

RIVERBEND PROPERTY OWNERS ASSOCIATION
Board Meeting June 9, 2020

5:45 PM

Held via Zoom Conference call in accordance with COVID19 regulations

Call to Order

Ken Jordan, President, called the meeting to order at 5:48PM. A quorum was declared with Dawn Lytle and Kim Gissendanner attending via ZOOM. Bennett Porche was absent from this month's meeting for personal reasons. The Agenda was accepted as presented by all three Board members.

The Minutes for the May 12 Board meeting were approved by the Board of Directors electronically and distributed via email to property owners on May 20, 2020.

Old Business—Board Members only

1. Individual homeowner cases
 - a. Delinquent accounts and activity
 - b. Blocked driveway culvert expenses (homeowner or POA expense)
 - c. Deceased homeowners and process through probate
 - d. Charges to homeowner for gate damages
 - e. ACC Violations

Open Board Meeting began at 6:15PM with Committee Chairs, Jim Campbell, Finance, Brian Brader, ACC, and Ed Dyckman, Security added to the call via Zoom.

New Business

- 1) **Committee Reports** - Ken Jordan identified a need for volunteers for all committees to serve a couple hours each month. There will be committee sign up sheets at the Annual Meeting and on our website soon. Riverbendlakelurepoa.org
- 2) Jim Campbell, **Finance Committee**, reported that roughly \$311,000 has been collected thus far in current year dues. 419 lots of 1100 invoiced are still outstanding. Of those, roughly 160 are chronic delinquent accounts so we can estimate approximately 250 more owners will pay by August 1.
 - a. Final budget for 2020/2021 fiscal year is being worked on and will be presented to the Board in July and finalized in time for the August 1, Annual Meeting.
 - b. The Finance Committee is working with Cedar Management on delinquent account collections and will follow up with legal on lien filings as a result of that process.
 - c. Jim brought up a request from a homeowner from Riverbend Highlands who was interested in paying an annual fee to our POA for use of common areas. The Board agreed at this time that due to high use of common areas, we cannot offer 'social memberships' to outside individuals.
- 3) Brian Brader, **Architectural Control Committee**, reported the committee is monitoring current building projects in the community. The Board requested the ACC Committee

create a List of Specific Build Actions (from CCR's) which require ACC approval and recommended fee for each. This will be completed by next meeting.

- 4) Ed Dyckman, **Security Committee**, discussed ongoing actions and upgrades including:
 - a. New security cameras ordered for main gate
 - b. New hardware/software for main gate to allow for 255 area codes
 - c. The Security Committee created written Owner and Guest rules. The Owner rules are derived from CCR rules and community signage and should be followed by all owners. The Guest rules are handed out by the gate when renters check in at the gate and receive their Visitor pass.
 - i. Kim Gissendanner made a motion to accept the written rules, the motion was approved unanimously by the Board and will be posted to our website at RiverbendlakelurePOA.org.
 - d. All owners should have an owner sticker identifying their vehicle and guests should display the Visitor pass when using common areas.
 - e. Code Enforcement Officers (CEO)volunteers will be on call on weekends throughout the summer during daylight hours for the Gate to contact when vehicles are reported in the common areas without Owner sticker or Visitor Pass visible.
 - i. More Code Enforcement Officer volunteers are required to staff this 8 days a month. Please contact Ed Dyckman at 843-367-5647 or Dawn Lytle at 904-571-8843.
 - f. D&S Signs to be contacted to assist with replacing missing street signs. There are a couple of extra new 15MPH Speed Limit signs available to add or replace existing signs.
 - g. Stop signs and caution lights were discussed for exit at main gate. There is a dangerous curve and a caution light may remind people to stop and look both ways before entering the highway.
 - h. Welcome Kits will be prepared for new property owners. The Welcome kits will include a letter from the President, area map and amenities, Owner Directory, stickers for car windshield, and one gate card.
- 5) Kim Gissendanner, **Infrastructure Committee**, discussed ongoing road repairs. Many of the road run off issues relate to blocked culverts.
 - a. Property owners are RESPONSIBLE for keeping their own culverts clear. If you need assistance with culvert clean out, please email RiverbendPOABoard@gmail.com
 - b. We need volunteers who live in the community for *Infrastructure Committee*, to monitor roads and report necessary road repairs. If you would be willing to volunteer 2-3 hours per month, please email Kim Gissendanner at kim.gissendanner@gmail.com.
- 6) Liz Fister, **Beautification Committee**, is looking for bids to clean up old swimming hole with fill dirt and sand to repair deteriorating areas.

Ken Jordan discussed proposed changes to our Bylaws regarding the number of Board members and tenure. Tenure is especially important when it comes to consistency and history of board actions.

Proposed bylaw changes include:

- Add 5th Board member to insure no tie votes
- There will be three open positions for the 2020 ballots
 - Kim Gissendanner to be officially elected to the Board
 - Dawn Lytle will be replaced as a Board member
 - 5th Board member position to be filled

Staggered Term Calendar

TERM	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Board Member								
Chair	NEW	bye THRU 8/1/21	NEW	bye THRU 8/1/23	VOTE	bye THRU 8/1/25	NEW	bye THRU 8/1/27
Secy	NEW	NEW	bye THRU 8/1/22	VOTE	bye THRU 8/1/24	NEW	bye THRU 8/1/26	VOTE
Treas	NEW	bye THRU 8/1/21	NEW	bye THRU 8/1/23	VOTE	bye THRU 8/1/25	NEW	bye THRU 8/1/27
Dir		VOTE	bye THRU 8/1/22	VOTE	bye THRU 8/1/24	NEW	bye THRU 8/1/26	VOTE
Dir 5th Member		NEW	bye THRU 8/1/22	VOTE	bye THRU 8/1/24	NEW	bye THRU 8/1/26	VOTE
# To be elected			3	2	3	2	3	2
Annual Meeting Date	10/5/2019	8/1/2020	8/7/2021	8/6/2022	8/5/2023	8/3/2024	8/2/2025	8/1/2026

Motion to implement changes to Bylaws with legal advice was unanimously approved by the Board in prior meeting.

Dawn Lytle **Annual meeting August 1.** The library is still closed to meetings so we believe the July meeting may still be held by Zoom.

- Elections, proxy ballots, and ways to vote by email were all discussed.
- Candidates for the Board were requested recently by email and a letter mailed to all property owner June 8. If you wish to be a Candidate in the upcoming election and support our Community, please email Ken Jordan at Ken@lakeguys.com by June 20.

Ken Jordan called for meeting adjournment at 7:48PM, Motion made and carried.

The next Board meeting will be Tuesday, July 14 where we can hopefully, have a “Meet the Candidate” type meeting in person or via conference call so property owners can ask questions of any candidates running for office.

Accepted by

_____ **Date** _____
Kenneth H. Jordan, President, Riverbend Property Owners Assn.

_____ **Date** _____
Bennett Porche Sr., Vice President, Riverbend Property Owners Assn.

_____ **Date** _____
Dawn Lytle, Secretary/Treasurer, Riverbend Property Owners Assn.

_____ **Date** _____
Kim Gissendanner, Director, Riverbend Property Owners Assn.