reimbursements are 95% complete. A few homeowners have noticed discrepancies and Pam is working with these homeowners to resolve. Checks have not been issued to homeowners who are delinquent in payment of maintenance fees; letters will be sent out to these homeowners on March 26<sup>th</sup>. Homeowner of unit #48 requested reimbursement for cost of repairs to stand-alone shed, which were deducted from her escrow refund. Pam will look into reimbursing those homeowners whose escrow refunds have been reduced by the cost of repair work performed by Quality Construction on stand-alone sheds.
- 3) Entry system has been updated for all information that has been made available to Pam; approximately 95% of the residents. The new gate code has been programmed into all gate that have remote programming access. Pam will schedule the gate company to program gates that do not have remote programming access, such as Gate 7 on Haddon.
- 4) Resident Parking stickers: We currently have two different types of parking stickers; Board will review use of current stickers and/or purchase of new universal type parking stickers. Pam has created a spreadsheet sheet of resident parking sticker numbers that lists the corresponding residents' vehicles and contact information for courtesy patrol use. Residents may pick up their parking sticker from the guard or request it from Pam. A homeowner suggested that temporary permits (such as mirror hang tags) be issued to guests who are parking inside the perimeter fence to better control incidences of visitors parking in or blocking access to resident spaces or parking in 'no parking' areas or fire lanes. The current policy is to place tickets on illegally parked vehicles, but the board will consider the suggestion.

#### **New Business**

- 1) Pam presented the Capital Projects Schedule for 2004 - 2005 for the Board's review, consisting of:

- a) Roof replacement schedule: Board approved immediate roof replacement on Building B; and replacement of remaining building roofs will be approved based on Reserve Study and remaining life of each roof.
  - b) Pool refurbishing: Board approved tile & coping replacement, plaster and refurbishing as necessary for compliance with safety and health requirements; concrete & decking repair or replacement will be considered and approved as necessary.
  - c) Interior concrete repairs; Pam is getting quotes; Board will review at next meeting.
  - d) Irrigation system installation was tabled for the time being. An alternative of Xeriscaping was suggested by a homeowner and will be considered by the board.
- 2) Pam presented a Maintenance Projects Schedule for 2004 to the Board for review, including:
- a) Chimney Cap replacement was approved for all chimney caps listed in the Maintenance Projects Schedule for 2004.
  - b) Remainder of new signs for gates have been delivered and will be installed soon. Board will review need for new signs for walk gates and buildings.
  - c) Landscape upgrades; Board will review.
  - d) Front door policy on type and color; Board will review policy regarding color and type of door depending on building.

Homeowners forum was held. Meeting was adjourned at 7:29 PM, and the Board entered executive session.