

Approved  
2-25-21  
JR

**ROYAL COURT CONDO ASSOCIATION**  
**Board of Directors' Meeting January 28, 2021**

The January 28, 2021 meeting of the Board of Directors of Royal Court Condo Association was held virtually. **ATTENDANCE:** President Maureen Garvey; Christine Bifera; Edwin Brown; Wayne Smith; Alan Nelson; Secretary, Frances Sellow; and Jennifer Reese, representative of Community First Management (all via video conferencing). Also by video conferencing, the following homeowners participated: Aimee Brennan, Carole Brown, Gail Jones, and Jo-Anne and Archie Seay.

**HOMEOWNERS' FORUM:** Mrs. Seay asked that the Board review the requirements for the Covenants (Rules and Regulations) Committee.

**The meeting was called to order at 3:32.**

**APPROVAL OF AGENDA:** Mrs. Garvey asked for additions/changes to the agenda. The following items were added to Unfinished Business: Streets signs, Moss on brick entrance wall, Electrical outlets by front gate, Asphalt sealing coat, and Ceiling repair for 1700 RCC. Under New Business the following item was added: Snow removal **MOVED** by Mr. Nelson and seconded by Ms. Bifera to approve the agenda as amended. The motion passed unanimously.

**APPROVAL OF OCTOBER 22, 2020 MEETING MINUTES:** **MOVED** by Ms. Bifera and seconded by Mr. Nelson to approve the minutes as written. The motion passed unanimously.

**PRESIDENT'S REPORT:** Mrs. Garvey has worked with Mrs. Reese and the RCCA committees throughout the past months to be certain that the business of the community was addressed. Mrs. Reese was asked to inform the Board as to which condos had sold recently. Ted Gardner, Christine Bifera, and Betty Hammond were thanked for their work on the holiday decorations. Ms. Reese was given the name of a plumber which Mrs. Garvey would like used for future external leaks in RCCA.

**MANAGER'S REPORT:** Mrs. Reese reviewed the work done by the management company during the past months.

**FINANCIAL REPORT:** Ms. Bifera, the treasurer, stated that two costly expenses for 2020 (water leaks), challenged a very tight 2020 budget. To avoid further strain on the 2020 budget, a decision was made by the Board to cover part of the repair cost for the initial leak out of the Replacement Reserve Account with the caveat that any year-end surplus in the 2020 budget would be used to pay back the Replacement Reserve Account. Since RCCA was over-budget for 2020 this was not possible; however, CFM notified the Board of a \$2,000 surplus in the operating account and the recommendation was made by both Ms. Bifera and CFM to transfer these funds to the Replacement Reserve Account to cover part of that commitment. **MOVED** by Mr. Nelson and seconded by Ms. Bifera to move \$2,000.00 into the Reserve Replacement account. The motion passed unanimously.

**COMMITTEE REPORTS:**

1. **Landscape:** The landscape company will not have a particular day of the week to come to RCCA during the winter. A representative from Nuckols Tree Care, Inc. has determined that all crepe myrtles in RCCA will need to be trimmed. **MOVED** by Mr. Nelson and seconded by Ms. Bifera to approve the estimate of \$1,760.00 (with Mrs. Garvey obtaining a list of exact work to be done). The motion passed unanimously.
2. **Rules and Regulations:** The last inspection was done by Ms. Reese and homeowner, Jim Lewis, on November 5, 2020. Letters citing violations were mailed December 1, 2020.
3. **Gate Update:** Mr. Smith reported that, after a tour of the RCCA fences, five (5) gate latches need to be adjusted. Chesapeake Fence will be out next week to sort out the latch problems at the following sites: between 1709 and 1713 RPC, between 1708 and 1710 RPC, between 1705 and 1709 RCC, between 1724 and 1728 RCC, and between 1745 and 1749 RCC.

**UNFINISHED BUSINESS:**

1. Gutter/Downspout Clean-Out – The Board may want to consider using a different vendor for future work.
2. Ceiling repair is needed for 1700 RCC. Ms. Reese will contact workmen.
3. Street signs – A discussion has been delayed until February meeting.

4. Brick wall with moss – The work to remove the moss and engage a painter for touch up has been postponed until spring (April).
5. Ms. Reese was asked to have electricians check/repair the two outlets facing the gate at the entrance.
6. Asphalt re-sealing coat – In the spring, Mr. Nelson and Mrs. Garvey will check the asphalt and determine where patches are needed plus the re-sealing.

**NEW BUSINESS:**

1. New Landscaping Contract – **MOVED** by Mrs. Garvey and seconded by Mr. Nelson that the new contract be accepted on the condition that it be extended for two (2) years. The motion passed unanimously.
2. Gate Proposal – **MOVED** by Mrs. Garvey and seconded by Mr. Brown to replace both arms on the gate for the sum of \$1,323.33. The motion passed unanimously.
3. Covenants (Rules and Regs Committee) – Further discussion will be held at the February, 2021 Board meeting.
4. Snow Removal – No action was taken on snow removal.

At 4:35, **MOVED** by Mrs. Garvey and seconded by Mr. Nelson for the Board to move into Executive Session to discuss violations and potential proposals. The motion passed unanimously. At that time, Mrs. Garvey asked Ms. Reese if any homeowners besides the Board were still at the meeting. It was determined that the four homeowners had logged out. **MOVED** by Mr. Nelson and seconded by Ms. Bifera for the Board to move out of the Executive Session at 5:08 and reconvene in Open Session. The motion passed unanimously. The Board ratified the actions taken at the Executive Session.

**MOVED** by Mr. Brown and seconded by Ms. Bifera to adjourn the meeting at 5:15.

**The next RCCA Board meeting is scheduled for Thursday, February 25, 2021 at 3:30 at the CFM office (unless otherwise posted).**

Frances Sellew, secretary

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**HOMEOWNERS ARE REMINDED THAT ALL CONCERNS AND QUESTIONS MUST BE DIRECTED IN WRITING VIA E-MAIL OR LETTER TO JEN REESE AT CFM.**