

# RIVER PLACE EAST HOUSING CORPORATION

MINUTES OF APRIL 27, 2004

## CALL TO ORDER

The meeting was called to order by President Anthony Priest at 6:15 p.m.

## ROLL CALL

**Board Members Present:** Anthony Priest, President  
Brian Fredericks, Vice President  
William Johns, Treasurer  
Mary Jean Schmelzer, Secretary  
Andrew Spell, Director  
Elaine Cummins, Director

**General Counsel:** James Zelloe, General Counsel

**Building Manager:** Ruby Nester, Building Manager

**Accountant:** Kay Dunovant

**Building Engineer:** Joe Curtis

## Shareholders in Attendance:

Diane Fredericks, various  
Frank Schmelzer, 1210

## APPROVAL OF MINUTES

Minutes were approved as amended.

## Officer's Reports

President	none
Treasurer	none
Secretary	none

## **OA**

Brian Fredericks detailed the current status of the Entertainment Center rebuild. He met with the architect, Tom Rolando and Hector Contreras, chief engineer from Koger. We have \$333,000 from

the insurance company to fix the entertainment center, plus \$86,000 for equipment. The architect will now hand off the annotated drawings to Balfour, the company that will demolish and rebuild the EC. Balfour will provide a price based on these drawings. From these costs provided by Balfour, the architect will adjust his design to suit what we can afford. The project will then be submitted to the County for approval.

### Election of Officers

The following individuals were elected as officers of River Place East:

President, Anthony Priest  
Vice President, Keith Jones  
Secretary, Elaine Cummins  
OA Rep, Keith Jones

Treasurer:

William Johns, transitioning to professional accountant or firm under future supervision of Andrew Spell.

Note: MJ Schmelzer will work as the Communications Secretary

### **Management Report:**

#### **Boiler Replacement Protect & Misc Repairs**

The entire scope of work that was approved by the Board in October has now been completed:

- Chiller Eddy Current Tube Analysis
- Water Leak Repair at the Zone Pump
- Replacement of (3) three way valve
- Replacement of the defective Pneumatic Control
- Corridor Air Handling Unit Coil Cleaning
- Replacing 40' of Defective Domestic Water Copper Piping
- Domestic Hot Water Heat Exchanger Repairs
- Repair and/or Replace the Boiler Condensate Return Piping and Make-Up Piping Repair
- Lochinvar Boiler Cleaning
- Replacement of the Heating and Cooling Loop Expansion Tank
- Carrier 19XR Chiller Five (5) Year High Speed Inspection

#### **Repair of the heaters**

The heat exchangers have been repaired and were placed on line for the remainder of the heating season. This allowed the Lochinvars to be taken offline and cleaned. There were 14 tubes that had burned through and were cracked and had to be replaced. The tubes were no longer under warranty. The heat exchangers are the only portion of the Lochinvars that are still under warranty. The warranty for that portion is (2) years. All other was for (1) year only. Mr. Curtis checked with Densel and with the manufacture as well. Mr. Curtis was able to purchase the replacement parts

through Fergusson Wholesalers and have Densel install while torn down for cleaning and inspection. The Lochinvars received their final inspection and are now online for the cooling season.

### **Convactor Cleaning**

The semi-annual convactor cleaning commenced on April 5, 2004. Maintenance was able to maintain the schedule that was posted, finishing the eleventh floor on Monday, April 26, 2004. Many units were without smoke detectors and water leaks were reported and repaired or owners have been notified if their shutoff valves do not hold. If shutoff valves are not holding, owners are being notified and the valve has to be replaced when the water is shutdown. In the past, it appears as though water was shutdown for the tier and the repair was made without replacing the shutoff valve within the unit. Management is now notifying the owner that the valve must be replaced while the tier is shut down. If the Board is of a different opinion on how this should be handled please make your recommendations.

### **Unsanitary Conditions**

Another issue that needs input from the Board is the unsanitary conditions that exist in some apartments which are occupied by the owner. There is one unit that is so bad, maintenance has been instructed by the manager to wait until the unit is cleaned before cleaning the convactor or providing any other maintenance other than emergency. Management is requesting direction from the Board on how to proceed with this.

**The Board advised the manager to call the fire department regarding the shareholder who lives in filth and may be dangerous. Counsel Zelloe advised that the health department is under the fire department and should be consulted.**

**Shareholder Information Sheets:** The management office has not been proactive in seeking new sheets this month but is attempting to keep current with the new owners. We are currently including the sheet in all Resale Packages.

