

River Oaks Gardens Board of Directors Meeting

Minutes for

November 16, 2005 - 6 p.m.

The meeting was called to order by President, Kim Hobbs.

The July and October minutes were read, approved, and entered into record.

KRJ Property Manager, Pam Rabus, reviewed the financial report including the Operating Account balance of \$19,996.33 (payments for all operating expenses and reserve transfer had been made), and the Total Reserve balance of \$168,083.30 which included outstanding receivables for maintenance fees in the amount of \$5,245.04.

Old Business

- 1) New Signage for Buildings: Michael gave an update on signage project. The Board reviewed and approved the building sign design. The design of the monument sign was reviewed and approved using gold design with white lettering on the granite face. The design of the Haddon/Shepherd side was reviewed and requested that both the address and main entrance information will be put on this sign; the board approved use of SignFoam® for this sign if granite is not reasonably available; sign will be a simple rectangle with no graphic. 4D Signworx will procure all necessary permits. Lighting and cameras will be installed in the area of the monument sign.
- 2) Pam gave an update on the Electric Meter Enclosure project. Board reviewed proposal to replace all 132 shutters on the enclosures with fiberglass shutters (permanent color in fiberglass to match the buildings) for a cost of \$42,720 as opposed to replacing with wood for \$34,720. The board reviewed benefits of using fiberglass shutters which will require minimal maintenance and approved the proposal from Quality Construction to replace with fiberglass.
- 3) Roof replacement on buildings A, R, and I has been completed by Houston Home Roofing.

New Business

- 1) Michael brought up the issue that railing boards on stairs have been left on some areas of the property. Most boards were removed during the last major building maintenance project. The board agreed, in order to maintain uniform appearance and reduce maintenance requirements, in the future these boards should be removed.
- 2) Broken sign at Exterior Walk Gate 2 visitor entrance needs to be replaced. Sign is ready and Pam will have it installed.
- 3) Assigned Parking Towing signs need to be replaced or removed and post towing information as required by state law. Pam will have new signs ordered.
- 4) Gate 1 is not locking. Interior Walk Gate 2 egress button is not working. Interior Walk Gate 5 sometimes does not lock. Pam will have them repaired. Pam will meet with a new company, R. Slater, as a potential vendor to replace Myers Smith for maintenance on our gates.
- 5) Pam will follow up on repair of the dumpster enclosure in the Haddon lot; the gate facing Haddon will not stay closed.

Managers Report

Pam recapped current items including:

- 1) Status of In-process and Completed Projects, including:
 - a) Tree trimming has been completed. The oleanders are being cut back to shrub height because they have been allowed to over-grow and become top-heavy, increasing the potential of limbs breaking and damage to fences and buildings. Brick restoration will repair brick walls and piers once oleanders have been cut back. Tree on patio of Unit 20 needs to be trimmed or removed; the trunk is pushing against the fence and is damaging it; fence will need to be repaired once tree is trimmed or removed.
 - b) Addition of pole lights in areas discussed in previous meetings
 - c) Bike racks have been installed
 - d) Landscaping upgrades and replacement of old plants. The night blooming jasmine that was accidentally removed will be replaced at no charge.
 - e) Rot board on fence of Unit 112 will be repaired so that it meets the ground once the banana tree stump has been treated and removed by Texas Tree Services.

Homeowners' open forum was held.

The meeting was adjourned and the Board of Directors entered into executive session.