

Rittenhouse Square Condominium Association
Annual Meeting
January 26, 2017

I. The meeting was called to order by Jesse Kanitz, Rittenhouse Square Condo Association's attorney. Mr. Kanitz reviewed the agenda for the meeting and noted that each report will be presented in full and questions may be asked. Jesse introduced Bob Bowen, partner at Case Bowen Bowen. Thank you to Kathi Horvath & Bob Bowen for welcoming unit owners (members) and assisting with sign-in and distributing information. There were 37 units signed in and represented at the annual meeting with 41 people in attendance. Mr. Kanitz informed those in attendance that the Board will be working to fill the 2 vacancies on the Board. While the notice to nominate and submit names for the election at the Annual meeting was addressed at the monthly meetings and in the October newsletter, there is one candidate for election this evening. An additional election will take place to fill the 2 spots. Members are welcome to invite and nominate owners to run for election.

II. Board Member Election

Jesse Kanitz thanked Deb Kaufman for her service and commitment to the Rittenhouse community while on the Board. He introduced the election officials: Sandy Smith, Linda Spridgeon, Linda Thompson and also the Board member candidate, Mark Timbrook. The election officials adjourned to the office to count the ballots.

III. Reports

a. President – Anne Battershell

2016 has been a year of transition at Rittenhouse Square. Case Bowen began to manage our property April 1st. They now manage all the accounting functions, collecting maintenance fees and other payments as well as paying our invoices and keeping a database of all functions then providing us with reports. Case Bowen also administers the rule violation and fine process. Best of all, our property manager Kathi Horvath has helped us a great deal with maintenance and capital improvements. All maintenance requests are kept in a database for ease of reporting and reference. Kathi follows up on more complex maintenance requests, and works with Chuck to manage priorities, assisting us to keep to our budget wherever possible. Kathi has been especially helpful in requesting bids from known and trusted contractors she has worked with before, she reviews bids with the board, and assists in the oversight of contractors' work. She reviews all our invoices before authorizing payment and refers all invoices over \$1,500 back to the president for approval. Rittenhouse Square is extremely fortunate to have Kathi Horvath as our property manager. She is very experienced and knowledgeable, she brings a high level of professionalism to all she does, Kathi is diligent and provides quick responses to owner queries and Board requests. Her calm unflappable demeanor is very much appreciated by the Board.

Some of the accomplishments this year are: staining and painting 37 more units plus the Clubhouse in the new color scheme. Tree care, trimming, and removal across the entire

property, plus some new trees planted. Two roads had cracks filled and fresh sealer applied.

Again this year, some citizens of Rittenhouse Square have expressed disagreement with Board decisions. Disagreements are natural and inevitable. Expressing concerns is an owner's right; however, far too often residents have done so in a less than respectful and cooperative manner. This unfairly places stress on Board Members who by volunteering on the Board have accepted a great deal of responsibility. Board members are owners and live here too. They serve the community with the best of intentions and the objective of keeping Rittenhouse Square a great place to live. Cooperation and courtesy will take us much further than divisiveness.

Living in close community as we do necessarily requires some individual compromise, yet we are united in our mutual desire to create a beautiful well-maintained property. We ask for everyone's support and cooperation to that end.

Treasurer/Budget- Andy Thissen

- i. The proposed budget for 2017 was approved at the December Board meeting. The approved budget was mailed to each owner in the Annual Mailing.
- ii. Health insurance premiums were relocated on the general ledger to be included in payroll versus taxes (budget p. 2, gl 7725).
- iii. There was additional expense for touch up painting to address from the prior year. There were more fence repairs but less concrete work than anticipated.
- iv. We were able to bring in delinquent fees and avoid writing off bad debt.
- v. Repairs in the 2017 budget: Some of the repairs have been determined to be capital expenses and will be paid from the reserves.
- vi. Legal fees: Fees were incurred to amend and restate the bylaws to bring them in alignment with current Ohio Revised code. The Association Rules will be updated to coordinate with the bylaws once they pass.
- vii. 2017 budget: There are typical planned needs including fence replacement and shingle repair.
- viii. Replacement of the outdoor electrical boxes containing the meters will be phased in over a period of years.
- ix. We are expecting a 3% increase in water & sewer rates.
- x. All of the items above led us to raise the maintenance fees by 4%.
- xi. From the floor: Pam Kilgus noted on page 2 of the budget that general ledger item 9001, transfer to reserves, was accounted for twice in the 2017 budget. The Board thanked Pam for bringing this to their attention. An

email was sent to owners and residents with emails on file on January 31 with the corrected and amended budget for 2017. The corrected and amended budget is also on the members only side of the website

a. Operations – Kathi Horvath

- i. Kathy thanks members for using the website to log in work orders. These go straight to Kathi's email and she inputs them for tracking and notifies Chuck (onsite maintenance). Kathy works with Chuck when we need an outside vendor or if the work will be over \$1,500. When work orders are completed, they are closed out and reported at the monthly meeting.
- ii. To date in the fiscal year, 319 work orders have been entered, 276 were closed/completed, and 43 are open.

b. Rules Violations – Kathi Horvath

- i. Kathi walks the property to check for maintenance, confirm repairs are completed, and to check for violations. Unit owners also send in violations to Case Bowen. Case Bowen sends notice letters to the unit owner giving a description of the violation with 10 days to cure. A second notice will be sent if the violation has not been cured. Unit owners have due process and can request to schedule an appointment to discuss the violation with the Board (within the 10 days from receiving the letter). The Board will meet with the unit owner at a convenient time for all. The unit owner will receive a letter with the final decision of the Board. To date, Case Bowen has sent 39 violation letters.

