

Approved 1-28-21
JR

**ROYAL COURT CONDO ASSOCIATION
Board of Directors' Meeting October 22, 2020**

The October 22, 2020 meeting of the Board of Directors of Royal Court Condo Association was held at the CFM office, 3061 Brickhouse Court, Ste. 109, Virginia Beach, VA 23454.

ATTENDANCE: President Maureen Garvey; Christine Bifera; Edwin Brown; Wayne Smith; Alan Nelson (via video conferencing); Secretary, Frances Sellew; and Jennifer Reese, representative of Community First Management.

HOMEOWNERS' FORUM: No additional homeowners were in attendance.

The meeting was called to order at 3:30.

APPROVAL OF AGENDA: Mrs. Garvey asked for additions/changes to the agenda. Condo dryer vent cleaning and the water leak on RCW were added to New Business. **MOVED** by Mr. Brown and seconded by Mr. Smith to approve the agenda as amended. The motion passed unanimously.

APPROVAL OF SEPTEMBER 24, 2020 MEETING MINUTES: **MOVED** by Ms. Bifera and seconded by Mr. Brown 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 month to be certain that the business of the community was addressed. Mrs. Reese was asked to check with Power Clean Pros about the fall cleaning of the gutters/downspouts.

MANAGER'S REPORT: Mrs. Reese reviewed the work done by the management company during the past month. Irrigation Works will winterize the system about mid-November. Letters about the adopted 2021 RCCA budget and the new condo fees will be sent to condo owners.

FINANCIAL REPORT: Ms. Bifera, the treasurer, stated that the expenses for 2020 continue to be over budget.

COMMITTEE REPORTS:

1. **Landscape:** The landscape company completed aerating and seeding plus the planting of pansies at the RCCA entrance. The committee is evaluating all unit front beds to determine whether or not work needs to be done in 2021. **MOVED** by Mr. Nelson and seconded by Mr. Smith to place a bench donated by the Garveys at the end of RCC. The motion passed unanimously. **MOVED** by Mr. Nelson and second by Mr. Smith to direct the landscaping company to plant Bermuda grass on the sloped area along the alley behind the condos on the south side of the association.
2. **Rules and Regulations:** The next inspection will be done by Mrs. Reese and homeowner, Jim Lewis, on October 29th (weather permitting).

UNFINISHED BUSINESS:

1. Mrs. Reese reviewed a process to remove moss on the brick entrance wall.

NEW BUSINESS:

1. Regarding the leak on RCW, CFM will send out their Project Manager, Bob McKinley, to do a preliminary inspection of the area and to make a recommendation to CFM and RCCA for next steps for repair.
2. It was suggested that unit owners consider having their dryer vents cleaned in order to prevent fire.
3. It was decided that discussions of the possible replacement of the front gate and the replacement of the street signs be delayed until 2021.

At 4:15, the Board moved into Executive Session to discuss sensitive issues. **MOVED** by Mr. Brown and seconded by Mr. Smith for the Board to come out of Executive Session at 5:08. **MOVED** by Mr. Brown and seconded by Ms. Bifera to adjourn the meeting at 5:15.

Due to the coronavirus restrictions at various venues, the nomination/election of the two Board seats and the 2020 Annual Meeting have been postponed until further notice. The RCCA Holiday Party has been cancelled.

The next RCCA Board meeting is scheduled for Thursday, January 28, 2021 at 3:30 at the CFM office.

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.