

River Oaks Trace Property Owners Association  
Board Meeting of 10 May 2018, 1815 hours

Location: 34-B River Oaks Trace

Present: Mike Marshall, Linda Landis, Kami Castillo, Kayla Haynie, Paul Haynie [member Donna Welch was out of town.] Homeowner Gloria Treat was also present.

Minutes

1. Reading of the Minutes

- a) Reading of the minutes was dispensed by consensus.

2. Review of the Financial Report

- a) A reserve of @ \$13,000 exists at this time.
- b) Cost of the upcoming lawn maintenance contract was discussed. Mike Marshall and/or Donna Welch will talk to Lincoln Lawn Care concerning possible ways to cut back on costs by some \$200-\$300 per month. Donna Welch is the contact person for any issues with Lincoln Lawn Care.
- c) The loan is almost paid off, and when it is, an amount of some \$800 per month will be added to the Trace treasury.

3. New Trace map distributed to board members.

- a) #11 has new owners, Tom and Dara Samuel

4. Duties of the Secretary were outlined.

- a) Secretary shall record, type, and distribute copies of meeting minutes to all board members.
- b) Secretary shall be custodian for all ROTPOA records. Mike Marshall will put a copy of all records on a flash drive to be kept by the secretary. Sandra at Miller and Rose also keeps some Trace records. Any item created by the secretary will be added to the flash drive.

5. Loan Request Process revisited. After a discussion with Janelle at First Security Bank, Mike Marshall informed the board that if the current loan request is canceled and the board then decides to apply for a loan at some point in the future, the new loan request will incur another \$150 application fee. The decision was made to leave the current loan request open so that any future loan request would be on a fee-already-paid basis.

6. Several trees in the Trace are in obvious distress. Members discussed possible causes and what action needs to be taken. President Marshall offered to contact the Forestry Service for information and advice on what should or should not be done. The suggestion was made that the crepe myrtles along Moore Street be trimmed. Mike Marshall will put the job on Michael Ordoyne's list. The magnolia tree in front of #46 is also in distress. Paul Haynie offered to help Linda Landis put out Jobe's Tree Spikes.
7. Mrs. Gloria Treat spoke to the board concerning drainage problems on the north side of her condo #7. She asked the board to install guttering on the north side and to provide a better drainage system in the area between #6 and #7 since soil is being washed onto the east side of the condo and accumulating outside her garage door. The board agreed to install guttering and better drainage.
8. Rain sensors (4) are to be installed on the watering system at a cost of \$285; Mike Marshall will supervise installation.
9. President Marshall informed the board that action had been taken to prevent ants building nests in mailboxes and sprinkler heads.
10. Borders on southeast side of Trace entrance. After discussion, the board decided a raised ( double-tiered) border was the best solution for the two problem areas. Vinca is to be planted in abundance. In addition, Mike Marshall will investigate the possibility of sprinklers for the two areas. Mike Ordoyne will be enlisted to work on the beds.
11. A hedge trimmer is to be purchased to facilitate trimming of hedges without the added cost charged by the lawn service company. Philip Cypert has agreed to store the trimmer at his residence, #52.
12. The next meeting will be at the home of Linda Landis, #46.
13. New business:
  - a) garage doors at #34-B, and #35 to be painted
  - b) mildew to be removed at #36
  - c) shrubs to be trimmed at #36
  - d) flower beds to be cleaned at #16, #20, and #36
  - e) sunken area on roof of #34-A to be investigated
  - f) secretary to complete an inventory of the storage unit; Mike Marshall will investigate possibilities of a storage building to be placed on the east side of #48.
14. Meeting to adjourn was made by Paul Haynie and seconded by Kami Costello.