RRHOA BOARD MEETING MINUTES
JULY 10, 2011
5:00 pm in the Riparian Lecture Hall

PRESENT: Julian Thomas, President, Linda McLaughlin, Vice President, Howard Maslich, Treasurer, Wanda Fischer, Secretary and Chris Aikens, Kenrick

ABSENT: Patrick Tobin, Living Communities

CALL TO ORDER: The meeting was called to order by J. Thomas at 5:00 pm.

COMMUNITY MEMBER COMMENTS:

The Emergency Plan Team has been having meetings to gather information. B. McVay has made an exploratory contact with the company which the Riparian used to develop their fire prevention plan as required by law. The company, Russell Phillips, has done plans for other communities. C. Alberti is in the process of putting the Riparian total emergency plan together. C. Aikens will research whether they have any plans from their other properties. He will send a report to J. Thomas. The team will bring their findings to the Board when they have completed their research.

APPROVAL OF MINUTES: W. Fischer made a motion to approve the minutes of the May 8 meeting which were distributed by email. H. Maslich seconded. Motion passed.

REPORT OF INTERIM BOARD DECISIONS:

Variance approvals, a tree at 602, a tree at 1301, an awning for 604, an awning for 1303. An Exception was made for the pets in 1802.

The pond easement was approved as required by the Corps of Engineers.

OLD BUSINESS:

The Time Warner (TW) reconciliation is getting closer. Time Warner requires that, in order to maintain our bulk rate, once a unit is "phased in" (signs up for the plan), the unit cannot leave the plan. There was a discussion about the TW rate being included in the assessment in the future. The revised contract will try to allow us to maintain the bulk rate even if we only have a percentage of the units signed up. Our current individual rate is $59.64 and should be included with monthly assessment fees. An explanatory letter will be sent to homeowners.

COMMITTEE REPORTS:

Buildings and Grounds:

The survey of existing variances is about completed. The photographs are done and most changes have been cataloged. There are some buildings that need to be reviewed. The catalog will be put on a CD and a copy of it sent to the property manager, Kenrick.

Finance:

We are facing a large budget shortfall largely due to the transition from a developer-run HOA to a resident-run HOA. Traditionally, our Developer has covered shortfalls. Once the homeowners took over, our Developer's contribution became the normal assessment for all the unoccupied cottages. In addition, we have increased our landscape budget by $11,000 (because of the unacceptable service provided by the 2011 provider). We need to cover the shortfall and correct the balance in our reserve fund as we go forward. A letter showing exact details and a suggested remedy will be sent to the homeowners shortly.

It was requested by H. Maslich that the Property Manager separate the operating and reserve fund accounts. C. Aikens will follow up on this.

Hospitality and Communications:

Copies of the Variance Policy for the Cottage Community Members Handbook have been distributed to homeowners.

Copies of the New Homeowner pre-move-in contact list were given to the Board. This has been revised to reflect the homeowner's need to have their lawyer contact the property manager to add them to the HOA. This will be given to purchasers by the relator or by the Rivers Run seller prior to closing.

Policy:

There is a need for a clear definition of who homeowners should contact in case of problems. It was suggested that all property issues go to Kenrick. They would refer them to J. Thomas or the Board as appropriate. The only exception would be new units still under warrantee. Those issues should be referred to the Developer. Hospitality or special issues should be referred to the appropriate committee.

NEW BUSINESS:

A document has been put together for the Cottage Community Members' Handbook describing the procedure for sale or lease of a unit. However, prior to it becoming part of the RRHOA Policy, it needs to be approved by the HOA membership at the annual

meeting in September. If there is a rental before then, it is proposed that a copy be sent to those owners with the suggestion that they follow that process. Contact information and a copy of the lease would be minimum. Adding renters to the HOA mailing lists and allowing them to attend HOA meetings has been discussed.

Our Annual Meeting will be in September. We need to let people know that there will be an open board member seat.

Kenrick has a ballot form we can use. They will send out a letter telling people there is an opening and including the form. The Board will review the Kenrick letter before it is sent. Responsibilities of Board members are outlined in the Offering Plan, Part II, Exhibit H, Article III, available at http://jt-mj.net/rrhoadocs. Anyone wishing to be considered for election to the board should let the current sitting board know by August 17 and include a brief description introduction of themselves and their background. This process information will be included in the letter set by Kenrick. Nominations for the seat may also be made at the annual meeting prior to elections.

We also will be voting on three items: the sale/lease policy, changing the indices used for calculating interest from M&T bank to the "Wall Street Journal" and the county references of Ontario to Monroe in the Offering Plan. Information will be sent out by mid August.

Notes: W. Fischer will reserve room and equipment for the Annual Meeting.
After the election, the Board will decide on the officers for the coming year.

ADJOURN:

L. McLaugulin moved to adjourn, H. Maslich seconded. Meeting adjourned at 5:55 pm