

DRAFT

**RIVER PLACE EAST
BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 16, 2009**

Present:	Mr. Hiranya Maru	President
	Mr. Rob Vignato	Vice-President
	Mr. Jeff Walyus	Treasurer
	Ms. M.J. Schmelzer	OA Representative
	Mr. Brian Fredericks	Director
Not Present:	Mr. Harry Lawrence III	Secretary
Management:	Ms. Cristille Boyd	Building Manager
	Mr. Andre Baker	Administrative Assistant
Others:	Sarah Tyson	Recording Secretary, MBM

I. CALL TO ORDER:

Mr. Maru called the meeting to order at 6:05 p.m.

II. SHAREHOLDER PARTICIPATION:

- a. Letter from State Farm – Unit 1106 – Mr. Maru stated that Bruce is handling this matter.
- b. Michael Kittrell (unit 839) – Mr. Kittrell is a shareholder who is interested in becoming a Board member. Ms. Carol Jackson is another interested shareholder. Both interested shareholders introduced themselves to the Board and spoke about why they would like to serve on the Board. The Board decided to review the applications during Executive Session and make a decision then.
- c. Unit 1024 – The real estate agent who has listed 1024 attended the meeting. She stated that there is a ratified contract on the unit purchased by a LLC. It is an all cash deal. She stated that the prospective buyer has offered to make a promissory note saying he will be liable for all fees. Ms. Boyd stated that a promissory note does not always stand up in court. Mr. Maru stated that the Board is looking into a letter being written up to follow the by-laws. Mr. Vignato and Mr. Maru will work with Bruce to create a letter to satisfy this situation. The settlement is set for October 2, 2009. The prospective buyer will be responsible for all legal costs incurred by the Board in researching this matter. Mr. Fredericks recommended having the closing attorney get in touch with the Board's attorney.

III. APPROVAL OF MINUTES:

MOTION: Ms. Schmelzer moved, Mr. Walyus seconded, to approve the minutes of the August 19, 2009 meeting as amended. The motion passed unanimously (5-0-0).

IV. OFFICER'S REPORT:

President's Report:

There was nothing to report.

Treasurer's Report:

Financials: Mr. Walyus stated that he met with Mr. Johns. He mentioned that Mr. Johns would like a key to the Management office so he can have access to the systems. Mr. Walyus recommended giving the key to Mr. Maru or himself to get him access. Ms. Boyd stated that there is an extra key. Mr. Johns mentioned switching from Skyline to Great Plains due to cost. Ms. Boyd stated that she does not recommend switching to Great Plains. Mr. Walyus also stated that the servers are running out of space. Ms. Boyd would like to upgrade the memory. He also mentioned that there are some accounting issues he would like to discuss. Ms. Boyd stated that she was upset that she did not get financials until Monday. Mr. Walyus said he would discuss this with Mr. Johns.

Ms. Schmelzer asked for a compilation of all the monies that all the penthouses have paid by apartment into the windows fund. She would like to see it next month. Mr. Johns is working on a Capital Reserve Expenditure Report.

Mr. Fredericks suggested being more aggressive with the Lutheran College regarding collecting the late assessments.

Mr. Fredericks asked Ms. Boyd to look at the Landmark lease. Mr. Maru stated that work orders looks much better this month. Ms. Boyd stated that the convector cleaning was just completed which generates many work orders each year. Mr. Vignato asked if the deficit in assessments is balanced with the delinquency report. Most of the delinquencies are just maintenance. Mr. Vignato asked Mr. Walyus to have Mr. Johns look into that. Mr. Maru inquired about the Sprint antennas. Mr. Fredericks suggested having them come to a Board meeting to discuss what they would like to do. The antennas will hook directly into the Sprint lines. The proposal is to pay \$100/month. Mr. Fredericks would like more updates on this issue. Mr. Maru would like to see a rendering of what the sheathing would look like. Ms. Boyd stated that she would try to get a rendering to show to the Board. Mr. Fredericks said the financials state that late fees for the year are \$50; this cannot be, so that needs to be rectified. Ms. Boyd will research this issue.

OA Report:

There was no report.

Management Report:

Ms. Boyd reported that River Place East (RPE) and River Place North (RPN) have conducted interviews for the replacement of Mr. Williams. There is a prospective candidate who could start this month. The North and East buildings have had difficulty fulfilling maintenance requests since Robert left. Management has had to hire outside contractors to complete repair jobs.

Ms. Boyd stated that the chicken wire clean up has gone well and there are open bins available. The Board would like to move toward charging for the bins.

