

RUNAWAY BAY HOA, INC.  
Work Session - 4/28/04

The second work session of the Runaway Bay HOA Board was held in the home of Bill Wallace, Board Member and Chairman of the Architectural Committee. The meeting was also attended by Roger Winters, President; Jim Slagle, WebMaster/Member at Large; Karen Bragg, Secretary. Committee members attending were Ron Long and Fred Bragg of the Architectural Committee and Sue Wallace and George Lacombe, Chair of the Grounds Committee.

The working session was called to review urgent issues, which are as follows:

The session was brought to order by our president as he introduced Julie Moore who presented her credentials as a Certified Public Accountant (CPA). Julie, who has been a CPA since 1996, presented her proposal on doing our bookkeeping as well as maintaining our HOA official records. Ms. Moore stated she would be able to store our documents (to include architectural drawings), keep our accounting books, prepare our taxes, pay our invoices and other bills, prepare documents for the Board (to include maintaining a file, copying and mailing documents such as ARC Standards, Association Dues notices, etc). She would pickup the association's mail and distribute as needed to the board or committees. Ms. Moore would also receive e-mail and phone calls from property owners and forward questions to the members of the board for a response.

Julie completed her presentation and left the meeting. The board and committee members present discussed the urgent need to employ a financial manager and a managing agent to keep our books in good order and do the day-to-day work. River Oaks who ran the previous HOA board, was also paying someone for these services out of the association funds. The discussion led to a decision to hire her for the coming year. Roger Winters is to write a formal letter offering her the position.

The Grounds and Maintenance Committee was formed by the Board to oversee all seasonal work (like mowing, snow removal, planting...) as well as routine and as needed maintenance to facilities in the community (boat launch, dock, pavilion...). Karen suggested that we should submit requests for bids for the 2005 season, but 2004 was turned over to us well into the year and the grounds issues are critical at this period in time.

The committee will research and evaluated companies to hire for the grass cutting, landscaping care and other maintenance. The committee was charged with informing those companies that previously worked for River Oaks in our development to continue to do so under the new board until the committee evaluations can be made on whether we can get better rates or better service elsewhere.

The Grounds Committee was asked to look into possible options for closing the county road (StarLine Hollow) that adjoins our community of Peninsula Pointe. This road is a backdoor into our community and poses some security risk.

Karen Bragg had contacted firms that handle portable toilets and reported on her findings. Since we will have extra social activity during the summer months (to include the picnic May 29<sup>th</sup>) the board agreed to contract for one "Handy John" for a period of five months (May through September) to be placed at the Pavilion grounds for property owner use. The cost is \$65.00 per month and includes cleaning the toilet and toilet paper supplies.

The Architectural Review Committee (ARC) presented a well-organized draft Architectural Standards Handbook document, which will guide our construction and re-engineering work in this community. The ARC will use this document in reviewing all plans submitted for review. A lot of forethought and effort from the committee has given the property owners a comprehensive guide to building here at Runaway Bay. This guide demonstrates the "open space concept" that is necessary to maintain the beautiful landscape of the community. The new draft Architectural Standards Handbook will be made available on our web site immediately for property owner review, and a letter informing property owners how to get a hard copy if they don't have Internet access will be mailed out shortly. The Board will consider all comments received and vote on the new guidelines as the next official board meeting on 29 May 2004.

The following discussion and amendments resulted from the ARC presentation:

Regarding signs, Fred Bragg asked how we should enforce removal of unauthorized signs on private lots and how to advise the offenders. The decision was made to send a letter to the property owner responsible allowing them 30 days for sign removal, if that does not occur the Architectural Committee will remove and dispose of the signs. The committee should be able to remove signs on common property without notice.

Regarding fencing, Jim Slagle questioned the perimeter fencing and privacy fencing issues. The decision was that we would not permit perimeter fencing (property boundaries), but might allow privacy fencing or dog runs on a case-by-case basis after reviewed by the ARC.

Regarding the number of stories allowed on a house; Fred Bragg asked that a definition be added to explain the number of floors. The decision was that the reference to 2 ½ stories above ground level means two floors and an attic space. This is to protect the open space viewing area of all neighbors; it is essential not to obstruct the view of those around you.

Regarding Satellite dish issues, we discussed the issue and will comply with the mandate from the FCC.

After completing these discussions the Board agreed to accept the draft Architectural Standards Handbook to be presented to the property owners for comment. Comments can be sent to the Website until May 22nd. At that time the ARC will finalize the document which will be offered for review and put to a vote by the Board at the May 29th HOA Meeting/Picnic.

Roger reported that the HOA attorney would send him the paperwork to file for the VA Real Estate Board (VREB), which River Oaks should have been filing every year. Roger will prepare and mail the report to VREB.

To Do's for the Board:

Karen: Prepare a letter to the property owners advising them of the ARC Standards being placed on the Website and giving them the option to request hard copy. The letters will be mailed by Saturday 1 May.

Jim: Prepare Letters of Resolution that the Board has the authority to engage Contractors/Vendors for necessary work to be done in the common areas.

Jim: Review and advise the board on firms capable of doing a Reserve Fund Study. This is a necessary review that we must have by law and it will enable us to estimate the amount of funds that need to be held in reserve at all times for future maintenance (docks, pavilion...).

Bill: Finalize the draft Architectural Standards Handbook to be posted to the Website

Bill: Prepare Letter of Resolution for the Standards

Roger: Write a letter of employment to Julie Moore and prepare checks for paying existing invoice statements for electricity and lawn care services until Julie assumes the responsibility.

Roger: Submit VREB report.

Mike: Submit a budget for review for the next meeting.

Submitted by:

Karen Bragg, Secretary

