

**River Place East
Board of Directors Meeting
Wednesday, August 16, 2006**

Present:	Mr. Brian Fredericks	President
	Mr. Randy Morrow	Vice President
	Mr. John Curle	Treasurer
	Mr. Hiranya Maru	Secretary
	Mr. Darrell Rison (late)	OA Representative
	Mr. Anthony Priest	Director
	Ms. M.J. Schmelzer	Director
Management:	Ms. Carol Brooke	Building Manager
Others:	Ms. Amy Michael	Recording Secretary

I. CALL TO ORDER

Mr. Fredericks called the meeting to order at 6:05 p.m. noting the presence of a quorum.

II. APPROVAL OF MEETING AGENDA

MOTION: Mr. Priest moved, Ms. Schmelzer seconded, to approve the meeting agenda. The motion passed unanimously (6-0-0).

III. APPROVAL OF MINUTES

MOTION: Mr. Morrow moved, Ms. Schmelzer seconded, to approve the minutes from the July 19, 2006 Board meeting. The motion passed unanimously (6-0-0).

IV. OFFICER'S REPORTS

President's Report

Mr. Fredericks reported that the difficulties surrounding the building's Air-Conditioning unit were in fact a preventative maintenance issue. Mr. Fredericks explained that the problem involved clogging of the chiller due to debris found in the water. The aforementioned clogging reduces the efficiency of the Air Conditioning unit. Mr. Fredericks stated that it was a relief to know that nothing broke on the system itself. Mr. Fredericks discussed the draft reserve study from FEA, and explained that both he and John Curle had spent some time reviewing and identifying the projects the Board intended to fund in 2007. He identified these projects as the fire alarm, EMS, riser replacement, door, penthouse AC and

a \$5,000.00 allocation for the storage area. Mr. Fredericks pointed out that when reviewing the study it should be noted that it is only a recommendation. The Board discussed the fire alarm issue in the building. Mr. Fredericks reported that the first phase has been approved and that the issue appears to be a faulty box. Therefore, the control panel in the boiler room and the annunciator panel in the lobby will be replaced this year. Mr. Fredericks informed the Board that the initial draft of the RPE newsletter was in place and that the Board is awaiting the Building Manager's input.

Treasurer's Report

Mr. Curle informed the Board that the Capital Securities account is still in the process of being transferred. He stated that once the account is closed the Board can finalize the reserves and set up an investment account. The Board reviewed the income and expense statements for the month. Mr. Curle informed the Board that the Association had accrued a lot of late fees for the month. He reassured the Board that he is capturing all the late fees so that he can pinpoint the cause of these accruals. The Board discussed the possible cause for the increase of the energy bill for the month. Mr. Fredericks stated that he would like to make the Utilities an item of focus for September's Board Meeting. Ms. Schmelzer pointed out that the electricity rates have not gone up because they are bound by the state. Mr. Curle reported that a defacto contribution was placed in the reserve account this month.

OA Report

Mr. Rison reported that bait traps have been set through out the River Place complex to aid in reducing the rodent problem on the grounds. The Board discussed the parking lot security issue. Mr. Fredericks asked Mr. Rison to retrieve a copy of the key-card access proposal so that the Board may review the appraisal and discuss where it stands in terms of insurance. Mr. Maru inquired as to whether the OA had discussed plans to renovate the interior of the pool house. Mr. Rison reported that the OA discussed painting the exterior of the pool house and the lifeguard stand, but that there was no mention made with regard to the interior of the pool house.

ACTION ITEM: Mr. Rison will inquire about the interior pool house renovation issue during the next Owner's Association Meeting.

Manager's Report

Ms. Brooke informed the Board of the revised package policy. She explained that under the new policy packages arriving at the building should be no wider or longer than four feet and will be held for up to two weeks. Ms. Brooke also stated that arrangements can be made for alternate sized deliveries and holding times as long as the front desk receives advanced notice. Ms. Brooke stated that the

concierge is making a concerted effort to alert residents when their packages have arrived. Mr. Curle suggested that as a courtesy to the residents, if the front desk has to reject the delivery of a package, proper notification should be provided to the resident. Ms. Brooke informed the Board that the bicycle room organization is underway and that a notice has been posted in the common areas advising residents of the new policy.

Ms. Brooke informed the Board of a Bed Bug issue by a resident inhabiting a unit on the 10th floor. She explained that the 10th floor tenant moved a mattress infested with bed bugs out into the hallway, putting the entire floor at risk for infestation. Ms. Brooke stated that management has been in contact with the tenant's landlord and that landlord is aware of the severity of the situation. Ms. Brooke also informed the Board that the tenant has had two prior instances of rule violations and that the tenant's lease is due to expire on September 30, 2006. The Board agreed that they will not allow the landlord to renew the tenant's lease.

