

**RITTENHOUSE SQUARE CONDO BOARD
MEETING MINUTES
July 19, 2017**

The meeting was called to order by Steve Donnell, President. Board members present: Becky Blackstone, Steve Donnell, Julie Flay, Deb Kaufman, Louise Parsley, Mark Timbrook and Kevin Guckes. Kathi Horvath of Case Bowen was present at this meeting. This is Deb Kaufman's last meeting as she is moving at the end of the month. The board thanks Deb for her service and commitment to the Rittenhouse Square community.

As this is his first meeting as President of the condo board, Steve noted that he is looking forward to the challenges to maintain and better the Rittenhouse Square property and community. There are openings for three board members now. Kevin Guckes has agreed to be the new treasurer.

Reports and Business

- We received an email from resident, Lynn Cooper, requesting the status of the City's installation of sidewalks on Reed Road. We have learned that the sidewalks are currently in design and scheduled to be complete the spring of 2018. Right of way issues will be cleared in late 2018, and the project could go to construction in 2019 pending budget approval.
- Steve informed the group that the board has met with Dan Gesler, a representative from Pro Exterior regarding James Hardie® Board siding. This product would be a replacement to the current wood siding. The advantage to this siding is that it comes in several colors and does not need painting for 15-20 years. This would save a great deal of money with the current 6 year cycle for painting. This is a different solution to painting that will decrease maintenance and increase property values. The question was asked if there would be an assessment if we decide to go with this product, and if so, whether it would be assessed evenly across the board for all units. This has not been decided, and Kevin Guckes is doing the financial analysis on the cost. Dan Gesler from Pro Exteriors will be present at the August 16th meeting. Please plan to attend the meeting to hear more about this product. **Update: The board has decided to postpone this presentation until further research and cost analysis can be done.**
- Painting for 2017: We have had 3 bids for staining. Two units were painted as an audition (1660 & 1680 St. Alban's) by Deck Rescue and Pure Property Solutions.
- Balance Sheet: Kevin Guckes reviewed the balance sheet and noted that \$200,000 of the reserves has been moved to a Certificate of Deposit at Kemba Financial for a higher interest rate.
- Resale report: Kathi Horvath noted the following sales: 5099 Schulykill - \$149,900, 1685 St. Alban's - \$133,000, and 1672 St. Alban's - \$145,000.

- Delinquent report summary – Kathi Horvath: Total of aged owner balances for maintenance fees as of 6/30/17 is \$7,403.75. Most of this amount is related to 4 units and liens have been filed.

Operations

- Maintenance request report – Kathi Horvath: Three double carport roofs have been completed. There is a proposal for a roof repair on Rittenhouse Sq. North.
- There have been a total of 533 work orders since Case Bowen started managing the property, of which 137 are open. As of the June meeting, there are 36 new work orders, including 3 for siding/fencing, 5 gutter/downspouts, sump pump repairs, carports, garages, one chimney leak, lighting, 4 clubhouse/pool, and 2 animals. 28 work orders have been closed since the June meeting. Integrity Plumbing snaked some clogged drain lines on St. James Court (Bethel Road side), dug down and found broken pipe. This has been corrected, and the exterior repairs were done. Penny Kentosh (5117 Sansom) reported a water issue in her basement. Christy Kennedy (5097 Schulykill) has water coming in the walls. Kathi asked Penny and Christy to send pictures to her via email, and she will attach them to the work orders.
- Action Item for Owners regarding fireplace check-ups: For insurance purposes, owners with fireplaces need to have them professionally checked once a year to make sure they are safe.
- Action Item for Owners regarding sump pumps: Please remember that you are sharing your sump pump with 1-2 more units. While you may not see anything wrong, the other units could have issues if the pump is not working properly. Owners are asked to make sure sump pumps are operating correctly and submit a maintenance request right away when service is needed.
- Landscaping: Louise Parsley noted that Steve Donnell has put in some hostas on St. James. The Bethel Road side still needs many additional plantings. Louise cautioned that there is poison ivy on the grounds so be careful when planting. The Bethel Road entrance is being maintained by Lorri Wells and Sue Conrad.
- Rules & Violations – Kathi Horvath: There are 54 open violations, some have been corrected. Condo law 5311 requires a warning letter/notice. Owners can request a hearing regarding their violation notice. A notice to cure letter is not to fine but to bring the unit into compliance. The 2nd letter is to give the owner a right for a hearing with the board. The board wants to work with owners. If there is no request for hearing, and no cure (10 days from date of letter), a fine will be assessed.
- Social – Becky Blackstone: The social hour gatherings will continue in August, weather permitting, at the Schulykill pool on Thursday evenings (5:00-7:00 pm). Please watch the message board in front of the clubhouse for changes to the date or time due to weather. Those taking pictures at the gatherings can send those to Tish for posting on the website. Please join us and meet your neighbors!

