

**Riverwatch Tower Condominium Association**

**Board of Trustees Meeting**

**Minutes**

**12/17/18**

**5:30pm**

NAME	EMAIL	PHONE	TERM ENDING
Hua Wang	<a href="mailto:huawang091992@gmail.com">huawang091992@gmail.com</a>	614-886-5102	2021
Kathie Harper	<a href="mailto:khaper@gmail.com">khaper@gmail.com</a>	614-451-3835	2020
Francia Jenks	<a href="mailto:francie@core.com">francie@core.com</a>	614-440-8500	2020
Jason Benedict, Treasurer	<a href="mailto:Benedict.67@osu.edu">Benedict.67@osu.edu</a>	614-578-0311	2019
Hank Carpenter, Secretary	<a href="mailto:Hank.carpenter@cbre.com">Hank.carpenter@cbre.com</a>	248-709-0308	2019
Ja'Nel Siefert	<a href="mailto:jsiefert@columbus.rr.com">jsiefert@columbus.rr.com</a>	614-746-2203	2019
Jeff Starman	<a href="mailto:jstarman@wickfieldproperties.com">jstarman@wickfieldproperties.com</a>	734-845-6723	2021

IN ATTENDANCE		VIA PHONE	ABSENT
Jason Benedict		Francie Jenks	
Janel Siefert		Hua Wang	
Kathie Harper			
Hank Carpenter			
Jeff Starman			

1). Call to order and Roll call:

Jeff Starman called the meeting to order 5:31 p.m.

Hank Carpenter called roll call: all were noted above in attendance, via phone, and absent. It is to show there is a Quorum in attendance.

Executive Session: (legal issues, rule violations, delinquencies, and formation of contracts)

2). Approve past meeting minutes -

3). Financial Report:

4). Property Management Report:

Have to update mapping for maintenance and storage - James' door

Manual that needs to be completed regarding best practices that board has and every team member has about active shooter, fire, and will potentially need certification for Robbin

5) Old Business:

ELEVATOR – Kathy Harper

**SPECIAL ASSESSMENT**

Vote to approve special assessment

This will cover the balance of the elevator, the balance of the pump station

Final Total Special Assessment is \$606,678.53

This will bring us to a \$0 amount in the reserves, which needs to be done in order to move forward with the special assessment.

Jeff motion to approve special assessment, Jason second, all approve? Unanimous approval

What will the schedule of special assessment be?

All due on March 10<sup>th</sup> – Single Payment (this will allow people to have full voting rights for annual board meeting on March 3<sup>rd</sup>)

All would be due upon sale

Motion to approve for entire amount of special assessment on March 10<sup>th</sup>, Jason Second, All approve?  
Unanimous approval

**ANNUAL ASSESMENT**

To follow the letter of the statute in theory, we can never be insolvent

If we are to increase annual assessment over the course of 2 years, it is likely more palatable for owners, however if we have any issues arise and we do not have the money, we will not have been responsible. So it is smartest and safest to increase entirely over one year.

Perhaps best idea is to do it all at once (one year) but start in July so people are prepared for increase?

Perhaps waiting to decide until the annual board meeting could be beneficial... Or do a small percentage increase today and then increase later.

Motion to increase dues by 30% and due beginning April 10<sup>th</sup>. Then we can increase dues later. Jason second, all approve? Unanimous approval.

**CUT OFF DATE TO SUBMIT UNIT FOR RENTAL POOL**

Instead of not being able to rent unit through website, install financial penalty for bringing your unit to the website late? Perhaps \$200 fee to put yourself on the list after that.

For those who didn't submit, late submission is going to have a charge associated

Robbin to send out follow up notice about renewing unit or not earlier than later, then send out an email about what to do if you did not get an email on time

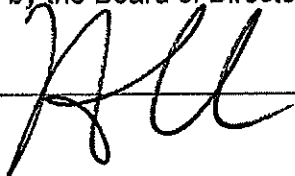
Talk about CRM software to track communications with ownership

7) Open to board for any new business:

8.) Next meeting date: scheduled for 2/6/19 at 5:30 p.m. (Wednesday).

9.) Adjourn : Motion to adjourn: Hank Carpenter 2<sup>nd</sup> the motion: Francie Jenks; All Approved

The foregoing minutes approved by the Board of Directors on: 2/6, 2019.

Hank Carpenter, Secretary  date: 2/6/19

Notes:

Owners are not allowed to be communicating to any tenants that are not their tenants, in any form

Owners also not allowed to contact James directly for repairs. Need to go through Robbin.

Owners also need to defer to a tenant when coming in with ownership issues. The tenant comes first.