



Lehigh Riverport Condominium Association  
11 West 2<sup>nd</sup> Street, Bethlehem, PA 18015-1282  
Site Office Phone: (610) 625-2790



Commercial Real Estate Services, Worldwide.

1620 Pond Road – Suite 150  
Allentown, PA 18104-2284  
Phone: (610) 264-0200 Fax: (610) 871-1700

Dear Riverport Unit Owner(s):

This letter is filled with important information, so please review it carefully. Most important is our collective hope that you and yours are doing well, and the long awaited online account review and payment access system for is making your life easier.

- ✓ **Enclosed are the LRCA 2022 payment coupons. Don't start using them until ready to pay for January 2022!**
- ✓ Also enclosed is a copy of the approved **2022 annual expense budget**. Additional budget (and more) information is available to owners on the website\* at **[www.lehighriverport.com](http://www.lehighriverport.com)** . (\*under **FOR OWNERS** tab and **MEMBER ONLY** button – you must be a registered owner to enter this area.) or by request to the Manager.
- ✓ **Please request a registration form or obtain it from the website if any of your contact information has changed.** Also remember that all **owners must have a current certificate or proof of home owners' condominium insurance from their providers on file at the Association Office at all times.**
- ✓ The final **2021 Quarterly Meeting** is scheduled for **Wednesday, December 15, 2021 at 5 pm** via ZOOM or call in (check your e-mail for log in details). We hope you have planned to attend this meeting.
- ✓ There are two three-year positions expiring Monday 1/18/22 on the Executive Board of Directors. Election petitions are still available on the website\*, or at the site office by request. **The deadline is Thursday December 16, 2021 to submit completed home owner petitions for names to appear on the ballot for this election.**
- ✓ **The 2022 Annual meeting and elections will take place on TUESDAY, January 18, 2022 at 6 pm** via ZOOM or call in. As always, we **ABSOLUTELY need maximum participation** to obtain a quorum!! A future mailing of the instructions and proxy will be forwarded in Mid-December. Please respond when it arrives.
- ✓ The **storage locker billing** will take place on January 1st for the 2022 year, so if you (or your tenant) have a locker and wish to discontinue using it, please return the keys to the office before December 31, 2021 to avoid the **\$200/ea. annual storage locker billing which will automatically occur on January 1, 2022.**
- ✓ The Lehigh Riverport Condominium Association's website\* **[WWW.LEHIGHRIVERPORT.COM](http://WWW.LEHIGHRIVERPORT.COM)** for business matters, forms and information, and a separate social media **Facebook page** is a great way to stay in touch, so check it out!
- ✓ **The 2022 Meeting schedule** is as follows, though subject to change, so keep checking the website and e-mails for updates and changes that may occur. Please mark your calendar NOW and plan to attend.

**All 2022 meetings will be held via ZOOM/with call in option until further notice:**

January:	18	TUESDAY	General Membership	<b>*ELECTIONS*6:00 PM!</b>
March:	23	Wednesday	Quarterly Meeting	5 pm
June:	22	Wednesday	Quarterly Meeting	5 pm
September:	28	Wednesday	Quarterly Meeting	5 pm
December:	21	Wednesday	Quarterly Meeting	5 pm

**Our collective best wishes to you that your home is filled with joy,  
your heart with love, and your life with laughter throughout the 2022 New Year!**

**Sincerely, The Riverport Executive Board of Directors & Your Team at NAI Summit**