

**RITTENHOUSE SQUARE CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES
MARCH 15, 2017**

The meeting was called to order by Anne Battershell, President. Board members present: Anne Battershell, Becky Blackstone, Steve Donnell, Louise Parsley, Andy Thissen and Mark Timbrook. Anne noted that Doris Ballog has had surgery and is doing well, however she will not be finishing her term. Deb Kaufman will finish Doris's term and was present at this meeting. Kathi Horvath of Case Bowen was present at this meeting.

Reports and Business

I. Administrative – Anne Battershell

- a. The amended bylaws vote is ongoing. Ballots are still being submitted. Currently more than 50% of members have voted and 80+ still need to vote.
- b. **Action Item for Unit Owner/Members:** It is your duty as an owner to participate and vote on issues that concern you and the entire community. If you have not already turned in your ballot, please do so immediately. If you have any questions regarding the amended bylaw language or have misplaced your ballot, please contact a board member.

II. Financial – Andy Thissen & Kathi Horvath

- a. Andy reviewed the balance sheet showing Assets and Liabilities & Equity of \$482,857.19.
- b. Kathi reported that the following units sold in the last month: 1687 St. Albans for \$140,000, 1683 St. Albans for \$117,000, and 5094 Schulykill for \$158,000. Welcome to our new neighbors Scott Latham, Greg Hicks and Dean Hoffman!
- c. Delinquent report summary: The aged owner balance as of 2/28/17 totals \$5,436.18. Another property has had a lien placed, and there are now 6 properties with liens.
- d. Kathi noted that the US Bank made an error with the automatic maintenance fee payment plan (ACH); owners may notice that the 2016 maintenance fee amount was deducted. The bank made a second small withdrawal to adjust the payment to the 2017 level. Those owners using ACH will see the additional withdrawal on their statements.

III. Operations – Kathi Horvath & Anne Battershell

- a. Maintenance service request: There have been 376 work orders submitted since Case Bowen began in 2016. There are currently 47 open work orders for lighting, gutter issues and miscellaneous items. Randy Bohannon is still doing leaf removal, and Jess Howard has worked on lighting. Carport repairs have been completed.
- b. Sump pump inspection plan: Anne relayed that there are 79 sump pumps in the development. Chuck has been inspecting 3-4 sump pumps per day and there are 35 left to inspect. Approximately five sump pump units have been replaced.
- c. Federal Pacific Circuit Breaker Panels: The board was informed during the master policy insurance bidding process that our insurance rates may rise a minimum of 50% if the Federal Pacific circuit breaker panels are not all replaced. This is an initiative we will complete in 2017 before our 2018 insurance renewal. Unit owners who have had their panel boxes replaced should submit proof of the new panel (bill of sale or completed work order, or photo of owner with new panel) to the Board. Case Bowen is soliciting bids from electrical vendors and seeking to obtain a group discount.

- IV. Election for new board members: The ballots were counted, and we welcome Julie Flay and Kevin Guckes to the RSCA board. The Board looks forward to working with Julie & Kevin!
- V. Landscaping – Louise Parsley
- a. Due to the warm weather, bulbs are already coming up. We have received a lot of dahlia bulbs to plant for this summer. If anyone would like to donate a bag of soil, please call Louise.
 - b. Since the tree trimming on Bethel Road, there are open spaces that make it easy for people to take a shortcut through the development. We will plant 3-4 foot high bushes to try to help this issue.
 - c. If you want advice on bushes or what to plant in the common area around your unit, please call Louise, or ask Chuck. If you want to plant new shrubs and flowers, or trees please let us know your plan in advance. If you have dead bushes or trees, please submit a maintenance request so those can be taken out. If you want to do some new planting but the current items in the space (original items planted by the Association) are still good, the cost of the new plants is your own.
 - d. Louise reminded owners who would like to replace pavers and/or shrubs at their own expense must still submit a plan to the Board for approval first.
- VI. Rules and Violations
- a. There have been 13 violations in the past 30 days. A resident accompanied Kathi and they looked at garage doors, carport clutter, clotheslines, and awning frames with no awnings. Awnings can be purchased through Capital Awning. Most owners were receptive and acted to correct the violation. A second round of letters has gone out for those items that have not yet been corrected.
 - b. Anne reported that action will be taken with an owner who purchased a unit and immediately rented it. Legally, we can fine for 6 months and demand that the owners ask the renters to make alternate arrangements. If these actions are not effective, the Association will accelerate the issue to eviction. The more owner-occupied units we have, the better for our insurance rates, care of the property, and potential buyers. We try to stay at no more than 10%. Remember, all tenant leases are to be provided to Case Bowen with contact information for both the owner and renters.
- VII. Social – Becky Blackstone: no events planned at this time. We need a co-chair and volunteers for this committee. Please contact Becky Blackstone if you would like to volunteer.
- VIII. Block Watch – Tish Smith
- a. Notices of recent incidents have been sent via email (i.e., dent in vehicle, money and computers taken from unlocked vehicles.). There was also an attempt to break a padlock on a trailer, and a dent put into a garage door. Tish asked all affected to file police reports, and she also notifies our police liaison. The police have agreed to add more night coverage. We do not want this activity to escalate.
 - b. We need to be responsible for things that are under our control:
 - Lock your vehicles.
 - Turn your outside lights on in the evening.
 - Turn in maintenance requests for street and courtyard lights that are out.
 - Lock your doors and windows.
 - Don't leave valuables in your car or on the patio.

- Keep your patio door locked (install an additional lock if needed).
 - Contact block watch members if you see anything suspicious.
 - Watch out for your neighbors and let a neighbor know if you are going away on a trip or for a long period of time.
 - Bring your neighbor's trash can into the carport and pick up any flyers left on the front step if your neighbors are away. Remember that trash and recycle cans left out on the street looks like there is no one at home.
 - Use your security systems.
 - Do not open your door to anyone you don't know.
- c. Please thank your block watch volunteers for their work to keep our community safe. Sue Wrhen will now make the block watch calls for Van Pelt. The next block watch meeting is May 15 at 7:00 pm.
- d. **Action Item for Unit Owner/Members:** If you have not done so already, please send your email address to Tish Smith so you can be notified via an email blast when there is a safety issue or utility shut-off.

IX. Clubhouse – Tish Smith

- a. There is one event in March, one in April and one in May. Occupancy for events is 60 people.
- b. The new office hours are: Monday-Wednesday from 10:00 am - 12:00 pm and Thursday 5:00-7:00 pm. Tish will be having a procedure in early April so the office hours may change a little.

X. Web Site – Tish Smith

- a. Tish will be working on the website upgrade and will notify owners if they need to do anything.
- b. There are 194 resident & owner users. Please check the website for monthly updates.

The next meeting is Wednesday, April 19th.