Management will begin cleaning up the bike room in October. Ms. Boyd reported that the bike room is very full and management is researching the best prices and materials for bike racks to be added to the bike room. The Board discussed charging a nominal fee for use of the bike room.

MOTION: Mr. Walyus moved, Mr. Vignato seconded, to approve, charging \$15/year per bike to use the bike room as of January 1, 2020. The motion passed unanimously (5-0-0).

Ms. Boyd stated that the newsletter is in its final stages. She also provided a draft copy for the Board. The newsletter will go out in October.

Ms. Boyd stated that SAI and C&L Contractors are working on the schedule for the main electric switch replacement. Most of the needed parts have come in but a few are still missing. C&L plans to begin the work in approximately 3 weeks.

Ms. Boyd reported that the brick and mortar work should be done in 3 weeks. The project is on budget so far.

Ms. Boyd stated that the Smith Boilers would be serviced in October to prepare for the switch to heat. Management has to have the heat ready to be turned on by October 25th.

Ms. Boyd stated that the cooling tower has been cleaned on a bi-weekly basis, which has helped the AC run without issues this season.

Ms. Boyd stated that Management has requested a proposal from Jim's Electric Motor to replace the bearing in the old air handler motor. The work would probably be done sometime this winter.

Ms. Boyd stated that a convector leak in unit 120 caused damage to drywall and the floor. The unit is being repaired.

Ms. Boyd stated that unit 808 has issues in the bathroom. The unit has been repaired at the owner's expense.

Ms. Boyd stated that a rub shoe leaked from 826 to 726. Management has put 826 in contact with 726.

Ms. Boyd stated that management has been notified of a mouse problem on the 11th floor. Management has contacted Home Paramount and also has traps available.

Ms. Boyd stated that unit 1046 has bed bugs and there are ants on the 10th floor.

Engineer's Report: Ms. Boyd provided the Board with Eddie's schedule of work that has been completed.

Incident Report:

There was nothing to report.

V. UNIT SALES:

Unit 406 – without consideration (name transfer).

Unit 823 – investor whose daughter will live in the unit

MOTION: Mr. Schmelzer moved, Mr. Vignato seconded, to approve the sale of units 406 and 823. The motion passed unanimously (5-0-0).

VI. NEW BUSINESS:

- a. Asbestos Removal in Boiler Room: There is a proposal from Professional Abatement Services, Inc. There are asbestos tiles that are starting to crumble. Mr. Maru asked for a list of the pipes that need insulating.

MOTION: Ms. Schmelzer moved, Mr. Walyus seconded, to approve the proposal from Professional Abatement Services in the amount up to \$6,800. The motion passed unanimously (5-0-0).

- b. Exterior Brick and Mortar Repair 10th and 9th Floors: Ms. Boyd stated that the project is due to be completed in 3 weeks. Only two floors are being done due to the way the repair work was budgeted.
- c. Riser Replacement 08/09 and Single 31 Starting September 21, 2009: There are six more left after this round. 07/08 and 31 are being done. 08/09 was done a few years ago. Everyone involved has been notified. The Board would like to complete all of the replacements next year.
- d. Main Electric Switch beginning in approximately 3 weeks.

Mr. Vignato would like to have building forms available at the desk as well as having a person with knowledge of how to complete the forms available.

VII. OLD BUSINESS:

- a. Semi annual convector cleaning – in progress.
- b. Exterior Brick and Mortar repair below the 11th floor – in progress.
- c. Main Electric Switch replacement – in progress.
- d. Semi annual carpet cleaning – this item was not discussed.
- e. Quarterly trash chute cleaning – this item was not discussed.
- f. New copier – this item was not discussed.
- g. Semi annual window cleaning – this item was not discussed.
- h. Cooling Tower cleaning – this item was not discussed.
- i. Smith Boilers #2 and #1 – this item was not discussed.
- j. Back-up generator repair – this work has been completed.
- k. Smith Boiler # 3 – this item was not discussed.
- l. Installation of the air handler motor – this item was not discussed.
- m. Eddy Current Analysis Results – this item was not discussed.
- n. Bearing Replacement – this item was not discussed.
- o. Major Stop Overhaul – this item was not discussed.
- p. Cooling tower cleaning - this item was not discussed.

VIII. ACTION ITEMS

- a. Registration Fee Changes – Tabled
- b. Purchase of storage space as opposed to renting – Tabled
- c. Pharaoh Ant Proposal from Triple “S” – Tabled

The recording secretary was excused at 7:28 p.m.

IX. NEXT BOARD MEETINGS

Wednesday, October 21, 2009 – Board Meeting
Wednesday, November 18, 2009 – Board Meeting
Wednesday, December 16, 2009 – Board Meeting