**Complaint Log:** Attached

**Lobby Lighting :** Management met with Col. Fredericks at the Pentagon and was able to see the light fixture that Col. Fredericks has suggested that we use to replace the existing fixtures. Management concurs with Col. Fredericks that the fixture would compliment the East Building lobby if the fixture is available in a metal color other than the platinum. Management is currently waiting to hear from the supplier to see if the fixture can be made from another metal other than the platinum color and has also seeking a bid from another supplier, Lighting By Design. The representative, Ernie Cook, has experience in design and will be beneficial in selecting how many large fixtures should be used and what to choose in a smaller complimentary fixture for the upper level of the lobby. The ceiling in the lobby will need some work with the change in fixtures. The exact cost has not yet been determined but will probably be somewhere in the neighborhood of \$6000 including the plaster work. Once the fixtures are installed, new sofas need to be purchased. Management hopes to have this ready project complete or in process by end of May and request approval to spend up to \$6000 on this project.

**HVAC Riser Replacement:** The riser replacement project began one day earlier than scheduled due to the leak in tier 31. There was significant water leaking into the Lutheran College conference

room area. When the piping in the tier was removed it was realized that this tier was obstructed with corrosion and not allowing adequate circulation through the pipes. The repair work to the walls has begun. Painting is scheduled to begin in 31 tier on Monday, April 26, 2004.

**Storage Space:**

The very large space that was previously rented by Peter Hudson for the storage of Dr. Ingersoll's estate is now vacant. The amount for that space is \$1138.50. The other large unit remains available for \$356 located on the second floor as well. Management has these advertised on the bulletin board in the mailroom with no success. Should the space be advertised to the general public?

There are (10) closet spaces available throughout the building for \$10 each. Some of these contain the sink basin.

**Lutheran College's Buildout's:** A building permit and site plan has been provided to the management office.

**COMMITTEE REPORTS**

**Water Penetration Project:** If we can get documents from the West we can move forward with strategy a using those documents. It was agreed to seek the documents from a similar project in the West Building.

**MOTION: RPE authorized Andrew Trucksess of Jones Lang, Lasalle to provide the RFP to waterproofing contractors to elicit their bids. Passed unanimously.**

**FINANCIALS**

**FEES:**

**MOTION: Elaine Cummins moved that the registration fee be moved from \$35 to begin May 1, be rescinded and the fee should remain at \$50. Passed unanimously.**

**MOVE: Brian Fredericks moved and William seconded that we have a 20% mark-up on parts. Passed unanimously.**

**MOTION: Andrew Spell is that as of May 1 the resale package fee will be \$125. Second by Elaine. Pass unanimously.**

**UNIT SALES:**

**MOTION: MJ Schmelzer moved and Andrew Spell seconded motion to approve sale of the units 622,738, 801, 1125, 1021, 431, 1106, 631, 734, 844, 933. Passed unanimously.**

William Johns presented an architectural drawing of plans to remodel apartment 1211.

**MOTION to approve renovation passed unanimously, William Johns abstaining**

**REPLACING MANAGEMENT STAFF**

Keith Jones will interface with Ruby to find management companies and individuals in an effort to make a solid recommendation to the Board within the next two weeks. Kay Dunovant is scheduled to leave May 21, 2004. William Johns has emphasized that our business comes to a screeching halt without anyone working in the accounting system. Andrew Spell will participate in this effort.

**FOLLOW-UP TOPIC – Grills, cookers on River Place Terrace**

The fire department says it is open flame on terraces not operated within 10 feet of combustible construction. Management will look into the liability issue regarding whether the building is free of liability on this issue and confirm the regulations.

**New Business**

**Amendment to the Lutheran College Lease:**

Counsel Zelloe pointed out that it is an enforceable lease. Board members made a site visit to the storage space area specified in the Lutheran College lease. They saw the following non-storage items: breaker box, hot water heater, plumbing pipes, beginning of a shower, drop ceiling. Counsel Zelloe recommended that Anthony return to Lutheran College's Nancy Joyner and renegotiate the money:

**MOTION: President Priest meet with Dr. Joyner to revisit the terms of the first amendment of the lease to ask for 50 cents sq ft. The fallback number is .40 cents. Text will be amended appropriately. Regardless of this outcome, the complete package has to return to the Board for approval. Motion was made by Keith Jones and seconded by Andrew Spell. Passed unanimously.**

**ADJOURNMENT**

**A motion was made to adjourn the meeting at 11:30 p.m. The motion was seconded and passed unanimously.**

Respectfully submitted,

Date Approved:

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Mary Jean Schmelzer, Secretary