c. Unit Sales in 2016 – Kathi Horvath

- i. From 2/1/2016-1/31/2017, there were 16 units sold with August as the highest sales month. The lowest sales price was \$101,500 and the highest was \$175,000. The average sales price was \$138,491. When an owner puts their unit on the market, the title agency will contact Case Bowen to confirm the balance of the maintenance fees. There is a transfer fee of \$150. This fee is collected at closing and can be paid by the buyer or seller.

d. Landscaping – Louise Parsley

- iii. Louise reported that in 2016 the grounds needed repair and improvement in many areas. Much damage was caused by the previous landscaper. Randy Bohannon returned as an independent landscaper, and with Chuck's assistance they performed many repairs.

- iv. The Bethel Road entrance was maintained by Sue Conrad and Lorri Wells. The Reed Road entrance had invasive plants. Tonya Cole, Lana Momani, Louise and others weeded and repaired beds throughout the season. Sue Wrhen had a gorgeous display. Michelle Keiter gave us beautiful flowering shrub that is planted near the visitor parking at Reed Rd entrance, many of enjoyed the dinner plate sized blooms. Thanks to everyone who assisted in planting and maintaining plants in 2016.
 - v. Gardening plans for 2017 are to increase perennials on the common grounds. Thank you to Alberta for donating non-invasive plants.
- e. Strategic Planning – Anne Battershell
- vi. Anne reported that the Strategic Planning committee has been gathering and reviewing information from the first reserve study and many inaccuracies were found. The committee was stalled in the summer and will be getting together in 2017 to continue this work.
- f. Social – Becky Blackstone
- vii. Social activities in 2016 were a dog get-together, community garage sale, and the annual Christmas party. Thanks to Deb Kaufman, Doris Ballog, Louise Parsley, Becky Price and Christy Kennedy for helping with events in 2016. Many thanks also to Deborah Van Auker for offering Aqua Zumba classes at the Schulykill Road pool.
 - viii. Ideas for 2017 are: 1) doing a social event around the spring planting season, 2) a patio tour in June or July, 3) a pool party/movie night, and 4) the annual holiday party. It takes volunteers and participation to have a successful social event. Let's meet and discuss some fun activities for the residents in 2017! Becky can be reached at beckyhblackstone@gmail.com or by phone at 614.216.4326.
- g. Block Watch – Tisha Smith
- i. Tisha reported that there were 3 Block Watch meetings in 2016. Tisha thanked members for the great attendance. She also thanked the volunteers for the National Night Out event. We are grateful the police came and did a presentation, and they were impressed with the attendance from Rittenhouse owners.
 - ii. The next meeting was scheduled for February 8 at 7:00 pm but canceled due to the weather. The new date is Monday, February 13 at 7:00 pm. All are welcome, please plan to attend.

h. Clubhouse – Tisha Smith

- i. Tisha reported there were 24 clubhouse rentals in 2016. The tan carpet is very easily stained, and someone who recently rented the clubhouse covered up a large stain with an ottoman. Please report stains so they can be addressed sooner. Tisha could use help washing the slipcovers and switching to the 2nd set. The carpet will need to be steam cleaned as well. Please contact Tisha at the clubhouse if you can help out.
- ii. New front door keys were made for the clubhouse as we did not have a good list of who had keys and how many were out there.
- iii. New flags have been purchased for reserving parking at the clubhouse. Owners renting the clubhouse are being asked to take the flags down when their event is over and put them in the closet in the kitchen.
- iv. 2014-2016 invoices have been scanned and put in Dropbox a cloud based file cabinet. Chuck turns in his completed work orders to Tisha and she scans and sends them to Kathi Horvath. Many thanks to Becky Price for being an amazing and committed volunteer this year!

i. Website – Tisha Smith

- i. Tisha reported that we have 195 users on the Rittenhouse website which is great. Meeting reminders and important notices are sent out via the website. New features will be added to our website in the coming year. An email will come out beforehand with instructions in the event users need to change their passwords. Owners and residents are welcome to send pictures of their events at the Clubhouse or landscaping if they would like to share ideas with others.
- ii. There was a suggestion to add a search engine for the site and to include the amended bylaws to the site.

IV. Newly elected Board member: Mark Timbrook was announced as the new member to the Rittenhouse Board. Mark will be a great asset to the Board.

V. The voting period for the amended bylaws has been extended to February 28, 2017. The current bylaws are still in effect. Approximately one-third of owners have voted. For those owners who have not voted, please complete your ballot and mail it to Case Bowen Bowen by February 28. We need to receive responses from **all** owners.

VI. Owner comments and questions:

- a. Will more parking space striping be done this year? The striping was controversial, it is likely the long rows of spaces will get striped, but not when there are just two spaces in between units. Finishing up the repainting of the parking space numbers will happen this Spring.
- b. Scott Shambrock would like to do some landscaping around his unit and will submit his proposal to the Board.
- c. Pam Kilgus asked that the Board member not elect officers until the other candidates have been voted into place.
- d. Lana Momani is concerned about the rising maintenance fees and does not want them to go above \$300 a month. She is concerned about resale.