

**RIVER PLACE EAST  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, JUNE 17, 2009**

<b>Present:</b>	Mr. Hiranya Maru	President
	Ms. M.J. Schmelzer	OA Representative (left at 8:25 pm)
	Mr. Rob Vignato	Secretary
	Mr. Harry Lawrence III	Director (left at 8:00 pm)
	Mr. Leo Sequeira	Treasurer (arrived at 7:30 pm)
<b>Not Present:</b>	Mr. Brian Fredericks	Vice-President
	Mr. Jeff Walyus	Director
<b>Management:</b>	Ms. Cristille Boyd	Building Manager
	Mr. Andre Baker	Administrative Assistant
<b>Others:</b>	Sarah Tyson	Recording Secretary, MBM

**I. CALL TO ORDER:**

Mr. Maru called the meeting to order at 6:35 p.m.

**II. SHAREHOLDER PARTICIPATION:**

There was no shareholder participation.

**III. APPROVAL OF MINUTES:**

The Board decided to approve the minutes over email.

**IV. OFFICER'S REPORT:**

**PRESIDENT'S REPORT:**

There was nothing to report.

**TREASURER'S REPORT:**

Financials: Ms. Boyd stated that she has not received May financials or year-end close financials. Ms. Boyd stated that audit documents have not been received.

Mr. Johns discussed the work he has been doing with the Board. He stated that he has done more than 30 hours of work on the clean-up work, and it is not finished yet. He said that he has closed the year-end but the documents are not ready yet. Mr. Johns stated that

he recommended outsourcing the accounting work. Mr. Johns stated that there were many exceptions found in the May financials. These exceptions need to be cleared up before the May financials can be finished.

Mr. Sequeira stated that information should be given to Mr. Johns by the 5<sup>th</sup> of the month. Then Mr. Johns needs to close the financials for that month. Mr. Johns stated that he has been receiving the documents from Ms. Boyd. Mr. Johns stated that management has been getting him the information needed in a timely matter.

Mr. Sequeira stated that Mr. Johns spent time doing the year-end close so the monthly close could not be completed. Mr. Sequeira stated that Mr. Johns needs to let Management and Board members know if something is low priority or high priority, so work can be completed in a timely manner.

Ms. Boyd stated that she needs financials more than 3 days before the Board meeting.

Mr. Baker would like a list of work that he needs to have done to get the financials completed. Mr. Johns stated that what he is being given by Management is fine, but when exceptions come up he needs to have time to clear them up.

Ms. Boyd will have the exceptions finished by close of business Monday, if that turns out to not be possible, she will let everyone know. Mr. Johns can have the May financials and end of year financials by next Friday (June 26<sup>th</sup>).

Mr. Johns stated that he needs 50 more hours to continue the clean-up of the financials which would cost \$5,000. He stated that he should be able to finish everything with 50 more hours. Mr. Maru asked for Mr. Johns to send an engagement letter to then be voted on. Mr. Johns would like some additional time to work with the auditors. Mr. Maru would like it done as soon as possible. Mr. Maru suggested having the auditors come in July. Mr. Johns stated that that would help him with the clean-up work. Mr. Sequeira needs to be included on all email correspondence between Mr. Johns and Management. Mr. Maru would like email correspondence only.

#### **OA REPORT:**

The Board discussed OA concerns during Executive Session.

#### **MANAGEMENT REPORT:**

Ms. Boyd stated that Steven Ingram has been promoted to Administrative Assistant, and Tynika Marshall is the full time morning concierge. Email addresses have been set up for

Tynika ([tynika.marshall@riverplaceeast.com](mailto:tynika.marshall@riverplaceeast.com)) and the part-time staff ([evening.concierge@riverplaceeast.com](mailto:evening.concierge@riverplaceeast.com)).

Ms. Boyd would like to have the next issue of the newsletter sent out in October.

Ms. Boyd stated that there are several leaks in the building right now. Some of the leaks are from the roof and some are from tub shoes.

Ms. Boyd stated that Densel is currently working on the #2 and #3 boiler repairs. Gordon Pratt has begun manufacturing the parts the Board ordered.

Ms. Boyd stated that the back-up generator was repaired for \$800.

Ms. Boyd stated that the main electric switch proposal was approved by Dominion and the bid process has begun. There are currently 3 bids for the project. C&L Contractors provided a bid for \$130,000. This company was used by the West for a similar project with good results. Ms. Boyd recommends this company. The Board discussed the three bids.

**MOTION: Ms. Schmelzer moved, Mr. Vignato seconded, to go with the Manager's recommendation of C&L Contractors in an amount not to exceed \$130,000. The motion passed unanimously (4-0-0).**

The Board noted that this money will come from Reserves once proper assurances have been obtained from Maury.

