

Approved  
5.26.21 JR

**ROYAL COURT CONDO ASSOCIATION**  
**Board of Directors' Meeting April 22, 2021**

The April 22, 2021 meeting of the Board of Directors of Royal Court Condo Association was held at the CFM office and virtually.

**ATTENDANCE:** President Maureen Garvey, Wayne Smith, Alan Nelson, Christine Bifera, and Jennifer Reese, representative of Community First Management, and Frances Sellew, secretary (in person) with Edwin Brown (via video conferencing.). Also by video conferencing, the following homeowner participated: Carole Brown and Shelia Magula.

**HOMEOWNERS' FORUM:** No one wished to address the Board.

The meeting was called to order at 3:32.

**APPROVAL OF AGENDA:** Mrs. Garvey asked for additions/changes to the agenda. The following item was added to Unfinished Business: Inspection of vinyl fences and gates. **MOVED** by Mr. Brown and seconded by Mr. Nelson to approve the agenda as amended. The motion passed unanimously.

**APPROVAL OF March 25, 2021 MEETING MINUTES:** **MOVED** by Mr. Nelson and seconded by Mr. Smith to approve the minutes as written. The motion passed unanimously.

**PRESIDENT'S REPORT:** Mrs. Garvey has worked with Mrs. Reese, the Board, and the RCCA committees throughout the past month to be certain that the business of the community was addressed. Mrs. Garvey and Ms. Sellew presented welcome packets including a coffee cake to each of the five new homeowners. Irrigation Works is opening the system. The feral cat has not been caught. Once the cat is caught, she will be handed over to a person outside of the community who attempts to domesticate feral cats in order to release them to a farm where the cat will be housed and well cared for. Bids are being sought for the cleaning of the vinyl fence. The new street signs have been ordered and should arrive soon. Mrs. Reese was asked to research how the Board should fill Board of Director vacancies that occurred at the end of 2020 and those that will occur at the end of 2021, given that the regular process was put into limbo by not being able to hold an Annual Meeting during the Covid-19 Pandemic.

**MANAGER'S REPORT:** Mrs. Reese reviewed the work done by the management company during the past month. A work order has been issued for the repair/replacement of the Dominion Power box in the backyard at 1701 RCC. While Mrs. Reese is out of the office May 5-11, 2021, homeowners are to contact her assistant, Meghan.

**FINANCIAL REPORT:** Ms. Bifera, the treasurer, stated that during the past month there had been additional significant expenses (mulch, extermination, and entrance gates) plus several contract increases which took effect. The Board does continue to operate under budget through March.

**COMMITTEE REPORTS:**

1. **Landscape:** The committee composed of Carole Brown, Betty Hammond, Kathy Jensen, and Maureen Garvey met earlier in April. They determined the plants for the front yards which are scheduled to be renovated (1728 RCC, 1745 RCC, 1737 RCC and 1725 RPC) plus selected the plants for the community entrance. Azaleas will be planted at the end of RCW. The weed killer was applied to the lawns. There will be no irrigation turned on Wednesdays and Thursdays because of mowing.
2. **Rules and Regulations:** The Board approved the following members of the committee: Ted Gardner, Ray Garvey, and Chuck Halman (CFM rep). **The next community inspection will be done the week of May 17<sup>th</sup> (weather permitting).**

**UNFINISHED BUSINESS:**

1. **Inspection of Vinyl Fence Gates** – Mr. Smith reported that he and Mrs. Garvey inspected the operation of all new gates. Chesapeake Fence will make the minor adjustments to eight (8) gates without cost. Mr. Nelson asked that the fence company inspect the alignment holes and determine if they should be plugged.
2. Irrigation Works determined that three homeowners have covered irrigation heads with pavers at their respective gates.

**NEW BUSINESS:**

1. **Gutter Clean – Out and Fence Washing** – Several homeowners reported that during the recent downpours, their gutters/downspouts appeared to be clogged. Mr. Nelson stated that gutter guards were removed from 1732 and 1728 RPC several years ago. Mrs. Reese was asked to determine if gutter cleaning companies can replace those guards. After a review of the gutter cleaning proposal by McKown, Mrs. Reese was asked to clarify certain items. Proposals are being requested for the vinyl fence cleaning.

2.

At 4:27, **MOVED** by Mr. Nelson and seconded by Mr. Brown for the Board to move into Executive Session to discuss matters involving various homeowners' violations and proposed changes to the RCCA Rules and Regulations. 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 homeowners had logged out. **MOVED** by Mr. Nelson and seconded by Mr. Smith for the Board to move out of the Executive Session at 6:45 and reconvene in Open Session.

**MOVED** by Ms. Bifera and seconded by Mr. Nelson to adjourn the meeting at 6:50.

**The next RCCA Board meeting is scheduled for Thursday, May 27, at 3:30.**

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.**