

Open Meeting Board Agenda

NOTICE OF MEETING: An open meeting held by Rittenhouse Park Community Association Board of Trustees at 7:00pm – 9:00pm on April 10th, 2024. Meeting location: 67 Rittenhouse Drive, Willingboro, NJ 08046. The following items will be on the agenda:

1. **Call to Order:** Meeting date and start time
2. **Roll Call:** Introduction of all present board members to residents
3. **Approval of Last Meeting's Minutes:** Secretary review of previous minutes (10-15 minutes limit)
 - Brief and concise review of (six) executive sessions from January 2024 – April 2024
 - After review of minutes, all board members vote on final approvals
4. **Presentation of Reports/ Committee Updates:** (15-20 minutes limit)
 - Finance
 - Architectural / Grounds
 - Erosion project (Phase 1 & 2)
 - Landscaping Contract (under review by RPCA Lawyer) will vote on company selection
 - Pool Contract (under review by RPCA Lawyer) will vote on company selection
 - Communication
 - Personnel management
5. **Old/Unfinished Business:** tackling issues tabled from prior meetings (reasoning due to lack of time or additional research required) working toward setting deadlines and providing updates
 - Paypal / Payment methods (which forms will RPCA accept)?
 - Website issue / IT services to retrieve account information (pending status)
 - IT technician visited office for first step, several other steps are required
 - Reinstatement of Director and Officers insurance by new board members (previously lapsed)
 - Insurance Representative attended executive session to inform board on insurance policies
 - Engineering consultant attended executive session to provide erosion update
 - Previous special assessment fines, which resulted in Pre-foreclosure status are now PAID
 - Office staff job descriptions (pending status / revisions required)
 - Collection efforts (which process should RPCA follow going forward)?
 - Previous collections efforts vs current proposal for new processes
 - Assessment Issues, any reviews for foreclosures on delinquent units?
 - Delinquencies and collection efforts are discussed during executive sessions amongst board
 - RPCA billed high fees to attorneys for election process (in-house and outside counsel)
 - RPCA billed high monthly fees by our attorney due to continuously high delinquency rates
 - Payment plan options for delinquent owners' status
 - Property management company proposals (awaiting bids)
 - Vehicle parking violations based on Bylaws (proposal to partner with Flynn towing company)
 - Two board members resigned last week on 3/29/24

- Vice President assuming President position and legal liaison until new voting
- Board voted on appointing one new member, since "reorganization" phase
- Appointing process pending for one seat, which must be filled as soon as possible

6. **New Business:** refers to any new items submitted to the board for discussion or action (voting)

- Pending Lawsuit against RPCA, Lorraine Pratt and Melanie Long individually and on behalf of all RPCA Inc. owners v. RPCA Inc
- Deadline to close out litigation set for 4/15/24 (decision required prior)
- Approval of consent order to ensure paying attorney fees for opposing counsel/dismissal
- Landscaping / Pool / Property management / Towing services
- Additional guest speakers to attend future meeting: upcoming "Code Enforcement"

7. **Open Forum:** residents given an opportunity to express comments or concerns / issues

- Allotted time 3-5 minutes (will be strictly monitored) for each resident to voice concerns
- Additional comments or concerns may be tabled until next meeting (in the event meeting end time is approaching)

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

COMMITTEE LIST:

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

IMPORTANT REMINDER: Your monthly HOA fee is not included within mortgage payment. Please ensure paying monthly dues in the amount of \$75.00 by 1st of each month.

MEETING RULES: No audio or video recording allowed by attendees. However, the secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the board's deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.
