

**Rittenhouse Square Condo Association
Board Meeting – June 15, 2016**

DRAFT OF MINUTES

All Board members were present: Doris Ballog, Anne Battershell, Becky Blackstone, Steve Donnell, Deb Kaufman, Louise Parsley and Andy Thissen. Kathi Horvath of Case Bowen was in attendance.

Anne Battershell covered the following announcements:

- Street seal coating will take place on June 20-21. Signs will be on the sandwich Boards placed at the Clubhouse, St. James Court, Moravian and Ranstead Streets. Vehicles need to be off the streets by 9:00 am. Due to the weather, this project went through June 23.
- We have received a proposal from Joseph Tree Co. with an analysis of all the trees in the community and the maintenance needed. It came in close to \$20,000 but this is work that can be done over a period of years.
- There is a leak in the Clubhouse pool. Poseidon pools will investigate. The pool may be colder as additional water will be added until the leak is repaired.
- Amendments to the Handbook, rules and bylaws are in the works and should be done soon.

Social Committee – Becky Blackstone

- The community garage sale will be held on June 18 from 8:00 am-2:00 pm. We currently have 16 units participating (14 units was the actual number).

Financial Report – Andy Thissen

- \$6,000 has been moved into the reserve account.
- Past due maintenance fees total \$12,000. We continue to work on collections. Liens have been placed on 6 properties for collections.

Maintenance Report – Kathi Horvath

- There have been a total of 83 work orders, with 43 of those entered since the last meeting. As of June 13, there are 46 work orders open and some are ready to close out.
- By sending work orders via email to Case Bowen, they can be entered efficiently into the system. Kathi checks emails from homeowners and follows up with Chuck Douglas on the status of work orders. 21 light posts were entered into the system and grouped by street.
- Unit sales report: There were 2 units sold in April, 1 in May, and 1 in June. 5116 Schulykill and 5182 Schulykill are already in contract.
- There have been 27 violations with 5 open: Thank you to those who have brought their violations into compliance. If an owner is going out of town and cannot cure in 10 days, please call Kathi Horvath and let her know, and she will work with the condo Board.
- To clarify violation letters: The 1st letter is a notice of violation only. There is no reason to appeal. Do not take personal offense to 1st notice violation letters. The 2nd letter means the issue is still out of compliance and due process begins. This is when an enforcement fine is assessed, however owners have the right to appeal which they may do in writing or by requesting a hearing with the Board. The unit owner has 10 days to make their request for an appeal and return it to Case Bowen. Case Bowen will contact the Board, then they will schedule the hearing if needed. The Board will work with everyone's schedule. Case Bowen will notify the owner of the hearing

date where the owner has the opportunity to present their case. After the appeal or hearing, the Board has 10 days to respond to you in writing.

Questions for the management company:

- What types of complaints have been received? *Several types of complaints including parking and landscaping*
- Who made the decision to make the pool areas non-smoking? *The Board made the decision. If owners would like to appeal, they can request a private meeting with the Board. (Update: An appeal was heard on 6/27. The decision by the Board was to allow smoking at the Schulykill pool in a designated area. There will be no smoking at the clubhouse pool.)*
- Board meetings are for community business. Condo statute of Ohio law provides for a hearing with the Board, this does not need to be done at a Board meeting.
- JoAnn Brown commented on the 4 days it took to respond when she got water in her basement after the storm on June 4. *It was determined this was a breakdown in communication. When calling Kathi Horvath with an emergency, please do not leave a voicemail. Dial "0" for the operator and request assistance from another manager who is available to assist.*
- The Board will send the maintenance and emergency requests procedures out to the units again. This was completed by June 18.

Tisha Smith was on vacation. The Block Watch & Clubhouse reports will be done in July.

Landscaping Report

- Thanks to Steve Donnell, Louise Parsley, Lorri Wells, Lana Momani, the Landscaping Committee and residents who have volunteered their time to plant flowers and work on the grounds of the community.
- We do not have word on when the City of Columbus will be putting in sidewalks on Reed Road.

Strategic Committee – Anne Battershell

- The committee is double-checking figures from the two past reserve studies and will be meeting again in a week.

Comments & questions from residents:

- There was a motion by Laura Watkins, seconded by Kathy Musser, that all landscaping stones, bricks and edging be approved. *Update: Our association attorney has confirmed that motions cannot be made on the floor during a Board meeting. A form will be made available so residents can submit issues they would like to address in advance of the Board meeting so they can be added to the agenda.*
- There was a question on rentals in the community. There are currently 16-17 units being rented. The association requests a copy of leases be submitted to the office. There was discussion that mortgage companies consider the percentage of rentals in a community when deciding to grant a mortgage.
- Painting: Beverly Cooper at 1699 Moravian had a question on the floor of the balcony not being painted the new color. The balcony deck floor was not included in the scope of work in the painting contract. Doug Kathary on Moravian has a fence that has not been completed. Anne will follow up with the painters. There was a question on whether we can request that one unit be completed before painters move on to the next unit (e.g. going across the top and then back to

the patio so it takes longer to complete a unit). We will address this with the painters for next year.

- Ms. Cooper at 1699 Moravian has a question about what the Joseph Tree Co. suggested about a spruce tree at her residence. Anne will check the proposal coding to identify the tree.
- Linda McNamee at 5076 Schulykill informed the Board that her rear fence needs to be replaced before the painting next year.

The meeting was adjourned.