# Rivers Run HOA Board Meeting Minutes

November 11, 2014 in the Riparian Lecture Hall

L.McLaughlin opened the meeting with a tribute and thank you to all veterans, especially to those at Rivers Run who are veterans and to our family members who are veterans.

Call to Order: 5:04 p.m.

Board Members Present: Howard Maslich, Linda McLaughlin, Jim Galvin, Wanda Fischer, Cy Kastner, Jim Manetta

Community Members Present: Barbara Alconero, Bruce & Dottie Doane, Jane Engdahl, Karen Petras, Fred & Natalie Weinstein, Marilyn Carlson, Julian and Mary Jane Thomas

Approval of September 2, 2014, Annual Meeting Minutes - J.Galvin moved to approve, L.McLaughlin seconded. Minutes were approved

Guest Speakers: Chris Wilt and John Saunders of Ted Hosmer Co. were present to speak about snow removal plans. Their contract is for shoveling, ice melting, and plowing. Their equipment is different from what we have seen in the past. They use a very large snow blower on driveways and the ring roads. The sidewalks are done by hand shoveling. These will minimize lawn damage from plows. There will be salt run-off from the road salt slurry, but they will try to minimize damage by using a pre-wetted product which melts more quickly. They plan to be staking in the next two weeks. They use fiberglass black rods with reflectors, which are expensive. There will be a crew dedicated to here and just one other place.

Responses to community questions: Rods in front of fire hydrants will be six-foot rods with red paint. Access to the hydrants will be maintained at the three-inch level of snow. The blower will be able to throw snow 30 to 40 feet. During storms of six to seven inches, they will stockpile and then relocate the snow. Hosmer is familiar with our soil and has a rod and punch which they use to pre-drill the stake holes to prevent tipping and loss of stakes. C. Wilt said that plow lawn scrapes are largely a matter of training. They have the same people working year round. So they are familiar with the community. They drive through and inspect after storms. If people do rescue fallen stakes, please contact Crofton. Ted Hosmer Company was voted awards for excellence in business and safety by the Snow and Ice Management Association and they have all their certifications. They have a lot of equipment. This is their 28th year in business. Their intent is to be done plowing between 6 and 7 a.m. The start will depend on conditions. They use rock salt aggregate. It is pre-treated with liquid to make a brine. This is more effective and minimizes salt need. The pre-wetting kick starts melting action. They use a locally manufactured product on the sidewalks. It is a calcium chloride blend, with little rock salt. It breaks down immediately. Rock salt would be caustic to plants if used year in and year out. Their spreaders have guards to help keep the product on target. It was noted that individual driveways will not be salted, only

roads and sidewalks. They will shovel in front of garages and in front of the cars which will allow the cars to get out of the driveways.

Community Member Comments:

J.Thomas noted that he wished to go on record that he prefers we go with the current landscape company (Romig). He also asked about the parking for snow removal issue. We are asking that people please try to put their cars in their garages if possible. Also, some people have been parking in empty unit drives without getting permission from the owner. This is not acceptable.

J.Manetta will take care of being sure Weinstein's bushes get trimmed.

K.Petras asked who has discussed the landscape contract bids. H.Maslich suggested this discussion be deferred to later when it comes up on the agenda.

Committee Reports:

Buildings and Grounds - B&G has composed a mission statement which was presented to the HOA Board. It states that "The purpose of the Buildings and Grounds Committee is to serve the Rivers Run Home Owners Association Board of Directors as a resource which functions to provide advice and research for, or review of, matters and issues pertaining to Rivers Run grounds and structure maintenance." B&G keeps minutes of their meetings which anyone can see and they welcome anyone who wants to become a member of the committee.

Finance - Finances are good. We have a $13,209 cash balance and have collected $6,000 to date for the special assessment. We should be positioned well for November and December snow. We have a few minor overruns and under runs but in the long run, they will balance out. Notable overruns are snow removal and maintenance. The maintenance overage is due to general maintenance items, not one large expense. Our Reserve Budget is right on track.

Painting is almost complete. The few things remaining will be done in the spring. People are advised that if they expect anything more to be done, they should contact Jim Manetta. In the future, painting will be moved to the maintenance budget. It looks like it will cost about $4,500 per year. J.Galvin will look into the electric budget but he doesn't expect much impact with the installation of new street lights.

We have collected approximately $5,200 of the $6,200 special assessment.
Building 1500 came on line revenue wise in November. P.Tobin is responsible for HOA fees until new owners close.

Social - Social continues planning activities and taking on new members and projects. M.Carlson is leading the monthly brunches. They will keep looking for activities and volunteers. K. Petras is showing her pictures of her China trip this Friday (11/14) in the

Lecture Hall. The Book Club is looking for members. They are a good group with lively discussions.

Hospitality/Communications: Welcome to new community members Don and Aura Kamm in Cottage 204. The Board has approved a lease on 702 and Steve and Sandra Spite are in the process of moving in. There is an offer pending on 603. Cottages 502, 303 and 1501 still are for sale.

Policy - At our last meeting, we voted on the rental policy. Our attorney has it in his hands for filing with the County and Attorney General.

In 2011, we grandfathered landscaping variances. The time has come for everyone to be on the same footing. Therefore, any new exterior change request has to go through the variance process. We will start monitoring and violations will be treated through the process which is outlined in the Offering Plan and Homeowner's Handbook. People who don't follow the variance process need to understand they will be getting warning letters and subsequent action if ignored. These will be administered through Crofton. L.McLaughlin moved that we no longer grandfather any new landscape variance requests. J. Galvin seconded. The motion was carried unanimously.

