

RIVER OAKS PLACE COUNCIL OF CO-OWNERS
Board of Directors Meeting Minutes: March 23, 2011

HOMEOWNERS' FORUM: TRF and John Burns would like to hold the Annual BBQ on April 10 from 5 to 7 with a rain date of May 1. This would also involve posting notices and the use of maintenance personnel to cordon off the area. (All agreed that this was appropriate.) TRF would also like to put a container of flowers to cover up a bare spot and would also like to recycle the junk mail. LS took a random sampling of folks at the mailboxes and no one objected to the recycling effort. (Approved.) Carol Wittman was unable to attend but wanted GMU to mention that she was having a truck come Friday AM for shredding (\$5/box) if any of the Board Members or attendees wanted to participate.

CALL TO ORDER: The meeting was called to order at 7:12 PM.

THOSE PRESENT:

Board of Directors:	Tom Fox (TRF)	Homeowners: Wilson Barbee (132)
	Luis Salinas (LS)	
	Ruth Simmons (RS)	
	Sandra Stettler (SS)	
	Gretchen Umbeck (GMU)	Creative Management: AJ Simpson

APPROVAL OF PREVIOUS MEETING MINUTES: The minutes of the February 23, 2011 meeting were approved as written.

FINANCIAL SUMMARY AND REVIEW: The Financial Report was approved with corrections to the budgeted amounts to be made in March. The Smith Barney CD renewed on March 13 for 3 months, which gives the Board time to review its terms and amount for future cash needs. CMC will report separately on significant variances for future meetings.

UNFINISHED BUSINESS:

1. Garage roof update – Estimated time frame for completion is the end of May. Future projects may include: cleaning and painting the metal supports of the carport roofs; scraping and repainting of light poles and other metal trim.
2. Legal update – GMU to forward information to homeowners with queries about the settled lawsuit.
3. Landscaping Update
 - a. Report on soil test results – LMS has gotten the report and are preparing an organic fertilizer to take care of the problem. LMS to forward CMC their proposed schedule of March, June, and September fertilizer applications. (Andy Griffin is now the LMS representative for ROP.)
 - b. Possible long-term plans

- i. RS has not yet been in contact with Mr. Love, the landscape designer recommended by LMS.
 - ii. GMU presented hard copy of proposal sent earlier to all Board members.
- c. Green Reserve Study – CMC will need to locate a company that provides this service.
- 4. Previous Homeowner Issues
 - a. Overhanging trees (140) – trimmed.
 - b. Architectural changes (109) – Board disapproved the interior changes and the external change of replacing a sliding glass door with a window. The Board instructed CMC to obtain hold harmless from owner for all the changes.
 - c. Landscaping issues (199) – fence replacement; new replacement shrubbery moved to new business landscaping discussion.
 - d. Barking dogs (122) –Neighbor has sent another email requesting action. CMC will send the next violation letter and notify the neighboring owner of action taken.
- 5. Fines updates – implement change in amounts and publish
 - a. In February 2008, Board approved the increase in fines, but the implementation has not occurred.
 - b. Violation letters and amounts will be forwarded to the Board. Board requests implementation of fine increase to \$50, \$100, and \$200 approved in an earlier Board meeting.
- 6. Pool leak and other issues
 - a. The leak is no longer in existence. Other lights and skimmer problems handled by pool contractor.
 - b. Pool contractor is requesting work orders for the lining tear and replacement of tiles which are falling off the sides. CMC to request an estimate for these repairs.
 - c. Pool house electrical repair and replacement. Damage due to the storage of chemicals in the locked pool house. Maintenance will handle on a low priority basis. CMC will provide maintenance with the necessary Work Order paperwork.
- 7. Sidewalk along McDuffie – The sidewalk is the responsibility of ROP (the abutting property owner) and any repair or replacement, whether initiated by the City or by ROP, will be at ROP cost.
 - a. A permit is required for replacement.
 - b. CMC to investigate possibility of replacement/repair. GMU will review the Code of Ordinances for permits required for possible repair.
- 8. City of Houston drainage fee rebate discussion. TRF reviewed the requirements for the proposed rebate program for multi-family. Unfortunately, ROP does not have access to the data required to participate in this upcoming program.

NEW BUSINESS

1. Homeowners' request and issues

- a. Unit 168 is for sale and has issue with barking dogs residing in Unit 167. This issue may have resolved itself. CMC to send an email to Unit 168 to find out if the problem still exists.
 - b. Treescapes to remove oleanders along the wall adjacent to Unit 178. Treescapes to also review the situation at Unit 150. Treescapes will need to address the existence of any underground lines/piping that may affect the oleander removal.
 - c. Unit 199 – requested fence staining and possible fence replacement in addition to plant replacement.
 - d. RS pointed out many bare areas within the community and how to handle the replacement plants. The Board discussed the importance of moving forward to a long-term plan and a priority system that will result in consistency in the community. The Board agreed that Maintenance can move plants currently in overcrowded areas to the bare spots.
2. Reimbursement for bench – TRF and Susan Kingsbury are generously donating the bench to the ROP community.
 3. Work Request E-Form Protocols
 - a. There are five ways to turn in work requests and it is confusing to homeowners what the protocol actually is.
 - b. The Board will publish its preferred routing of work requests of either telephoning CMC maintenance department or send their request to general@riveroaksplace.com.
 - c. CMC to investigate the possibility of sending notices that come into CMC's website to general@riveroaksplace.com for the Board's information.
 4. Website still needs updating. GMU to contact current webmaster and will work with CMC to work out any communication issues with regard to work orders and acknowledgements back to the homeowners who request information/work. There was discussion about whether or not maintenance should be included on all emails through the 'general'
 5. CMC creating unit database for information on issues raised and resolved.

ADJOURNMENT: There being no further business, the meeting was adjourned to Executive Session.

 S/
 Approved

 4-27-11
 Date