

RIVER RUN HOA COMMITTEE INDEX

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RIVER RUN COMMUNITY ASSOCIATION, INC

ARCHITECTURAL REVIEW COMMITTEE

1/28/23

The new River Run Architectural Review Committee consists of five members serving 3-year terms. The members are William Hyman, Jerry Imbrenda, Ray Priebe, Evelyn Sandusky, and Chris Ferger serving as Chair.

The Committee is responsible for reviewing exterior architectural and landscaping improvements and additions to the individual properties in the community. The Committee bases its determinations on the River Run Community Design Standards (<https://riverruncommunity.org/wp-content/uploads/2023/01/River-Run-Architectural-Design-Guidelines.pdf>) in regard to the following:

- a. Safety
- b. Effect on neighboring property's view, including public ways and the golf course.
- c. Aesthetics.
- d. Is improvement within the property setbacks, not on HOA property, and does not adversely affect easements.

Improvement applications require a fee of \$250 for additions, but for landscaping and minor things, such as trash enclosures, this fee will be waived.

The Committees goal is to keep the aesthetic appeal of River Run intact.

RIVER RUN COMMUNITY ASSOCIATION, INC

COMMUNITY BUILDING COMMITTEE

RESPONSIBILITIES:

Initially, the Building Committee will meet and make recommendations to the HOA Board for infrastructure requirements such as phone, internet, HVAC controls, security systems, means of access, furniture, accessories, etc.

Once the HOA assumes operational responsibility for the Community Building the committee will suggest the best means to assure the building is properly maintained.

The Committee will also suggest hours of operation, come up with ideas for community involvement (card, book & mahjong clubs, social events, etc) and the scheduling of events)

STRUCTURE:

The committee will be led by a Chair Person(s) and comprised of members of the River Run community who have an active interest making the most of this resource. There will also be an HOA Board liaison.

Budget:

The initial budget for the building is \$12,000 for 2020. It includes building utilities, insurance, maintenance and power for the pool pumps. As the Committee makes its recommendations the yearly budget will change accordingly.

All spending suggestions will be submitted to the Board for discussion and approval. A separate discretionary budget may be given the Committee in the future based on its needs.

RIVER RUN COMMUNITY ASSOCIATION, INC
DECORATING COMMITTEE

RIVER RUN COMMUNITY ASSOCIATION

DIVOT REPAIR COMMITTEE

Purpose: The purpose of the Divot Committee is simply to fill divots on the golf course. The benefits of doing so are three-fold. First, filling divots hastens the growth of grass thus enhancing the beauty and quality of the fairways. Secondly, the participants get to socialize both while working and enjoying a free adult beverage in the clubhouse afterwards. Finally, the restaurant enjoys extra business from those workers who stay for another drink, appetizer, or dinner.

Structure: The committee is comprised of members of the River Run community. The Chair coordinates with the pro shop and restaurant in determining the best time, date and starting point. There should be two designated sub chairs that are familiar with the coordination process in the event the Chair is otherwise occupied.

Note: The Divot Committee meeting should be considered a social event! Participation is voluntary and a good way to meet new neighbors. Also, members don't necessarily have to be golfers.

RIVER RUN COMMUNITY ASSOCIATION, INC

EMERGENCY SERVICES COMMITTEE

Responsibilities: The Emergency Services Committee identifies what services will be needed by the community in response to life threatening or personal property threatening situations. The members will assure that the emergency providers are familiar with the River Run community and can gain quick access when the gates are lowered at night. Likewise, the Committee should assure that the members of the River Run community know where to turn for help. The committee should periodically interface with the emergency responders to get their perspective on how the community can be best served.

Structure: The committee is comprised of members of the River Run community.

Budget: There is no money budgeted for the Committee however the HOA budgets approximately \$40 per household or \$6400 in 2018 for a donation to the Showell Volunteer Fire Dept., our current fire and EMD responder.

RIVER RUN COMMUNITY ASSOCIATION, INC

FINANCE COMMITTEE

Responsibilities: The Finance Committee is responsible for overseeing the financial wellbeing of the community. The members are expected to review monthly balance sheets, review yearly audits, assist in establishing a yearly budget and assure that proper accounting procedures are followed. Their insight into investing reserve funds is also welcomed.