Old Business:

Landscape plan - We hired an engineering firm (Keiffer) to review our property and help put a plan together for future planning for the community. This has been in process. The report will be ready by the end of this week. We hope to present it to the community in January. L.McLaughlin will ask for copies of STEP files after we receive the paper copies.

LMcLaughlin reported the status of grounds and landscaping projects:

> KV Enterprises is in the process of cleaning the gutters. J.Manetta will find out whether or not they are done.
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> We sent requests for bids to six companies for grounds maintenance: FaciliCare , Property Care, Romig responded. Chemical application RFPs went to four companies. Brocollo and One Step responded. Discussion was deferred to later in the agenda.

New Business:

Change in the Variance Approval Process. The new step is that Buildings and Grounds will be included. A cottage owner submits a variance application to Crofton, Crofton forwards to the Board, C.Kastner informs B&G who make recommendation, the Board approves, returns approval to Crofton, Crofton informs homeowner in writing. The Board commits to a decision within five days of receipt of the variance from Crofton.

September and October Variance approvals include sunrooms for 501 and 1503, sun tunnels for 1801 and 1803, bushes for 601 and 701, and a Crab Apple tree for 1001.

The Board has renewed its insurance policy for three years. We received a reduced price.

L.McLaughlin distributed a copy of the 2015 schedule of Board meetings. It should be emphasized that meetings will start at 5:30 in 2015.

**Rivers Run 2015 HOA Meeting Schedule**

All Board meetings are held bi-monthly in the Riparian Lecture Hall on Tuesdays at 5:30 p.m. unless prior written notice is sent.

January 13, Board
March 10, Board
May 12, Board
July 14, Board
September 8, Annual Meeting followed by
September 8, Board Meeting
November 10, Board

Landscape contract discussion. The prices on the three bids were: Romig $31,082, FaciliCare $45,603 and Property Care $31,418.

Comments from the Board members:

We have worked hard at developing our relationship with Romig and complaints seem to be less and less. There is a concern about starting all over with someone new. His price is good.

There was a concern about why we want to decide today since we've already delayed three months in making the decision. B&G has looked at the bids they have been given but have some concerns about Romig. Their concerns are with mulching, weeding and bed maintenance which they feel is not being done completely . A suggestion was made that grass clippings should be left on the lawns for fertilizer. The grass should be pushed away from the borders at the woods. It was noted that the border of the woods needs to be made clear to the grounds crew. Communication is difficult. J. Manetta said that none of these concerns have been communicated to him and therefore to G. Romig.

We really can't afford FaciliCare. There would have to be another assessment.

J.Manetta said that one property he manages used Property Care and they let them go. We can't make the assumption that high price means good work. None of the other Property Managers at Crofton use FaciliCare.

We were reminded that we have individual choice on trimming with Romig. J.Manetta said no other contractors allow flexibility. When pointed out, we have been successful with individual choices with Romig.

J.Manetta and G.Romig do walk throughs and discuss issues. The complaints from home owners have been way down. B&G issues have not been communicated to J. Manetta or G. Romig.

It was suggested that B&G could go around and cost out special situations. Other board members feel It is too late to re-cost. We should try Romig for one more year but increase quality control.

MJ Thomas said Romig's people have been polite, courteous and like to hear that they do a good job. N. Weinstein felt we should try to resolve issues but asked if we could hold back some payment if something is not resolved. Others felt Romig has been responsive if he is informed of a concern through J.Manetta.

According to the earlier survey, around half of the people want special service. Half want routine service, three say don't do anything. J. Manetta reminded us that no other landscaper gives a la carte service.

L.McLaughlin asked B&G to find the documents community members filled out on grounds keeping requests. J.Thomas said he had scans of non-routine requests. N.Weinstein said she had cover sheets. We also need copies of the "grandfathered" photos.

M.Kastner suggested a few B&G people meet with J.Manetta before meeting with G.Romig.

L.McLaughlin called for a vote to accept a landscaper for 2015. J.Galvin seconded. The vote was unanimous for Romig. The question was whether to do a one-year or three-year contract with opt out clause with 30- or 60-day notice. J. Manetta said it should include a statement that if the board has sufficient displeasure and if the contractor is given a reasonable time to correct the issue, they may opt out. W. Fischer moved to accept a three-year contract. L.McLaughlin seconded provided the board gets approval on the wording. She also added that we need to know what the additional cost will be per house added during the next three years. The vote was four yes, one no, The motion was carried. J.Manetta will get wording to the Board.

Chemical contract -Choice is Broccolo or One Step. J.Manetta's recommendation is to save the $800 and let him do his job of communicating. L.McLaughlin moved we vote

on chemical contract and accept Broccolo. J. Galvin seconded. The motion was passed with four in favor and one opposed.

Community Member Comments

B&G is working on a pre-approved list of bushes and plants for foundation planting list which, while a variance will still be required, will expedite the approval process.. B&G will be open to feedback. Any planting in the common area or any permanent structure/ fixture will require a variance. Per Section 10 in the Homeowners Manual, flowers, perennials and annuals planted in foundation area will not require a variance.

If a homeowner wants to replace an original bush, a variance should be submitted, but the HOA will pay to replace original bushes only if they have died.

At closing, each homeowner should have received their unit's layout plans. However, we do not have the plans for wiring, pipelines, common-ground surveys, drainage, etc. Additionally, we do not have material specifications about the structures such as siding, windows, masonry, stone, etc. We will contact P. Tobin ask to get copies of the plans and material lists. C. Kastner pointed out it could be expensive to get builder specs but we should try. L.McLaughlin will follow through.

J.Galvin moved we adjourn. C.Kastner seconded. Motion passed.

Meeting Adjourned at 7:15 p.m.

WFischer, HOA Secretary