

RIGHT TO KNOW REQUEST REPORT
AUGUST 2020

Description of Request:	Date Township Received RTKR	Date Township Responed	Total Response Time (business days)
Please provide all "Due Diligence" documents regarding the Purchase of the Promenade. These documents would include all the documents such as inspection reports on all the buildings, (identifying issues) Insurance carried on the building prior to purchase, Township Insurers reports, copies of the lease agreemnts with tenants, tenants liability insurance policies, reports of condition of property grounds concerning sink holes or any other concerns. My list may not be complete and other reports that are related to your "Due Diligence" not listed should be provided, evaluations or communications regarding "due diligence" prior to he purchase should be provided if not listed here. valuation of property.	8/7/2020	Email 8/14/2020	30 Day Extension, Total Response TBD
The Wingspread HOA is requesting any Wetlands permits or supporting documentation. This information is requested and will e utilized by contractor to assist in deterring any maintenance or possible improvements with our wetlands.	8/7/2020	Email 8/14/2020	5 Days
Plot Plan of 4903 Mayapple Lane, Reading PA 19606, any survey diagram of the same property.	8/10/2020	Email 8/13/2020	3 Days
All written materials including but not limited to directives, manual trainng materials, policies, instructions to police or witnesses, training presentation materials memoranda, video or sound recordings concerning procedures used to conduct in field identification, photograph, line-ups, interviews, interrogations.	8/12/2020	Email 8/18/2020	4 Days
I am requesting the RTK report, with names, and the cost to the Township to provide those reports.	8/14/2020	Email 8/21/2020	5 Days
Provide monthly summary of residential building permits for all new construction houses, renovations or additions issued in July 2020.	8/17/2020	Email 8/18/2020	1 Day

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All complaints that were filed about my boat, camper or trailer parked out front of 110 Nicol Dr or any other complaints filed.	8/19/2020	Email 8/27/2020	6 Days
All uncashed warrents over six months old greater than \$500, unclaimed tax refunds or unclaimed performance bonds	8/20/2020	Email 8/27/2020	30 Day Extension, Total Response TBD
For property 521 Pintail Lane, Birdsboro PA parcel 533514336823, copies of any open violations, permits, sewer balance and unpaid fines	8/24/2020	Email 8/31/2020	5 Days
Minutes for the following meetings 10/11/1999, 10/25/1999, 11/15/1999, 1/28/2019, 8/26/2019, 9/9/2019, 9/23/2019, 10/3/2019, 10/14/2019	8/25/2020	Email 9/1/2020	5 Days
Professional service contract with Phoenix Capital Partners, LLP, invoice from Phoenix Capital for \$135,000 (around 12/2019 I think), documents of the work Phoenix Capital provide Exeter Township (the work performed and provided)	8/27/2020	Email 9/1/2020	3 Days
Provide the signed Professional Service Contract entered into with the Chef wo was hired to evaluate the RCC Food & Beverage business, provide the payment method, check or check distribution document showing amount and date paid, provide documents used to evaluate the Chef's qualifications to perform these professional services, if available how was this individual chosen, referral, supervisors acquaintance.	8/27/2020	Email 9/3/2020	5 Days
Provide the Treasurer's Report for the year end 2019.	8/27/2020	Email 9/1/2020	3 Days
Would like to obtain complete information and/or a copy of a complaint issued to Exeter Township Police about our boat being parked in front of our home.	8/31/2020	Email 9/8/2020	5 Days