

River Meadows @ Ski Tip		July 6, 2009	
		1:00 – 2:00	
		HOA Board Meeting	
HOA Board/Member Meeting Minutes			
Note Taker:	Darren Walsh	Type of meeting:	Conference Call
Attendees:	KTTR: Mike Magliocchetti Board: Debbie Hiratzka (Unit 1), Steve Szapor (Unit 3), Darren Walsh (Unit 7)		
Proxies:	N/A		
Approval of Minutes:	July 6, 2009 minutes approved via email prior to publishing.		
Next Meeting:	TBD		

Order of Meeting:

The meeting started at 1 PM and ended at 2 PM. The following topics were discussed:

- (1) The primary purpose of the meeting was to discuss the Lawn Replacement program that had taken place over the last few weeks, which was primarily in front of 61 Thackwell Lane. We discussed the progress of the lawn, the concerns of the home owner at 61 Thackwell Lane about the approach used by KTTR and the Board, and next steps. The following next steps were agreed upon:
 - a. **ACTION:** have outside counsel review and highlight the HOA's responsibilities and rights as it pertains to this type of situation (NOT JUST FOR THIS EVENT BUT GOING FORWARD ALSO).
 - b. **ACTION:** We will then write a letter to home owner at 61 Thackwell Lane explaining the Board's position on the matter, plus:
 - i. The HOA's and Managing Agent's (KTTR) responsibilities
 - ii. Expectations regarding payment for maintenance activities
 - iii. What will be done differently going forward
 - iv. Review of Rules & Regulations section 8.12 bylaws and highlighting issue with visiting dogs and more than 2 dogs on the property

- (2) We also reviewed key sections in the River Meadows Declarations document and the Rules & Regulations document. In particular, we discussed the following sections in the Rules and Regulations:
 - a. Section 7.1: Managing Agent has power to enforce Rules/Regs and other duties of association
 - b. Section 7.5: Damage Caused by Owners
 - c. Section 8.12: Animals - covers leash requirement, no more than 2 pets, no visiting pets, etc.

And the following sections in the Declarations document:

- d. Section 2.46: "Residence Exterior" which highlights the Association's responsibility to maintain the landscaping outside of a Residence.
- e. Section 9.1: Association Mgt Duties discusses responsibility for exclusive management of ... "Residence Exteriors".
- f. Section 11.5.b: Residence Exteriors and Responsibility of Association more clearly defined.
- g. Section 11.4: Owner's Negligence is discussed but not as general as Rules & Regs. This is specific to Common Elements.

(3) Landscaping – General Discussion

- a. We will continue with a plan to eradicate the clover currently overtaking the grass. KTTR will continue to spray to the grass areas and look for signs of improvement.
- b. "For Sale" signs are fine in front of property as long as they are within guidelines; but no signs shall be posted on the common elements.
- c. **ACTION:** Josh will be getting back with KTTR to look at dead trees/shrubs.
- d. **ACTION:** Irrigation: Mike to contact County Planning to find out our options on above-ground irrigation system in terms of whether we can keep it as is, if we so chose, or whether we need to bury it or remove it at some point in time.
- e. Snow Removal budget not discussed – will wait until future meeting

- (4) **Annual Home Owners meeting** to occur on December 30th @ 9:00 am (location TBD)

The outstanding action items from all meetings are presented below.

Other Detail Minutes

Agenda item: Landscaping **Presenter:** Mike M.

Discussion:

The HOA feels that the landscaping needs to be looked at closely and steps taken to clean it up. Given that we are paying a landscaper for a deep root feeding program once per year, they are now fully responsible for replacement of our trees and shrubs. In addition we need to remove the above ground watering system after the 2009 growing season.

Conclusions:

There are still many open questions on how to proceed here. See action items below.

Action items	Person responsible	Deadline
✓ 2009 Review and plan around dead trees/shrubs.	KTTR	
✓ Decide on above ground vs. in-ground watering system	Board	
✓ Eliminate the clover overtaking the grass areas	KTTR	
✓ Decide on "look" we are after; procure necessary services to get the look we want. Length of grass; weed pulling; seeding; etc.	Board	

Agenda item: Review Financials **Presenter:**

Discussion:

Action items updated based on results of December 2008 homeowners meeting.

Conclusions:

Action items	Person responsible	Deadline
✓ Email copy of KTTR Annual Contract to Board members	KTTR	
✓ Check on Snow Removal charges (check for charges that should go to KNC rather than River Meadows)	KTTR	

Agenda item: General Items **Presenter:** Debbie Hiratzka

Discussion:

General items include topics discussed at the Annual members meeting and Board meetings.

Conclusions:

Action items	Person responsible	Deadline
✓ Update By Laws to allow for up to 5 Board members (from 3)	KTTR	
✓ KNC – check into value, taxes, ability to secede, and 10% discount	Jean Weiss/Debbie H	
✓ Gas Fire Pits – decide on whether to amend Rules & Regs document	Board	
✓ Decide on HOA-sponsored holiday lighting for 2009	Board/KTTR	
✓ Pets – clean up bags located on River Meadows premises	KTTR	

Other Information

Open Gas Fire Pit on Decks:

The Board discussed whether to allow Gas fire pits (in addition to gas grills) on the decks. HOA will need to offer this as a vote to the members.

Roof Heating Tape

Remember to switch OFF your breaker that controls the Heating Tape on the roof during the summer months. We determined that work on the heating tape is an HOA expense. All requests for HOA items need to be forwarded and approved through KTTR team.

Window Washings are now scheduled twice per year (fall/Spring) @ ~\$2,500 each.