Structure: The committee is comprised of members of the community with backgrounds in finance, accounting, or banking.

Budget: There are no expenses budgeted for this committee. If there were any expenses needed, they would be funded from the HOA provision for General & Admin.

RIVER RUN COMMUNITY ASSOCIATION, INC

GARDEN COMMITTEE

Purpose: The purpose of the Garden Committee is for the beautification of the grounds surrounding River Run Golf Course. This includes the front gate area, the Condo areas, the Pool and Tennis Court area, and the common areas.

Time Table: Each Spring and Fall the committee gets together and makes a decision on what type of flowers we would like to purchase, and where we would like to plant them. For the past few years, we have been working closely with Eastern Shore Nurseries and have been pleased with their work.

On the day that our order arrives, we make sure one of the Committee Members is present to go around and see if there are any questions or problems that they may have. We also check and make sure no area has been missed.

Committee: At present, we have four volunteers who give of their time and expertise in regard to decisions on what to purchase.

Budget: The Garden Committee works with the HOA Finance Committee to establish a budget, and to work within that budget.

RIVER RUN COMMUNITY ASSOCIATION, INC.

GOLF COMMITTEE

Responsibilities: The Golf Committee is responsible for arranging and scheduling with the Pro Shop, restaurant and golf course various golf events during the golfing season. Events include the monthly (April thru October) TGIF outing featuring 9 holes of fun filled golf on a Friday afternoon followed by food and drink in the Starrs Restaurant.

Yearly events include: River Run Ladies' Tuesday League beginning in April (weather permitting). Men's Monday League beginning in April (weather permitting). Women's and Men's Match Play Tournament beginning in May. Women's and Men's Club Championship, 2-day event held in July. Member Invitational held in either June or August. Sadie Hawkins tournament held in October.

Structure: The committee is currently comprised of members of the RR Community and members of the RR golf course.

Budget: No expenses are budgeted for the Golf Committee; however, through the RR Community's generosity at TGIF events, the RR Golf Committee arranges through local charitable organizations, the sponsoring of several children at area Junior Golf Camps each year.

RIVER RUN COMMUNITY ASSOCIATION, INC

HOA MAINTENANCE COMMITTEE

Responsibilities: Prior to 2022 River Run HOA employed a Lawn Crew which performed many minor maintenance jobs in addition to its primary duty of cutting and trimming lawns. With the landscaping responsibilities now outsourced there is still the need for help on jobs in the community that are just too small to contract out. Typical jobs might include painting the cluster mailboxes, hanging a picture or fire extinguisher, or installing a lock in the Community building, replacing a street sign, or helping the pool and tennis committees with their respective needs.

Structure: The committee will be comprised of members of the River Run community who are familiar with tools, know how to use them and are not afraid of getting their hands dirty.

Budget: There is no set budget but the HOA will fund any worthwhile projects.

Membership: Charter members are:

- Andy Fenton
- Rich Ciecierski
- Don Van Reenan
- Don Bowers, Board Representative
- Ken Franck

RIVER RUN COMMUNITY ASSOCIATION, INC
LAWN MAINTENANCE COMMITTEE

RIVER RUN COMMUNITY ASSOCIATION, INC.

LONG TERM PLANNING COMMITTEE

Responsibilities: The Long Term Planning Committee views the needs of the community in the future. Their responsibility includes the ongoing update of adequacy and uses of the Reserve Fund. Additionally, they are asked to work with representatives of the Developer to determine which areas of the community are the responsibility of the HOA, the Developer and the owner of the golf course respectively. Over time, the committee is asked to develop a rolling 5-year plan for the community so that the Board can properly plan for expenditures and budgeting to meet those needs once approved by the Board.

Structure – The committee is led by a Chair person or persons with membership made up of members of the community. The Board liaison member would bring suggestions from the committee to the Board for action. The Chair of the committee should attend Board and Management committee meetings regularly.

Budget – The committee is primarily working with the Reserve Fund and additions and uses of funds for the Fund.

RIVER RUN COMMUNITY ASSOCIATION, INC.