- Block Watch – Tisha Smith was not able to attend the meeting. Steve Donnell reported the following on her behalf: The Block Watch committee had a meeting on June 26th. We will again be participating in the National Night Out event on Tuesday, August 1st from 6:00-8:00 pm. Courtesy of your block watch volunteers, there will be finger foods, desserts and bottled water. If you would like a different beverage, you are welcome to bring it with you. The Columbus Police have confirmed that they will be in attendance, so let's have a good showing. This is a nationwide event that is "lights on means lights out for crime." We want all residents to turn on their porch lights starting at 6:00 pm. A blast email went out today with this information, and volunteers will be making calls prior to the event to remind/inform residents. Tish will send a final reminder the day before the event. Please join us for information, community bonding, and to show that Rittenhouse is committed to deterring crime. When the police know we are involved and interested, it can only help when we request extra patrols. Sandy Daehler has retired from the block watch committee, and we thank her for her service. We welcome Megan Spellacy who is taking over Sandy's call area. We also welcome 3 new alternates: Kay Kranz, Karen Matrka and Joy Plassman. Thank you as always to our block watch volunteers who willingly give their time and service to protecting all the residents of Rittenhouse. Please remember to thank them for their service when they call.
- Clubhouse: There is transition taking place in the office with our new president coming on board. Tish is taking on new responsibilities to help with auditing documents, projects, and items that need to go to Case Bowen. There will be a transfer of files from Dropbox to Google Docs as well. We ask for owners' patience as Steve and Tish work to reorganize and make these changes.
- Web Site: With the transition, the email update is on hold for a short while. The update will take place when Tish is settled in with her new duties. There are currently 215 users on the site. We will need contact info for new owners and renters who are moving in. Case Bowen will send the info along when they receive it. As always, please refer to the website's home page for current information.
- Regarding replacement of the Federal Pacific electric panels in the units. We have 3-4 bids. There will be an email blast with the pricing and vendors, and owners can select which company they want to do the work. There are currently 150 amp and 250 amp boxes in the units. There is a possibility that the panel can be retrofitted but that decision is best made by the electrician analyzing the current panel and performing the work. Please remember the replacement should be completed by 12/31/17 as it can affect our insurance renewal cost for 2018.
- Mickey Kovach asked about the procedure for removing past presidents from financial accounts when their terms are ended. Steve Donnell reported that our previous president has been removed from bank accounts, and double signatures are required, which will be Steve and Kevin Guckes. There are two board members for the reserve account. Case Bowen does not have access to the reserve account. Case Bowen must

have receipts to reconcile invoices and statements. The association's credit card has been canceled. Case Bowen has a credit card that the association can use if needed.

- There was a request to put together a welcome committee. Notice will come when the title agency notifies Case Bowen that the property has been purchased. The committee can work together to put a welcome package together and deliver it to the unit. We will have a committee sign-up at the August meeting and look forward to making new owners and tenants feel welcome to the community!
- Regarding rules & bylaws, the association's relationship is with the owner, and the owners need to give all pertinent info to any renters. There was a suggestion that a board member make a visit to the renter(s) to make sure the information has been received.

The meeting adjourned. The next board meeting is August 16 at 7:30 p.m.

Correction to the 6/21/17 meeting notes. Thank you to Pam Kilgus, Becky Garrity and Lana Momani for their contributions and planting work at the Schulykill pool and preparing the restrooms for the season.