

River Oaks Homeowners Association, Inc.

c/o Paramount Property Management

Board of Directors Meeting Minutes – August 28, 2018

The Board of Directors Meeting of River Oaks Homeowners Association was held on August 28, 2018, at 4:00 pm at the office of Paramount Property Management located at 5629 Strand Blvd. Suite 412, Naples, FL 34110.

DIRECTORS PRESENT

Tony Bower, Vice President
Claudia Keeler, Secretary
Lynn Frances Chandler, Director
Anthony Berk, Director
Jason Marshall, Director

DIRECTORS ABSENT

Mary Gail Gerebenics, President
Nancy Crosby, Treasurer

ALSO, PRESENT

Guillermo Ruiz, Manager, Paramount
Sharon Johnson, Lykins Signtek

CALL TO ORDER

Noting that a quorum was present Ms. Chandler called the meeting to order 4:06 pm.

PROOF OF NOTICE

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

REVIEW AND APPROVAL OF MINUTES

Mrs. Keeler motioned to approve the June 26, 2018 board meeting minutes. Ms. Chandler seconded the motion, and it carried unanimously.

OLD BUSINESS

River maintenance discussion with Ken from Humiston & Moore Engineers
The manager presented an email received on 8/28/2018 from Ken Humiston with an update on a stormwater diversion plan that could negatively impact the community.

Cul de sac maintenance

The board directed the manager to obtain quotes for landscape maintenance for consideration.

Street sign repairs

Mr. Marshall motioned to approve estimate 25413 dated 7/26/2018 from Lykins Signtek and to use 139 Iberia – Money Market funds to pay for the project. Mrs. Keeler seconded the motion, and it carried unanimously.

The board directed the manager to have a Lykins Signtek proof ready for review ahead of the next meeting.

Board of Directors Meeting Minutes – August 28, 2018

The board directed the manager to negotiate a better cost to reset leaning posts.

Newsletter

Mr. Marshall volunteered to lead efforts to create a website for the community.

Docks in or adjacent to the lakes amendment

The board tabled this discussion.

Administrative resolution to clarify collection procedures

Ms. Chandler motioned to adopt the administrative resolution to address collection procedures for the community association. Mr. Marshall seconded the motion, and it carried unanimously.

The board directed the manager to send the new administrative resolution to all owners through First Class Mail and email.

NEW BUSINESS

Collection status of five units that have balances greater than \$500 and are more than 90 days past due

Ms. Chandler motioned to record a claim of lien per the demand letters sent by Attorney Patricia Potter. Mrs. Keeler seconded the motion, and it carried unanimously.

Repair fountain on East Side of Lake Sharwood

Ms. Chandler motioned to approve estimate 3308-8 dated 7/16/2018 from Vertex Water Features and to use 139 Iberia – Money Market funds to pay for the repairs subject to the damaged motor and pump being out of warranty. Mrs. Keeler seconded the motion, and it carried unanimously.

Lake maintenance

Mrs. Keeler motioned to approve Community Environmental Services to complete a bathymetry and sediment coring of Lake Oakwood. Ms. Chandler seconded the motion, and it carried unanimously.

The board directed the manager to invite Jeff Key from Community Environmental Services to the next meeting to discuss site conditions and recommendations for the lake.

NEXT MEETING DATE

The next board of directors meeting is scheduled for September 25, 2018, at 4:00 pm at the office of Paramount Property Management, 5629 Strand Blvd. Suite 412, Naples, FL 34110.

ADJOURNMENT

With no further business to conduct, Ms. Chandler adjourned the meeting at 6:30 pm.

Board of Directors Meeting Minutes – August 28, 2018

DIRECTIVES MADE BY THE BOARD

1. Obtain quotes for landscape maintenance for consideration
2. Approve estimate 25413 dated 7/26/2018 from Lykins Signtek and to use 139 Iberia – Money Market funds to pay for the project
3. Have a Lykins Signtek proof ready for review ahead of the next meeting.
4. Negotiate a better cost to reset leaning posts
5. Send the new administrative resolution to all owners through First Class Mail and email
6. Record a claim of lien per the demand letters sent by Attorney Patricia Potter
7. Approve estimate 3308-8 dated 7/16/2018 from Vertex Water Features and to use 139 Iberia – Money Market funds to pay for the repairs subject to the damaged motor and pump being out of warranty
8. Approve Community Environmental Services to complete a bathymetry and sediment coring of Lake Oakwood
9. Invite Jeff Key from Community Environmental Services to the next meeting to discuss site conditions and recommendations for the lake

ITEMS FOR THE NEXT MEETING'S AGENDA

1. River maintenance
2. Cul de sac maintenance
3. Street sign repairs
4. Newsletter
5. Docks in or adjacent to the lakes amendment
6. Collection status of five units that have balances greater than \$500 and are more than 90 days past due
7. Repair fountain on East side of Lake Sharwood
8. Lake maintenance

ITEMS FOR THE NEWSLETTER

1. None currently.

Board of Directors Meeting Minutes – August 28, 2018

ACTION ITEM LIST

Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Send the Board templates of newsletters for their consideration	Guillermo Ruiz	20180521	20180731	Done	
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		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	Done	
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	Done	Outdoor Perfections charges a \$300 monthly fee

Board of Directors Meeting Minutes – August 28, 2018

Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Request source documentation for the \$1,200 the association owes to the vendor	Guillermo Ruiz	20180626	20180731	Done	Manager paid all past due invoices per direction of Ms. Gerebenics and is keeping current with monthly invoices
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	Done	No restrictions found per Laura from SWFMD and the attorney
Have the attorney review the collection procedure to make sure it is adopted following the law	Guillermo Ruiz	20180626	20180731	Done	
Obtain quotes for landscape maintenance for consideration	Guillermo Ruiz	20180828	20180925		

River Oaks Homeowners Association, Inc.

c/o Paramount Property Management

Board of Directors Meeting Minutes – August 28, 2018

Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Approve estimate 25413 dated 7/26/2018 from Lykins Signtek and to use 139 Iberia – Money Market funds to pay for the project	Guillermo Ruiz	20180828	20180925		
Have a Lykins Signtek proof ready for review ahead of the next meeting.	Guillermo Ruiz	20180828	20180925		
Negotiate a better cost to reset leaning posts	Guillermo Ruiz	20180828	20180925		
Send the new administrative resolution to all owners through First Class Mail and email	Guillermo Ruiz	20180828	20180925		
Record a claim of lien per the demand letters sent by Attorney Patricia Potter	Guillermo Ruiz	20180828	20180925		
Approve estimate 3308-8 dated 7/16/2018 from Vertex Water Features and to use 139 Iberia – Money Market funds to pay for the repairs subject to the damaged motor and pump being out of warranty	Guillermo Ruiz	20180828	20180925		

Board of Directors Meeting Minutes – August 28, 2018

Task	Assignee	Date Assigned	Due Date	Completion Date	Comments
Approve Community Environmental Services to complete a bathymetry and sediment coring of Lake Oakwood	Guillermo Ruiz	20180828	20180925		
Invite Jeff Key from Community Environmental Services to the next meeting to discuss site conditions and recommendations for the lake	Guillermo Ruiz	20180828	20180925		

DRAFT