

MINUTES OF MEETING OF TRUSTEES

of

RIVER OAKS ASSOCIATION, INC.

Pursuant to notice of meeting given to all of the trustees and after the meeting of the members held on July 15, 2009, the trustees of River Oaks Association, Inc. adopted the following resolutions upon the affirmative vote of the Trustees in attendance, those being Dave Anderson, Tom Robb, Marilyn Drury, and Frank DeVoe:

RESOLVED, that the following persons are elected to the offices set forth opposite their respective names, to serve at the pleasure of the trustees and until their respective successors are elected and qualify:

President	Frank DeVoe
Vice President	Dave Anderson
Treasurer	Marilyn Drury

FURTHER RESOLVED, that the Trustees will establish a four new committees, with delegated authorities as outlined on the attached committee descriptions.

FURTHER RESOLVED, that the Association purchase QuickBooks software for the Treasurer if she does not already have a current version.

Trustees provided information for the contact list to be given to all lot owners.

There being no further business before the meeting, the same was adjourned.

IN WITNESS WHEREOF, the undersigned set his hand on July ____, 2009.

Frank DeVoe, President

MINUTES RECORDED BY:

Mary M. Albright

RIVER OAKS ASSOCIATION COMMITTEE DESCRIPTIONS

A. **Social Committee** chaired by Committee member

1. Upon receipt of information from the Secretary concerning the date of the annual meeting, arranges for location and any refreshments; provides information to Secretary for annual meeting notices.
2. Coordinates neighborhood garage sale; sets date, arranges for signs and advertisements.
3. Upon the request of the Trustees or upon approval of its recommendation to the Trustees, arranges any other social events for the Association.

B. **Administrative Committee** co-chaired by the Secretary and Treasurer

1. Maintains
 - (a) mailing list of all current owners and updates upon any lot sales, using lcounty.com
 - (b) any website with updated event schedules
 - (c) records of trustees and committee member contact information; unless the information is available on the Association's website, mails Trustee and committee contact information to homeowners as appropriate, but no less often than annually. If the Association has a website, provides updated trustee and committee member contact information, as well as information from committees (e.g., concerning Association events and announcements) to the webmaster for posting on the website.
2. Handles all mailings requested by the Board of Trustees including the annual meeting information and annual dues billing.
3. Receives all dues payments and records and deposits to homeowners association account. Sends reminder notices for homeowners delinquent in dues payments; notifies Plan Review and Grievance Committee if dues are not timely paid after reminder to homeowner.
4. Upon notification from Landscape and Maintenance Committee that work has been completed and invoices can be paid, prepares checks for payment, obtains required signatures, and mails to service provider.
5. Reviews Association insurance coverage (i.e., Directors and Officers insurance, liability insurance) and makes recommendations to Trustees for any changes in coverage or carriers.
6. Takes minutes at annual homeowners meeting and meetings of trustees.
7. Maintains all records for the Association, including, but not limited to, copies of all approved meeting minutes and resolutions, service contracts, bank statements and other financial records, approved construction and landscaping plans, and correspondence concerning plan approvals and Association enforcement actions.

C. Landscape and maintenance committee chaired by Committee member

1. Determines requirements for ongoing maintenance (e.g., mowing and landscaping, sign maintenance, detention basic maintenance).
2. Procures bids for provision of services and negotiates contracts for final approval by Trustees.
3. Oversees work of contractors and notifies Treasurer when work is completed and invoices may be paid.
4. Creates a landscaping and seasonal planting group

D. Plan review and Grievance committee chaired by the President

1. Receives and reviews all plan submittals for construction, reports its findings and recommendations within 5 days to the Board:

Receives from President all construction and landscape plans and specifications submitted by homeowners for Association approval.

-Ensures that two sets of complete plans and specifications are received, in accordance with requirements for plan submission contained in the Protective Covenants for the Phase in which the lot is located. In the event that complete plans and specifications are not provided by the homeowner, notifies the homeowner within ten (10) days of the President's receipt of the plans and specifications (which will generally be nine (9) days following the date on which the Committee received the plans and specifications) that the submission is rejected for lack of completeness.

-Within five (5) days following the President's receipt of a complete plan submission (which will generally be four (4) days following the date on which the Committee received the plans and specifications) recommends to Trustees that plans be approved or rejected. As provided in the Protective Covenants, plans may be rejected either (i) for failure to comply with the design standards contained in the Protective Covenants or (ii) for aesthetic reasons if in the Committee's judgment the proposed improvement does not conform to the type of architecture or quality of existing dwellings and the positive future development of the River Oaks subdivision. In the event that the Committee intends to recommend any changes to the plans and specifications submitted, the Committee should recommend rejection of the plans to the Trustees as soon as possible (but not later than five days following the President's receipt of the plans) because the Protective Covenants provide that the failure of the Developer (i.e., River Oaks Development, Inc.) or its successors and assigns (i.e., the Association) to reject the plans and specifications within ten (10) days after their receipt is a deemed approval of those plans and specifications. The Committee's deadline is limited to five (5) days following the President's receipt in order to provide the Trustees time to act on the Committee's recommendation.

-In the event that the Committee makes a timely recommendation to the Trustees for rejection, which the Trustees adopt and timely notify the homeowner, the Committee will make any negotiation with the homeowner deemed acceptable within parameters established by the Trustees for that plan submission, and, upon reaching agreement with the homeowner, will provide the Trustees with the resolution and recommendation for plan approval. Following plan approval, the Committee will retain one copy of the approved plans and specifications for its

oversight, provide one copy to the Administrative Committee for the Association's official records, and return one copy to the homeowner.

2. Receives homeowner complaints for review, attempts resolution of complaints and homeowner violations of Protective Covenants, and reports its findings to the Board:

Receives homeowner complaints related to Association services, approval of construction and landscaping plans submitted by homeowners, failure of homeowners to comply with approved plans and specifications or with the Protective Covenants, and other matters. Also, independently reviews progress of construction and landscaping projects to ensure conformity to approved plans and specifications. In the event that the Committee determines that a complaint is well-founded or that a homeowner has failed to comply with approved plans and specifications or with the Protective Covenants, takes action with the homeowner:

-The Committee will first bring the issue through an informal discussion to the homeowner's attention for correction.

-In the event that the homeowner does not correct the problem within a reasonable period of time following the informal discussion, the Committee will prepare a formal notification to the homeowner, including a requirement for prompt correction, for signature by the Trustees. In the event that the problem involves a failure to comply with the Protective Covenants, the formal notification must note the Phase in which the lot is located, and the specific provision of the Covenants violated.

-In the event that the homeowner does not correct the problem within a reasonable period of time in response to the Trustees' formal notification, notifies the Trustees for their further action of the homeowner's continued failure to correct the problem.