

RPCA OPEN MEETING AGENDA

NOTICE OF MEETING: An open meeting scheduled for June 19th, 2024 by Rittenhouse Park Community Association Board of Trustees at 7:00pm – 9:00pm. Meeting location: 67 Rittenhouse Drive, Willingboro, NJ 08046. The following items will be discussed:

1. **Call to Order:** specified date and time (wait on arrival of all board members)
2. **Roll Call:** introduction performed by each board member to everyone present
3. **Open Forum #1:** Guest Speakers (Michael & Paul) (30 minutes limit)
 - Discuss previous motion made by Secretary/Treasurer Lorraine to remove Michael from representing RPCA and hiring Paul who recently represented herself and Melanie Long
 - Discuss proper protocol for hiring a new attorney vs making motions outside of agendas
 - Discuss board members expectations of any attorney hired to represent RPCA
 - Discuss respecting board officers, trustees and everyone's perspective
 - Residents and board members can ask questions after discussion by attorneys
 - Final vote on keeping current attorney or hiring new attorney now vs later
4. **Approval of Last Meeting's Minutes:** address previous minutes (5-10 minutes limit)
 - Previous meeting minutes should be posted within inner and outer bulletin boards
5. **Presentation of Reports/ Committee Updates:** reporting pertaining to HOA status (5-10 minutes limit) for all committees "please do not exceed allotted time"
 - Finance (report account balances)
 - Architectural / Grounds
 - Erosion project (Phase 2)
 - Landscaping
 - Pool Contract
 - Communication
 - Personnel management
6. **Old/Unfinished Business:** tackling issues tabled from prior meeting (reasoning lack of time or additional research required) work toward setting deadlines
 - Confirm which committees newest board member Hussain would like to join?
 - Discuss/vote on reorganization of board officers, would anyone like to step up?
 - Discuss one board members holding two officer positions
 - Vote on the following: President & legal liaison
 - Confirm who will manage office staff & maintenance crew?
 - Discuss how will board handle office needs and pool needs?
 - Website support / need volunteer's contact information (Lorraine agreed to provide it)
 - Vote on hiring tree company to clear up various areas walkways throughout park

7. **New Business:** refers to any new items submitted to the board for discussion or action

- ADR discussion: two members are interested in joining committee (agree on acceptance)
- Discuss purchasing or leasing a new truck for maintenance personnel
- Vehicle parking discussion/vote on (partnering with Flynn towing company)
- Decide on which projects require three bids / set deadlines for referrals/quotes
- Vote on electrical work for main office and installing cameras in certain areas
- Vote on transforming closed pool area into basketball courts or another amenity

8. **Open Forum #2:** Final board discussion delegating tasks accordingly (monthly follow-up items with office staff & maintenance crew (5-10 minutes limit)

- Delegating tasks to all board members and only reporting back to all board members
- Committees are not evenly staffed; would anyone like to set-up?
- Discussion regarding each board member's contribution & commitment efforts
- Defining duties and needs from each committee member (could you be doing more)?
- Encourage residents interested in volunteering to contact our office staff
- Reduce emails and communications in between meetings, how to keep everyone informed?
- Streamline process for office staff and channeling all board requests via one person
- Discuss proper protocol if office staff is unable to complete board requests

9. **Adjourn:** Meeting officially comes to an end

COMMITTEE LIST:

- Finance: John, Jerry, Grace & Lorraine
- Personnel: Grace & Mildred
- Architectural: Gail & Jerry
- Communication: Lauryce
- Pool: Mildred & Gail