Engineer's Report

Ms. Brooke informed the Board that the Emergency Management System is mostly in place, and that she had received a thorough review and instructions on how the system functions. The Board and Management reviewed the annual maintenance schedule. Ms. Brooke explained that the list represents measures taken for preventative maintenance in the building. Mr. Curle suggested that the Board quantify the maintenance schedule. Mr. Fredericks suggested that management have Joe review the list and then have Densel review the list.

ACTION ITEM: The Board will work on eliminating items from the maintenance schedule.

V. APPROVAL OF UNIT SALES

MOTION: Mr. Priest moved, Ms. Schmelzer seconded, to approve the sale of Units 516, 517, 743 and 722. The motion passed unanimously for the sale of units 516 and 722 (7-0-0). The motion passed for the sale of units 517 and 743 (6-0-1) with Mr. Morrow abstaining.

The Board agreed **BY CONSENSUS** to the transfer of unit 933.

VI. OLD BUSINESS

Board Goals

The Board discussed the possibility of putting the planned River Place East party room in the old NOVA space.

920 Leak Update

Ms. Brooke informed the Board that the unit owner of 920 came to review the damage due to water infiltration from his unit. The unit owner has hired a contractor to fix the damages and will pay him directly.

Storage Options

Ms. Brooke informed the Board that the 3A storage unit has been rented by the owner occupant of 1013 for two months at the going rate of \$500.00 per month.

VII. NEW BUSINESS

Reserve Study Analysis

The Board reviewed and discussed the draft copy of the reserve study as provided by FEA. Mr. Fredericks stated that he has identified the priority items as they relate to the study and the Board needs to move forward and submit the chosen priority items to FEA. Ms. Schmelzer stated that the Board needs to keep a record of what has been done thus far.

ACTION ITEM: Mr. Curle will take the lead on the Reserve Study analysis for next month.

New Laundry Contract Proposal

Ms. Brooke reviewed and discussed the HOF Laundry proposal with the Board. Ms. Brooke informed the Board that she has asked HOF Laundry to install a credit card machine, as tenants have expressed that they would prefer this to the cash machine currently installed.

ACTION ITEM: Ms. Brooke will investigate additional laundry proposals.

Division of Units 1143 & 1144

MOTION: Mr. Priest moved, Mr. Maru seconded, to approve the split of the existing River Place East Unit 1143 to Unit 1143 and Unit 1144. The motion passed (6-0-1) with Mr. Fredericks abstaining.

Damage to Unit 519

MOTION: Mr. Curle moved, Mr. Maru seconded, to deny the request from the unit owner to repair the ceiling damage. The motion passed unanimously (7-0-0).

Suggested Management Policy

MOTION: Mr. Priest moved, Mr. Maru seconded, to approve the management fee as stated in the suggested management policy. The motion passed unanimously (7-0-0).

Newsletter Update

The Board reviewed and discussed the impending River Place East newsletter. Mr. Fredericks reported that the first draft of the President's report is complete. Mr. Fredericks also stated that the newsletter will include information regarding the unpaid storage areas in the building. Mr. Curle suggested including an investor relations sections that informs the community of the recent rates offered in the Rosslyn area.

ACTION ITEM: Ms. Schmelzer will work on gathering information for the Rosslyn update section.

ACTION ITEM: The Board will ensure the newsletter is ready to go by September.

Bird Issue

The Board discussed the issue with bird feces on the building ledges. Ms. Brooke informed the Board that she recently received a window cleaning proposal and was given a quote of \$3,075.00 to clean the windows.

ACTION ITEM: Management will research options on dealing with the bird feces issue.

MOTION: Mr. Priest moved, Mr. Maru seconded, to approve a window cleaning proposal no greater than \$3,100.00. The motion passed unanimously (7-0-0).

VIII. AFFIRMATION OF ELECTRONIC ACTIONS WITHOUT MEETING

The Board agreed **BY CONSENSUS** to approve the following electronically disseminated actions:

- Motion to approve renovations to unit 836
- Motion to approve proposal for new fire alarm panel
- Motion to approve a/c replacement for unit 1206

IX. NEXT MEETING

Mr. Fredericks announced that the next Board meeting will take place on Wednesday, September 20, 2006 at 6:00 p.m.

X. ADJOURNMENT

There being no further business, the Board agreed **BY CONSENSUS**, to adjourn the Regular Session of the Board meeting at 8:30 p.m.