NOMINATING COMMITTEE

Responsibilities: The Committee is responsible for seeing that candidates are named for upcoming elections to the Board each year. Nominations shall be made by the committee directly and others can run for the Board seats by submitting a petition signed by a minimum of 20 members of the Association supporting that nominee. The committee also runs the election process including the counting of votes and registration of members for voting purposes at the annual meeting of the Association. Additionally, the Committee handles all communications to the community related to the election process.

Structure – The committee is led by a Chair person who must be a member of the Board of Directors as required by Association By-Laws. Other members of the committee are members of the Association approved by the Board.

Budget – Any expenses of the committee would be part of the Association's budget including stationary, printing and mailing expenses.

Membership – Per a memorandum of understanding executed by the Board on December 29, 2107 there are to be two sub committees of the Nominating Committee. Each subcommittee will provide suggested nominees to the Nominating Committee. The Nominating Committee will oversee this organization, the reporting requirements to the Nominating Committee, and the final nominees of the Committee excluding any persons that utilize the petition process.

Policy issues for clarification purposes – There were issues raised in the 2017 election of Board members that should be clarified for future elections. They are:

1. Votes exercised by the Developer were challenged at the Annual meeting. As a result, a Memorandum of Understanding was negotiated by Board members addressing various issues. The agreements in the MOU are in effect for 2 and possibly 3 years.
2. In the future, the use of a petition for nomination purposes should be limited to one petition for each candidate desiring to run. Multiple candidates cannot be nominated by the use of one petition.

**RIVER RUN COMMUNITY ASSOCIATION, INC.
PET COMMITTEE**

RIVER RUN COMMUNITY ASSOCIATION, INC.

POOL COMMITTEE

Responsibilities: The Pool Committee is the eyes and ears for the community as it relates to the overall pool operation. Working with the Board liaison person, the committee should make recommendations to the Board for physical improvements to the pool as well as changes to operating procedures, rules and regulations. Both current and future needs of the pool should be addressed. The committee meets on as needed basis.

Structure: The committee should be led by a Chair person or persons and suggested membership would be composed of community members that are users of the pool. The Board liaison member would bring suggestions from the committee to the Board for action. The committee chair or members are always welcomed at Board meetings for discussion around committee suggestions.

Budget: The Association Board establishes an annual budget for the operation and improvements to the pool. Additionally, physical improvements to the pool can be funded out of the Association reserve fund. It is the Board's responsibility to manage needs of the pool within the operating and reserve budget.

RIVER RUN COMMUNITY ASSOCIATION, INC

Renter's Guidelines

Responsibilities

Using input from the HOA, a Renters Guidelines document was developed to ensure River Run owners are made aware of their responsibilities in renting their units and/or allowing relatives and friends to use them. The person in charge has the responsibility to keep this document up-to-date with any changes to River Run rules and regulations. It is distributed to residents, especially condo owners who intend to rent their units.

Structure

Document updates are made by the person in charge with input from the HOA.

Budget

There is no budget.

Membership

One person has temporary ownership of the current document. At the present time, Fran Langberg makes the updates.

RIVER RUN COMMUNITY ASSOCIATION, INC

SAFETY COMMITTEE

Responsibilities: The Safety Committee was formed after safety issue concerns were discussed during the 2014 annual HOA meeting. As the name implies the committee identifies actual or potential situations that may have an impact the wellbeing of individual residents and the River Run Community at large. Safety issues may include speeding cars, lighting, etc. Once identified the committee will offer ways to eliminate or mitigate the danger.

Structure: The committee is comprised of members of the River Run community.

Budget: There is no budget. Any expenses to “fix” the problem will be charged to the appropriate area. (Roads, signage, pool, etc.)

RIVER RUN COMMUNITY ASSOCIATION, INC

SOCIAL COMMITTEE

Responsibilities: The goal of the Social Committee is to organize events, either at River Run or off site, to bring residents together and foster a greater sense of community. Some of planning will involve working with the Player's Club to pick dates and themes for parties. Offsite events can include trips to other restaurants, ball games, shopping, and various points of interest.

Structure: The Committee is comprised of members of the River Run community interested in organizing events attractive to the community as a whole.

