

RIVER FOREST PROPERTY OWNER'S ASSOCIATION
BOARD OF DIRECTORS

March 22, 2007

MINUTES

ATTENDING

Al Miller
Brian Seymour
Cheryl Giannunzio
Herb Floris
Robert Pierce

Bob Zulli, Operations Manager, GRS Management Associates, Inc.

1. CALL TO ORDER

A Meeting of the River Forest Property Owner's Association (RFPOA) Board of Directors was called to order by Al Miller at 11:32am. A quorum was established with 5 directors present.

2. APPROVAL OF PRIOR MEETING MINUTES

Motion by Miller and seconded by Pierce to waive reading and approve minutes from Board of Director's Meetings held on 1/31/07 and 3/6/07.

Motion Carried

3. NEW BUSINESS

a. ADA Lights

Motion by Floris and seconded by Seymour to approve selection of lights for the wheel chair [ADA] ramp next to the clubhouse pool.

- The lighting proposed is approximately 10" across and 22.5" tall
- The lighting proposed is post mounted and match the color and style of the current lights on the clubhouse

Motion Carried

b. Regular Board Meeting Date (monthly)

Motion by Pierce and seconded by Miller to set a regular monthly board meeting on the 3rd Wednesday of each month, at 7:00pm.

Motion to Amend by Giannunzio and seconded by Floris to begin such meetings next month (April 2007).

Motion Carried as Ammended

- c. Selection of Accountant for 2006 Audit **Motion** by Floris and seconded by Giannunzio to select the firm Mark Brechbill, Certified Public Accountants, to perform the 2006 audit for River Forest POA

- Notification of 2005 audit completion and availability to residents required by 4/1/07.
- Board intends to post 2005 audit (when ready) to the POA website.

Motion Carried

- d. Annual Members Meeting (Agenda) to elect Board Members **Motion** by Pierce and seconded by Miller to schedule the Member meeting to elect Directors for Wednesday, April 18th, at 7:00pm. The regular board meeting for April (to elect Board officers) will also take place on this date, immediately following the election meeting. GRS has prepared a draft agenda that will be reviewed by legal counsel before mailing to residents. This meeting will take place in the clubhouse.

- It was stated that for the Annual meeting of 2/15/07, where a quorum could not be established, several residents had forgotten about the meeting, and some requested additional notice in the future.
- The board intends to put out the meeting signs for the April 18th meeting.
- A committee of 3 residents has volunteered to spread the word to residents just before the meeting.

Motion Carried

- e. Computer for Card Reader System **Motion** by Pierce and seconded by Miller to purchase a computer, security cabinet, and printer for the card reader system. This motion also includes the following:

- i. Approximately \$600 for a computer and printer.
- ii. Approximately \$400 for a security cabinet.
- iii. Not to exceed \$1000 total

Discussion:

- Access Control installer (Complete Access) has cards
- Complete Access recommends a desktop computer rather than a laptop
- Two Board members and GRS representative will meet with installer for training on operation of system

- Card should only contain a unique code for each RF home owner, and not contain personal identification information (such as name, address, phone).
- Ask card reader installer for recommendations on purchase of PC
- Backup device (disk or memory storage) should be considered

Motion to Amend by Pierce and seconded by Seymour to add phone line installation costs of \$100, for a total not to exceed \$1100

Motion to Amend by Floris and seconded by Pierce to add \$100 for addition of dead bolt to door for room where card reader equipment is stored, for a total not to exceed \$1200

Motion to Amend by Floris and seconded by Pierce to check insurance to verify adequate coverage of new equipment.

Motion Carried as Ammended

f. Boat/RV Storage Space belonging to resident omitted from POA

Motion by Seymour and seconded by Miller to remove, from RV/Boat Storage area, vehicle(s) belonging to property owner omitted from POA plat, and no longer acting in good faith to join River Forest POA. Legal action is authorized if necessary to carry out this action. The RV/Boat storage committee will recommend additional actions as needed to address other issues with the RV/Boat storage area.

Discussion:

- Should commercial vehicles be parked in the RV/Boat storage area?
- It was suggested that the waiting list be made available to residents. Concerns were raised that sensitive personal information (such as phone numbers) on this list not be released.

Motion Carried

g. Proposed Clubhouse Rules

Motion by Pierce and seconded by Floris to table this item until a future meeting

Motion Carried

- h. Policy Manual Proposed by GRS **Motion by** Pierce and seconded by Seymour to table approval of policy manual draft presented by GRS representative to allow board members to propose changes to GRS. Board would like to review the resulting draft at a future meeting

Discussion:

- Draft contains process for warning letter generation and fees for late payment [or non-payment] of quarterly POA assessments.
- Draft Contains a welcome letter for new owners.
- Draft contains existing River Forest forms (Clubhouse Rental, Architectural Control)
- Draft contains procedures for Board approval of prospective renters and owners.
- There are approximately 8 renters currently in River Forest
- Approval of renters could help to better familiarize renters with rules of the association.
- Approval of owners would be cumbersome (large quantity), and may raise discrimination issues.

Motion Carried

4. ADJOURNMENT

Motion by Miller and seconded by Pierce to Adjourn.

Meeting Adjourned at 1:19 pm

Respectfully Submitted,

Robert Pierce
Secretary,
River Forest Property Owners Association