

**River Place East  
Board of Directors Meeting  
Tuesday, April 15, 2008**

|                               |                      |   |
|-------------------------------|----------------------|---|
| <b>Present:</b>               | Mr. Brian Fredericks | President                               |
|                               | Mr. Hiranya Maru     | Secretary                               |
|                               | Ms. M.J. Schmelzer   | OA Representative                       |
|                               | Mr. Jeff Walyus      | Director                                |
|                               | Mr. Leo Sequeira     | Director                                |
|                               | Mr. Rob Vignato      | Secretary                               |
| <b>Directors not Present:</b> | Mr. Harry Lawrence   | Director                                |
| <b>Management:</b>            | Ms. Cristille Boyd   | Building Manager                        |
| <b>Others Present:</b>        | Edye Lewis           | Recording Secretary<br>Minute-By-Minute |

**I. CALL TO ORDER:**

Mr. Fredericks called the meeting to order at 6:22 p.m.

**II. SHAREHOLDER PARTICIPATION:**

There was no shareholder participation.

**III. CHANGES TO MEETING AGENDA:**

**MOTION: Mr. Maru moved, Mr. Vignato seconded, to amend the agenda to include a discussion on the Fred Siebold Maintenance under Old Business after Penthouse Unit Maintenance. The motion passed unanimously (6-0-0).**

**IV. APPROVAL OF MINUTES:**

**MOTION: Mr. Maru moved, Ms. Schmelzer seconded, to approve the Board of Directors meeting minutes of February 20, 2008 as amended, pending changes to be provided by Mr. Maru. The motion passed (5-0-1).**

**V. ELECTION OF OFFICERS:**

The Board reviewed the open board positions. Mr. Fredericks stated that he would like to relinquish the President's position and asked if anyone was interested in the position. Mr. Maru stated his interest in the position at which time, Mr. Fredericks and Mr. Maru left the room in order for the Board to make their decision. After discussion, Mr. Sequeira announced the Board's election of Mr. Maru as the new President of the Board.

Since Mr. Fredericks is very experienced in the President's position Mr. Maru is to consult with Mr. Fredericks and involve the Board in his decisions until he becomes familiar with the position. The suggested slate of officers is as follows:

**President:** Mr. Maru  
**Acting President:** Mr. Fredericks  
**Treasurer:** Mr. Sequeira  
**OA Representative:** Ms. Schmelzer  
**Secretary:** Mr. Vignato

**MOTION: Mr. Fredericks moved, Ms. Schmelzer seconded, to elect the slate of officers to the Board positions as indicated. The motion passed unanimously (6-0-0).**

## **VI. OFFICER'S REPORTS:**

President's Report: Mr. Maru stated that the President's Report was covered during the Annual Meeting. There were no further discussions on this matter.

OA Report: Ms. Schmelzer reported that there is an issue with the trash trucks grinding and damaging the concrete around the North Building and who is responsible for repairing the damages. Ms. Schmelzer felt that the OA is responsible for the damages as the North Building does not have any experience replacing the concrete. Ms. Boyd mentioned there is also concrete damage around the first floor of the garage and there is a question as to who is responsible for this damage as well. After discussion, it was decided to place this item on the agenda if they cannot determine who is responsible for the damage.

Treasurer's Report: Mr. Sequeira asked Ms. Boyd about the delinquency report status. Ms. Boyd stated that the delinquency report did not include April delinquencies. The current delinquency report is through March 2008. Ms. Boyd and her staff are reconciling the past due items by contacting the owner to determine when payment will be made. Mr. Sequeira and Mr. Fredericks advised Ms. Boyd that the balance sheets should be revised as they are unclear and it is difficult to determine at a glance the account balances. Mr. Sequeira will meet with Ms. Boyd to go over the accounts and indicate how the Board would like the reports to be formatted. Mr. Fredericks indicated that the West Building has less than \$1,000.00 in delinquencies. Ms. Schmelzer requested a report of delinquencies over thirty (30) days and to keep one copy of the checks for all Board members to review during the Board meeting. Mr. Fredericks reminded the Board that the fiscal year closeout is in one month. He stated the financials for next month should be reviewed and prepared. Mr. Sequeira advised Ms. Boyd that Mr. Maru would need a signature card for signing checks as the new President.

Manager's Report: Ms. Boyd reported that she has met with the office staff and has made changes to the personnel policies. Employees are to report to her and signatures are required acknowledging they understand the new procedures. Discussion was made on the coupon payment methods and whether this should be reviewed for next year. Ms. Boyd stated that Elevator #1 is still inoperative and they are waiting for a part. Ms. Boyd requested the Board to allow retaining at least two backup relays as they tend to go bad. Ms. Boyd stated Alcon advised the cost for these parts are between \$500.00 and \$1,000.00 per part. Mr. Maru felt there was no need to have two parts at this time.

**MOTION: Mr. Sequeira moved, Mr. Walyus seconded, to approve the purchase of one (1) back-up relay part at a cost not to exceed \$1,000.00. The motion passed unanimously (6-0-0).**

Ms. Boyd reported on the status of FiOS. Verizon is trying to bring the live feed into the building and one of the underground pipes is blocked. Verizon is working on obtaining a permit to dig around the live wire. Ms. Boyd advised the balcony project would start on April 21, 2008. Notices will be sent to residents. Mr. Fredericks asked if there are any antennas or satellites next to the balconies and mentioned that there should not be a proliferation of satellites on the building. He further stated that Management should take note to see if there is any damage to the paintwork once the satellites or antennas are removed. Mr. Maru asked Management to bring up the topic at the OA meeting if anyone performs any work on the roof that affects the building or individual balconies, that they should first notify Management and/or the unit owner. Mr. Maru asked about the status of the repair for Unit 617. There was a leak from Unit 717 into Unit 617 and repair was coordinated and charged to Unit 717. Ms. Boyd stated the work was not done satisfactorily as there is molding is cracking. Mr. Sequeira requested that Ms. Boyd place flyers in the elevators notifying residents that Risers 31 and 32 will be repaired during April and May 2008. Mr. Sequeira questioned when the air conditioning would be turned and Ms. Boyd advised they should be able to turn the air conditioning on by May 15, 2008. Mr. Sequeira stated that when the repair work is being done on the wall, insulation should be placed into the walls and that if it isn't too late this should be done. Mr. Fredericks asked about the estimates for the three (3) heat pumps for Units 1212 and 1215. Ms. Boyd stated Johnson Control has provided a proposal and she is waiting for Denzel Company's proposal. Mr. Maru asked that the proposals be sent by e-mail to the Board Members so that a decision can be made to have the heat pumps repaired so as not to delay turning on the air conditioning. Ms. Boyd advised that Boiler #1 has been repaired and heat pump #2 is starting to have problems. Ms. Boyd also mentioned there was an incident during which the police were called to the property due to an incident with an individual in the building.

## VII. OLD BUSINESS:

FiOS Update: Mr. Maru advised that Comcast is offering \$300.00 per unit for the marketing agreement contract, which is twice the amount of Verizon's offer of \$150.00 per unit. Comcast's contract is due to expire soon. Mr. Maru would like to proceed with the Comcast marketing contract and terminate the contract with Verizon. Ms. Schmelzer recommended written notification be sent to Verizon advising that the Association will be terminating the agreement so as not to endanger the current agreement. Ms. Boyd stated that there are twenty-six (26) units needing minor balcony touch ups. This work will begin on April 21, 2008. Ms. Boyd discussed the Siebold Maintenance Contract for the Penthouse units. Ms. Schmelzer advised that the Association does not currently have a HVAC maintenance contract in place for any of the Penthouse units. Ms. Schmelzer felt more bids should be obtained before making a decision. Mr. Maru requested that the vote for the Siebold Maintenance agreement be made via email. After discussion, the Board decided to table this issue until a later time. Discussion was made regarding water damages to the floor in unit 1212. It is unclear how much damage to the floor was caused by the air conditioner or by leaks caused by the window washers.

*Mr. Fredericks left the meeting at 7:35 p.m.*

**MOTION: Ms. Schmelzer moved, Mr. Maru seconded, to \*reimburse the owner of Unit # 1212 for the flooring work in an amount not to exceed \$3,200.00. The motion passed unanimously (5-0-0).**

*\* Reimbursement to the owner will be paid from the Operating Expense Account.*

Home Co Repairs: Ms. Boyd advised the Board of the Home Co office situation. Home Co is leasing an office space that belongs to the Association. They have had previous problems with water flooding during heavy rains and continue to have this problem. Arlington County is in the process of repairing the pipes. Home Co feels the Association should replace the damaged floor in their office. After discussion, it was decided to discuss this item at the next Board meeting.

Purchasing Storage Space vs. Renting Storage Space: The Board discussed the options of purchasing storage units and proposed cost of the units. This item continues to be tabled.

Pharaoh Ant Proposal from Triple S: Ms. Schmelzer felt this was an issue that she would like to have done, but there are a lot of complications involved in the extermination and the procedure would be expensive. This item was tabled.

**VIII. NEW BUSINESS:**

Board Goals for the Upcoming Year: The Board reviewed and discussed their goals for the upcoming year. Mr. Maru advised that additional goals can be added and the list revised if needed. Mr. Maru stated that he would like to emphasize the recycling and water conservation goals. He felt the water bill costs have increased significantly and a study may need to be done to control water waste.

Upgrade on Rodent Control: The Board discussed the rodent control proposal provided to Management by Triple S Pest Management.

**MOTION: Mr. Maru moved, Ms. Schmelzer seconded, to approve the Rodent Contract for one (1) year with Triple S Pest Management. The motion passed unanimously (5-0-0).**

**IX. NEXT BOARD MEETING:** Mr. Maru stated that the next Board Meeting is scheduled for May 21, 2008.

**X. EXECUTIVE SESSION:**

**MOTION: Mr. Maru moved, Ms. Schmelzer seconded, to adjourn the Board Meeting and move into an Executive Session at 8:10 p.m. The motion passed unanimously (5-0-0).**

*The Recording Secretary was excused.*