Budget: There is no money budgeted however any expenses for printing, advertising or decorating would be funded from the HOA provision for General and Administration expense.

RIVER RUN COMMUNITY ASSOCIATION, INC.

TENNIS COMMITTEE

Responsibilities:

River Run has two Har-Tru (clay) tennis courts. The courts are not maintenance free. Each year new Har-Tru is applied. New court lines and nets (if needed) are also installed. DAILY watering is needed and periodically the courts must be rolled and swept.

The tennis committee oversees the above issues, and any other problems that may occur.

Court time is one hour if busy, and people are waiting to play.

Proper tennis attire must be worn at all times.

Structure: The committee is comprised of members of the River Run community.

Tennis anyone!

RIVER RUN COMMUNITY ASSOCIATION, INC

WEBSITE COMMITTEE

Responsibilities: The Website Committee maintains the River Run Home Owners Association website which is located at the following URL, <http://riverruncommunity.org>. The members of this committee will distribute information from the HOA board and the HOA committees to the community. They will not distribute information which has not been authorized by the HOA board or one of its committees. The news is distributed via the newsletter feature, posting on different web pages, and also on one of the two calendars which is located on the website. All homeowners who have supplied an email address is setup and emailed their username and password to log onto the site. The committee is responsible for keeping this information private and is responsible for providing a printable version of the member directory. Any request for changes to the member directory must come from the member themselves, unless the person has sold their property and moved on. The website is a WordPress website which was initially developed by Cards Computers and is currently hosted by GoDaddy.com.

Structure: The committee is comprised of members of the River Run community.

Budget: Currently the approximate price we pay to GoDaddy is \$160.00 per year. However, this does not include much technical support from GoDaddy.

RIVER RUN COMMUNITY ASSOCIATION, INC

Welcoming Committee

Responsibilities

The purpose of the Welcome Committee is to make new residents feel comfortable in the community and in the area. An existing resident greets them once they are settled and presents them with a folder of brochures and flyers describing places and events they may like to take advantage of in the area and tips for understanding River Run rules and regulations including how to contact the HOA with questions they may need answered. At this meeting, the greeter ensures we collect their contact information so it can be added to the River Run Directory. This ensures they receive all community communications through online emails and hard mail and newsletters.

Structure

The committee is comprised of volunteer residents who meet periodically to put together folders and share information about recent and forthcoming sales of River Run residences.

Budget

The Finance Committee establishes a budget for the purpose of planning a simple Welcome Reception for the year's new residents and for the purchase of folders. Free brochures are included in the folders and can be collected at the Berlin Chamber of Commerce, the Ocean Pines Library, the OC Performing Arts Center, the Worcester County Arts Council, and many other local organizations.

Membership

Currently, there are 9 volunteers plus the Chairperson who rotate welcoming newcomers and delivering folders.

Fran Langberg – Chair

Brenda Austin, Valerie Axel, Terri Broemm, Lynn Calloway, Penny Ciecierski, Leslie McIntyre, Mary Miller, Lynn Pierce, Beaz Villa

RIVER RUN COMMUNITY ASSOCIATION, INC

Yard Sale Guidelines

Responsibilities

Depending on community interest, the annual yard sale is held on a Saturday in August/September from 7:00am-10:00am. The date is determined based on other activities of the golf course. Once the date is selected, announcements to residents are made through the RRHOA website and with flyers throughout the community. Two weeks prior to the yard sale, ads are placed in the local papers as well as online through Craigslist.com and Yardsale.com. Flyers are also placed in local businesses, i.e. library, Food Lion, etc. Day of yard sale, large signage is placed at the intersection of Rt 589 & Beauchamp Rd, at the intersection of Beauchamp Rd & St Martin's Lane and outside the River Run Community entrance. Balloons are placed at each residence participating in the yard sale. Maps of the community are created and handed out to each car attending the yard sale.

Structure

The activities related to the yard sale are handled by the chair and other volunteers if there are any.

Budget

Each participating resident pays \$5.00 to cover cost of advertising, printing, signage and balloons. Advertising costs are about \$30.00, printing costs are about \$35.00, large signage is about \$15.00 and balloons are \$1.00/each