Ms. Boyd reviewed the bids for the exterior brick and mortar repair below the 11<sup>th</sup> floor. Consolidated Waterproofing provided a bid of \$434,825 to replace every brick. CA Lindman provided a bid for \$45,852. This bid is for replacing 1,200 square feet of brick. There would then be an additional replacement fee of \$23 per brick over 1,200 square feet. The Board discussed the two proposals. Ms. Boyd said she has asked for comparable quotes from both companies. Mr. Maru asked Ms. Boyd to have someone come out and make a more accurate estimate of exactly how many bricks need to be replaced. Ms. Schmelzer stressed the importance of getting references from the companies. Ms. Boyd stated that CA Lindman did good work on the North building.

Ms. Boyd showed the Board the carpet samples. The Board decided to choose a carpet after the meeting.

#### **ENGINEER'S REPORT:**

Mr. Maru would like to conserve energy. People on the top floors are hot and people on the ground floors are cold. Ms. Boyd stated that the AC is only running in the morning and the air handler is running at night. Mr. Maru would like it set a little bit higher.

Ms. Boyd stated that the cooling tower seal valve was replaced for a cost of \$550.

Ms. Boyd stated that there are asbestos ceiling panels in the basement. The panels need to be removed before the main electric switch work can begin. After they are removed they need to be replaced to provide a sound barrier.

#### **INCIDENT REPORT:**

Ms. Boyd stated that there was a break-in on the 6<sup>th</sup> floor. Toilet paper had been stuffed into the door lock and items were stolen.

Ms. Boyd reported that someone got stuck in the elevator. There were signs posted to not use the elevator at that time.

#### **V. UNIT SALES:**

Unit 330: Ms. Boyd stated that individuals are purchasing the unit.

Unit 505: Ms. Boyd recommended approving the sale for \$169,000. Individuals are purchasing the unit.

Ms. Boyd stated that both units are being paid for in cash.

**MOTION: Mr. Maru moved, Mr. Vignato seconded, to approve the transfer of units 330 and 505. The motion passed unanimously (4-0-0).**

#### **VI. NEW BUSINESS**

Reaffirmation of Electronic Vote (Remix Carpet from Commercial Carpets): The Board decided to discuss this item after the meeting. Ms. Boyd stated that there is a large difference in price between the carpet options but there is also a large difference in quality. Ms. Boyd recommends paying the money for a higher quality carpet.

C.A. Lindman Proposal for Tuckpointing & Exterior Brick and Mortar Repair 9<sup>th</sup> and 10<sup>th</sup> Floor: This item was discussed during the Management Report.

Review Copier Proposals: Ms. Boyd stated that the Board is currently paying approximately \$500.00 - \$600.00 per month to rent the current copier. Ms. Boyd

recommends getting a copier that can produce the newsletter in house. Bids range from \$10,000 - \$18,000. Ms. Boyd recommends the Savin – maintenance is the cheapest and the company is located in the South Building. There is also a two-year warranty. Ms. Boyd reported that all of the copiers being considered do printing, scanning, and faxing. The new copier will be on the network. Ms. Boyd reported that maintenance is available for about \$200/month and about \$10,000 for a copier.

**MOTION: Mr. Maru moved, Mr. Vignato seconded, to authorize the purchase of Savin C3333 for no more than \$10,500 and to purchase monthly maintenance from Fax Plus. The motion passed unanimously (4-0-0).**

Main Electric Switch Proposals: This item was discussed during the Management Report.

## **VII. OLD BUSINESS:**

Cooling Tower Cleaning: The cooling tower will be cleaned this weekend.

Smith Boiler #2 and #1: This item was not discussed.

Back-up Generator Repair: This item was discussed during the Management Report.

Smith Boiler # 3: This item was not discussed.

Installation of the Air Handler Motor: This item was not discussed.

Smith Boilers #2 and #3: This item was not discussed.

Eddy Current Analysis Results: This item was not discussed.

Bearing Replacement: This item was not discussed.

Major Stop Overhaul: This item was not discussed.

## **VIII. ACTION ITEMS**

Registration Fee Changes: Tabled

Purchase of Storage Space vs. Renting: Tabled

Pharaoh Ant Proposal from Triple "S": Tabled

## **IX. EXECUTIVE SESSION**

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The Board moved into Executive Session at 7:32 p.m.

**MOTION: Mr. Lawrence moved, Mr. Maru seconded, to affirm the actions taken by the Board members present at the trial (\$25,000 approve sale of Clarke unit, forgive audit findings and all penalties associated with it). The motion passed (4-0-1) with Ms. Schmelzer abstaining.**

*The recording secretary was excused at 8:39 p.m.*

**X. NEXT BOARD MEETINGS**

Wednesday, July 15, 2009 – Board Meeting

Wednesday, August 19, 2009 – Board Meeting

Wednesday, September 16, 2009 – Board Meeting