

**Riverwatch Tower Condominium Association**  
**Board of Trustees Meeting**  
**MINUTES**  
**04/18/2023 - 5:30-7:00pm**

NAME	EMAIL	PHONE	TERM ENDING	IN ATTENDANCE? (Y/N)
Jason Benedict, Treasurer	jasonbenedict20@gmail.com	614-578-0311	2025	Y
Nick Berry, Trustee	nnberry@aol.com	614-306-2342	2024	Y
Ted Bott, Trustee	tbott@wickfieldproperties.com	989-621-8535	2025	Y
Hank Carpenter, Trustee	Carpenterhank695@yahoo.com	248-709-0308	2026	N
Brad Hayosh, Trustee	bhayosh@wickfieldcapital.com	313-920-4631	2025	Y
Jill Schrems, Secretary	admin@brightlinellc.com	216-905-6893	2024	Y
Ja'Nel Siefert, Trustee	tsiefert@columbus.rr.com	614-746-2203	2026	Y
Jeff Starman, President	jstarman@wickfieldproperties.com	734-845-6723	2026	Y
Hua Wang, Trustee	huawang091992@gmail.com	614-886-5102	2024	Y
Robbin Culbertson, Property Mgr.	rculbertson@ohioequities.com	614-291-7179		Y

1. Call to Order and Roll Call

Present: Jeff, Jill, Nick, Jason, Hua, Brad, Ted, Ja'Nel, and Robbin. Absent: Hank. The meeting is called to order 5:34pm.

2. Approval of 12/14/2022 and 03/22/2023 Annual & Board Meeting Minutes

- A. Motion by Brad to approve 12/14/22 Board Meeting minutes; second by Nick. All in favor. 12/14/22 Board Meeting minutes are approved.
- B. Motion by Brad to approve 3/22/23 Annual Owner Meeting minutes; second by Nick. All in favor. 3/22/23 Annual Owner Meeting minutes are approved.
- C. Motion by Brad to approve 3/22/23 Board Meeting minutes; second by Ted. All in favor. 3/22/23 Board Meeting minutes are approved.

3. Property Management Report

A. Facility Report

- 1) Elevator maintenance agreement – Fujitec \$1,100/mo. service agreement has been executed.
- 2) Elevator logbook – hasn't been updated. We have requested that Fujitec update it.
- 3) Landscape and tree agreements – (Same vendor as last year EMI ~2% increase).
  - a. Landscape is approximately \$7k for season. Motion by Brad to approve landscape bid; second by Ted. All in favor, bid is approved.
  - b. Tree agreement – generator issue planting 15 maple trees. \$9,900 bid. Motion by Jeff to approve. Second by Brad. All in favor, bid is approved.
- 4) Update on cell towers/work – *not discussed*
- 5) Roof fans & repairs – Ohio Heating minor repair completed (~\$2,670)
- 6) New Lobby HVAC – The lobby AC isn't working. We have bids for \$42k and \$48k. Ask Ohio Heating to match lower bid? Need to resolve by May. Once bids are finalized we will send electronically for board e-approval.
- 7) 7th-4th floor storefront windows shake & rattle due to age of frame; sill old/loose – *not discussed*
- 8) Chain fence repairs - Variance has been secured by Robbin. Only a repair is needed. Motion by Jeff to approve the Paul Peterson( ~\$1,355) repair bid, second by Ted. All in favor; approved.
- 9) Generator fence – *discussed in #3b*
- 10) Generator variance – *discussed in #3b*

11) Tailgate contract for auditor and insurance renewal – *not discussed*

12) Budget

- a. Association Dues – Motion by Brad for 6% increase effective June 1; second by Nick. Ja’Nel abstains; remaining board members are in favor. The motion is approved. The Board will prepare a letter from Secretary to Owners. Robbin is asked to make a budget adjustment moving forward and update individual accounts. The budget will be recirculated after Robbin’s corrections.
- b. 2023 Budget Approval – Review of budget. Motion by Jeff to approve annual budget subject to dues adjustment, second by Brad. Ja’Nel abstains, remaining are in favor. The 2023 budget with dues adjustment 6/1/23 is approved.

13) Management Agreement - Inspections due to leaks, bugs, negligent Owners, renovations – *not discussed*

14) Dumpsters for bulk trash – May-August move-outs/move-ins – *not discussed*

15) Sidewalk bids for damaged left sidewalk – *not discussed*

16) Hallway Lighting - Ted update: We have secured bids for \$85k and \$107k to relocate hallway lighting from wall to ceiling. Sample sconce lights from Mike haven’t arrived yet. Will share pictures once installed. They are very cost-effective. Due to overwhelming workload for light swap and other building issues, we will need to consider hiring an additional maintenance tech.

17) Carpet Tiles – We have received bids for new carpet squares (1 floor and whole building). We need more information including the specs on the carpet squares as well as a rolled carpet option.

18) Lobby Door – The main lobby door has gaps, and the closer is failing. Motion by Jeff to approve \$1,300 bid, second by Ted. All are in favor; the bid is approved.

B. Leasing / Advertising / Property Management

Robbin reports that 29 units have signed up for Ohio Equities’ property management agreement, and 186 units have signed up for their leasing agreement.

4. Financial Report

A. Monthly Financial Reviews (Jan. & Feb. 2023)

- 1) Motion by Brad to approve Jan. and Feb. 2023 financials, second by Ted. All in favor. Jan. and Feb. financials approved (unaudited).
- 2) Moving forward, we will try to circulate monthly financials electronically for 7-day review and E-vote for approval.

5. Owner Communications

- A. Owner Portal - Jill will create an instructional guide for the Owner Portal with photos.
- B. Documents - Some Owners are requesting hard copies of meeting minutes and the audit. The printing & mailing has a cost. We will consult the bylaws regarding who may pay for providing hard copies.

6. Other Business

7. Executive Session

8. Adjournment

Motion by Jeff to adjourn, second by Ja’Nel. All in favor. The meeting is adjourned at 7:38pm.

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The foregoing minutes are approved by the Board of Directors on June 28, 2023.  
Jill Schrems, Secretary Jill Schrems Date: 6/29/23

Notes: