

Rittenhouse Square Annual Meeting Minutes

January 26, 2023

I. Board meeting called to order.

- a) Steve Donnell, President, calls board meeting to order.
- b) Approval of January 27, 2022, annual meeting minutes- motioned by Katie Hickey, Second Julie Flay, January 2022 annual meeting minutes approved.

II. Current Board Members: Steve Donnell, Pres., Pam Kilgus VP, Katie Hickey Secretary, Becky Garrity, Lisa McClanahan, Julie Flay, Chris Harrigan.

- Steve thanked outgoing board members.
- Two volunteers elected to count votes from election results.
- The floor was opened for nominations.
- The board will confirm new members from the nominations currently being tabulated.
- All board members will assign 2023 officer roles at the conclusion of the annual meeting. New member assignments will be announced at the February meeting and via email to the association.

III. 2022 Property Updates

- a) Clubhouse pool renovation, including new pool cover, is currently in progress.
- b) Parking space and number painting is complete. Updates and corrections have been communicated and will take place when weather allows.
- c) The fitness room, hallway and bathroom renovations are complete. Please use the sign in sheet when utilizing the fitness room for tracking purposes.

IV. 2023 Property Updates- General comments by Steve Donnell

- a) Increased costs for labor and materials have affected everyone, including updates and projects that are on the radar for RHS.
 - i) Projects and repairs will be reviewed and prioritized accordingly. Some projects are planned, and some come up unexpectedly.

ii) Priorities are always made with the best interest of RHS

V. Social Committee Update for 2023- Pam Kilgus, VP

- a) St. Patrick's day dinner will be held on March 17th. An email with details will be sent out soon.
- b) Garage sale will be held May 20th from 9am- 3pm.
- c) As always, social committee suggestions are encouraged.
 - i) Resident suggested Pam organize another wine tasting party.

VI. Treasurer Report Review- Steve Donnell- President

- a) RHS fiscal year runs from Feb.1 – Jan. 31.
- b) 2022/2023 budget comparison was completed by RHS board in December.
- c) Reserve spending versus operational spending was explained with a reminder again of labor and material cost increases in general.
- d) Based on projects and reserves, it is necessary to increase association fees by 5%, which is the maximum increased allowed according to our declarations and bylaws.

VII. Landscaping Update- Katie Hickey, Secretary

- a) Acknowledged Nichole Montoney's current proposal to repurpose existing plants and foliage around the property for the Reed Rd. entrance.
 - i) Steve reminded everyone that the City of Col. Still had an open work order for that space and recommended waiting until that work order is closed.
- b) Garden/Landscaping committee being formed- anyone interested is encouraged to join. More information to come.

VIII. Kathi Horvath, Property Manager- Reviews and Updates

- a) Work Orders- 109 total through Caliber owner portal.
- b) Violations- 48 total in 2022 and include: parking, carports, dog owners, neighbor disputes.
 - i) Letters are sent asking owners to comply with the rules and regulations as a friendly reminder.

- ii) Non-compliance may result in enforcement fines.
- c) Resale report- 15 owners sold properties in 2022.
- d) Transition to Sentry Property Management from Case Bowen.
 - i) Sentry is a corporate management company; should result in more resources for owners and board members.
 - ii) Feb. 1 transition was delayed by request to allow for adequate communication to owners.
 - iii) Sentry Management will send a detailed email regarding the Sentry Welcome packet and other important information for owners.
 - iv) Sentry offers a 1-800# for customer service to help with the transition.
 - v) New account numbers will be issued to all residents.
 - vi) All residents will need to register and set up their automatic withdrawals (if that is preferred) as any existing ACH withdrawals will be cancelled.
 - vii) New email for Kathi- khorvath@sentrymgt.com
 - viii) Sentry software, with all the tools and resources, is Community Pro 1.

IX. Steve Donnell- Existing Business

- a) Use of clubhouse for gatherings- discussions are taking place to establish processes and rules to ensure the clubhouse is maintained and everyone is clear on how to reserve it for small gatherings. The clubhouse is a shared space, and everyone is responsible for its upkeep when using it. The clubhouse is professionally cleaned after each rental (weekend rental). An owner asked if an owner could be paid to clean. Kathi reviewed vendor requirements.

X. Meeting opened to Residents

- a) Truck parking amendment- a reminder was given that a 75% vote by ALL residents was needed to pass a new amendment. Discussion about canvassing to obtain support included a reminder about residents who don't prefer to answer their doors. More information to come regarding how long the amendment will remain open.
- b) Tree maintenance- 5017 Delancey with dead tree- process reviewed for prioritizing tree removal.

- c) Mr. Ruiz asked about street repair. Steve stated that bids are being obtained. More to come
- d) Sentry operations- Question: will most operations remain the same:
 - i) Kathi stated that all the information about Sentry will be coming in a packet and their 800# will be a great resource for everyone.
- e) Michelle Keiter- Requested property walks return on a regular basis; board agreed to discuss and come up with a calendar/process for signing up to walk.
- f) Question: Is there a threshold that would trigger an assessment?
 - i) Kathi explained Senate Bill 61 (SB61) which requires an adequate reserve amount for the maintenance and replacement projects.
 - ii) No plan for an assessment currently; RHS is in good financial standing.

XI. Election Results: Sandy announced new members.

- a) Kristy Finelli motioned to approve new members; Kathy Donnell seconded. New members are as follows:
- b) Julie Flay- re-elected to board.
- c) Nichole Montoney- new board member
- d) Tim McCabe- new board member
- e) New members welcomed (Nichole M. absent for this meeting)
- f) Steve- officers to be announced at the Feb. meeting.

XII. Meeting conclusion

- a) Steve thanked everyone for attending.
- b) Meeting adjourned.

Minutes completed by Katie Hickey