

**River Oaks Homeowners Association, Inc..**

c/o Paramount Property Management

Board of Directors Meeting Minutes – May 22, 2018

The Board of Directors Meeting of River Oaks Homeowners Association was held on May 22, 2018, at 5:00pm, at the office of Paramount Property Management located at 5629 Strand Blvd. Suite 412, Naples, FL 34110.

**DIRECTORS PRESENT**

Tony Bower, Vice President

Nancy Crosby, Treasurer

Clauida Keeler, Secretary

Lynn Frances Chandler, Director

Anthony Berk, Director

**DIRECTORS ABSENT**

Mary Gail Gerebenics, President

**ALSO, PRESENT**

Guillermo Ruiz, Manager, Paramount

Kenneth Humiston, 324 Sharwood Drive

**CALL TO ORDER**

Noting that a quorum was present, the meeting was called to order at 5:00 PM by Ms. Chandler.

**PROOF OF NOTICE**

Notice of the meeting was posted in accordance with Florida State Statutes.

**REVIEW & APPROVAL OF MINUTES**

Mr. Bower motioned to approve the minutes from the May 21, 2018 board meeting. Mrs. Keeler seconded the motion, and it carried unanimously.

**OLD BUSINESS**

**River front tree problem**

Mr. Humiston reported that Collier County will handle the obstruction due to fallen tree in the river per an email from Nick Casalanguida, Collier County, Deputy Manager.

The Board voted unanimously to work to find tree debris in the river and ask Collier County to clean it up. The Board voted unanimously to choose Mr. Berk to gather feedback from owners reporting debris visible during low tide.

**Cul de sac maintenance**

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. Outdoor Perfections will charge \$5.50 per bag of mulch installed.

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**NEW BUSINESS**

**Newsletter**

The Board directed the manager to send them templates of newsletters for their consideration.

**River maintenance discussion with Kenneth Humiston from Humiston & Moore Engineers**

Mr. Humiston reported that it is unclear who has the maintenance responsibility for the river and he thinks it is wise that the Board consider making a petition to have a body other than River Oaks Homeowners Association, Inc. or the riparian lot owners handle the maintenance. Mr. Humiston is to research similar situations that might set a precedent and determine ownership of submerged lands above the weir.

**Accounts receivables**

The Board voted unanimously to direct the manager to draft an administrative resolution to clarify collection procedures.

The Board voted unanimously to direct the manager to 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.

Ms. Chandler motioned to send a reminder to owners that are 31 – 60 days past due on their annual association assessment. Mr. Bower seconded the motion, and it carried unanimously.

**Docks in or adjacent to the lakes amendment**

An amendment to the Declaration recorded on March 23, 1983 does not 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. The rule has not been enforced and the Board prefers to allow docks in or adjacent to the lakes.

Mr. Bower motioned to have the property manager 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. Mrs. Crosby seconded the motion, and it carried unanimously.

**NEXT MEETING DATE**

The next board of directors meeting is scheduled for June 26, 2018, at 4:00pm, at the office of Paramount Property Management located at 5629 Strand Blvd. Suite 412, Naples, FL 34110.

**ADJOURNMENT**

With no further business to conduct, Ms. Bower motioned to adjourn the meeting, seconded by Mr. Berk. The motion passed, and Ms. Chandler adjourned the meeting at 5:46pm

**DIRECTIVES MADE BY THE BOARD**

1. Send the Board templates of newsletters for their consideration
2. Draft an administrative resolution to clarify collection procedures

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3. 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
4. Send a reminder to owners that are 31 – 60 days past due on their annual association assessment
5. 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

**ITEMS FOR THE NEXT MEETING’S AGENDA**

1. River front tree problem
2. River maintenance
3. Cul de sac maintenance
4. Newsletter
5. Docks in or adjacent to the lakes amendment
6. Lawncare
7. Choose volunteer to fill vacancy

**ITEMS FOR THE NEWSLETTER**

1. Lawncare
2. River front tree problem

<b>Task</b>	<b>Assignee</b>	<b>Date Assigned</b>	<b>Due Date</b>	<b>Completion Date</b>	<b>Comments</b>
Direction as to what are the area(s) where the association can force a unit owner to complete maintenance	Lynn Frances Chandler	20180423	20180521	20180521	Collier County will handle the obstruction due to fallen tree in the river per an email from Nick Casalanguida, Collier County, Deputy Manager

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<b>Task</b>	<b>Assignee</b>	<b>Date Assigned</b>	<b>Due Date</b>	<b>Completion Date</b>	<b>Comments</b>
Mulch four cul de sacs	Anthony Berk	20180521	20180626		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
Obtain a landscape maintenance agreement from Outdoor Perfections for River Oaks HOA	Anthony Berk	20180424	20180626		
Find tree debris in the river and ask Collier County to clean it up	Anthony Berk	20180521	20180626		
Send the Board templates of newsletters for their consideration	Guillermo Ruiz	20180521	20180626		
Draft an administrative resolution to clarify collection procedures	Guillermo Ruiz	20180521	20180626		

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<b>Task</b>	<b>Assignee</b>	<b>Date Assigned</b>	<b>Due Date</b>	<b>Completion Date</b>	<b>Comments</b>
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	20180626		
Send a reminder to owners that are 31 – 60 days past due on their annual association assessment	Guillermo Ruiz	20180521	20180626		
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	20180626		

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River Oaks Homeowners Association, Inc.  
Claudia Keeler, Secretary