

River Oaks Homeowners Association, Inc.

c/o Paramount Property Management

Board of Directors Meeting Minutes – June 26, 2018

The Board of Directors Meeting of River Oaks Homeowners Association was held on June 26, 2018 at 4:00pm at the office of Paramount Property Management located at 5629 Strand Blvd. Suite 412, Naples, FL 34110.

DIRECTORS PRESENT

Mary Gail Gerebenics, President
Tony Bower, Vice President
Claudia Keeler, Secretary
Lynn Frances Chandler, Director
Anthony Berk, Director

DIRECTORS ABSENT

Nancy Crosby, Treasurer

ALSO, PRESENT

Guillermo Ruiz, Manager, Paramount
Kenneth Humiston, 324 Sharwood Drive
Two (2) other River Oaks HOA residents

CALL TO ORDER

Noting that a quorum was present Mrs. Gerebenics called the meeting to order at 4:06pm.

PROOF OF NOTICE

Proof of notice was posted in accordance with Florida State Statutes.

REVIEW AND APPROVAL OF MINUTES

Mr. Berk motioned to approve the May 22, 2018 board meeting minutes. Mrs. Gerebenics seconded the motion, and it carried unanimously.

OLD BUSINESS

River front tree problem and river maintenance discussion with Ken from Humiston & Moore Engineers

The board gave Mr. Humiston the floor. He reported the following.

- Collier County removed the trees in the river
- Collier County plans to remove shoals in the river.
- He reported that these actions set a precedent that Collier County will maintain the river.
- He is getting right of entry forms signed by individual riparian owners to submit to Collier County.
- He recommended the board send a thank you letter to Amy Patterson, Director, Capital Project Planning, Impact Fees and Program Management as she was instrumental in these positive outcomes for River Oaks riparian owners.

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Cul de sac maintenance

Ms. Chandler motioned to approve paying invoice 14111 dated 6/13/2018 from Outdoor Perfections for \$900 to install mulch at two cul de sacs on 6/13/2018. Mrs. Keeler seconded the motion, and it carried unanimously.

The board reviewed Outdoor Perfections Landscaping and Construction proposal for services.

The board directed the manager to find out if the vendor proposes to include tree trimming of trees 14ft or higher in the stated monthly fee.

The board directed the manager to confirm whether the monthly fee for services is \$140 or \$300.

The board directed the manager to request source documentation for the \$1,200 the association owes to the vendor.

Street sign repairs

The board tabled the discussion to allow Mrs. Keeler time to obtain an estimate from Lykins Signtek to paint and reset the existing signs and replace missing signs as needed.

Newsletter

Ms. Chandler has ideas for the newsletter and is working on it.

NEW BUSINESS

Dock in or adjacent to the lakes amendment

The board reviewed the draft amendment prepared by the attorney.

The board directed the manager to work with the attorney to get any history on the origin or reason docks, boat house, or other structure in or adjacent to any of the lakes is prohibited.

Choose to volunteer to fill vacancy

Mr. Bower motioned to appoint Jason Marshall to the board of directors. Mrs. Gerebenics seconded the motion, and it carried unanimously.

Administrative resolution to clarify collection procedures

Mr. Bower motioned to direct the manager to have the attorney review the collection procedure to make sure it is adopted following the law. Mr. Berk seconded the motion, and it carried unanimously.

NEXT MEETING DATE

The next board of directors meeting is scheduled for July 31, 2018 at 4:00pm at the office of Paramount Property Management, 5629 Strand Blvd. Suite 412, Naples, FL 34110.

ADJOURNMENT

With no further business to discuss, Mrs. Gerebenics adjourned the meeting at 5:21pm.

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DIRECTIVES MADE BY THE BOARD

1. Pay invoice 14111 dated 6/13/2018 from Outdoor Perfections for \$900 to install mulch at two cul de sacs on 6/13/2018
2. Find out if the vendor proposes to include tree trimming of trees 14ft or higher in the stated monthly fee
3. Confirm whether the monthly fee for services is \$140 or \$300
4. Request source documentation for the \$1,200 the association owes to the vendor
5. Work with the attorney to get any history on the origin or reason docks, boat house, or other structure in or adjacent to any of the lakes is prohibited
6. Have the attorney review the collection procedure to make sure it is adopted following the law

ITEMS FOR THE NEXT MEETING’S AGENDA

1. Cul de sac maintenance
2. Newsletter
3. Docks in or adjacent to the lake amendment
4. Collection procedure

ITEMS FOR THE NEWSLETTER

Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Mulch four cul de sacs	Anthony Berk	20180521	20180626	Done	The Board unanimously voted to choose Mr. Berk to be the lead person to make sure Outdoor Perfections mulches the remaining four cul de sac areas

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Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Obtain a landscape maintenance agreement from Outdoor Perfections for River Oaks HOA	Anthony Berk	20180424	20180626	20180530	
Find tree debris in the river and ask Collier County to clean it up	Anthony Berk	20180521	20180626	Done	
Send the Board templates of newsletters for their consideration	Guillermo Ruiz	20180521	20180731		
Draft an administrative resolution to clarify collection procedures	Guillermo Ruiz	20180521	20180626	20180626	
Research the collections status of five units that have balances greater than \$500 and are more than 90 days past due per the April 30, 2018 financial statement	Guillermo Ruiz	20180521			
Send a reminder to owners that are 31 – 60 days past due on their annual association assessment	Guillermo Ruiz	20180521		Done	

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Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Engage legal counsel to draft an amendment to allow owners to construct, or maintain, any dock, boat house, or other structure in or adjacent to any of the lakes as shown on the plat	Guillermo Ruiz	20180521		Done	
Pay invoice 14111 dated 6/13/2018 from Outdoor Perfections for \$900 to install mulch at two cul de sacs on 6/13/2018	Mark Stout	20180626	20180731		
Find out if the vendor proposes to include tree trimming of trees 14ft or higher in the stated monthly fee	Guillermo Ruiz	20180626	20180731		
Confirm whether the monthly fee for services is \$140 or \$300	Guillermo Ruiz	20180626	20180731		
Request source documentation for the \$1,200 the association owes to the vendor	Guillermo Ruiz	20180626	20180731		

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Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Work with the attorney to get any history on the origin or reason docks, boat house, or other structure in or adjacent to any of the lakes is prohibited	Guillermo Ruiz	20180626	20180731		
Have the attorney review the collection procedure to make sure it is adopted following the law	Guillermo Ruiz	20180626	20180731		

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