

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 28, 2022

In Attendance – Board of Directors

- Anthony Priest, President
- Hassan Al Shazly, Vice President
- Cassondra Crawford, Treasurer
- Nina Yeh, OA Representative
- Karim Benni, Director

Regrets - Board of Directors

- Anand Hemraj, Secretary
- Patricia Fairman, Director

In Attendance – Property Management

- Leah Issa, General Manager
- Dominic Jackson, Assistant General Manager

I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened an Open Meeting on Wednesday, December 28, 2022. The meeting was convened using Zoom technology. Board President Anthony Priest called the meeting to order at 6:35 p.m.

II. Shareholders' Participation

The shareholders from Unit 535 inquired when insurance reviews are conducted at River Place West, and how the East Building's insurance coverages compare to the other River Place buildings. Ms. Issa stated insurance reviews are performed each August. All four River Place buildings are under the same insurance umbrella. Ms. Yeh encouraged the shareholders to submit any specific insurance-related questions to Ms. Issa for forwarding to Ms. Yeh. Ms. Yeh will then relay the questions to the Owners Association and report back any findings.

The shareholder from Unit 1018 sought any information or progress updates regarding the land lease effort. Mr. Priest stated there is activity with the Land Lease Committee. They are considering working with a consultant to help with devising potential ideas. (2) The shareholder suggested having improved lighting installed at the pedestrian entrance near Freedom Park. ***Ms. Yeh will report the suggestion to the Owners Association.***

The shareholder from Unit 1214 asked whether the Board has received answers to the various questions raised in relation to the solar panels (e.g., the available tax credits). ***Ms. Issa reported receiving a response from the accountant, and will distribute that information to the Board of Directors on Thursday, December 29th.***

The shareholder from Unit 240 inquired whether there were plans to update the laundry machines. Ms. Issa stated the cooperative's laundry contract will be up for renewal in September 2024. Therefore, the laundry contract will likely be sent out to bid. (2) The shareholder announced the first draft of the Maintenance Cleanliness Committee's report was sent to Ms. Crawford during the day on Wednesday, December 28th. ***Following her review, Ms. Crawford will forward the report to the Board of Directors.***

III. Approval of Meeting Minutes

Mr. Al Shazly ***moved*** to approve the November 16, 2022 Board of Directors Meeting minutes as presented. Ms. Benni ***seconded***. The motion carried with Ms. Crawford abstaining.

IV. President's Report

Mr. Priest reported a Special Board Meeting was held in December 2022 to approve employee bonuses and the solar roof project. A meeting was held with the 12th floor shareholders, and their questions and concerns were noted. Ms. Issa gathered answers to their questions, but there were still some concerns. Therefore, the solar roof project was

paused to hold additional discussions with the 12th floor shareholders. The Roof Project Committee will be reconvened to assist with the project and make a recommendation by the end of June 2023.

V. Management Report

Ms. Issa highlighted the following information from the full December 2022 Management Report:

A. Christmas:

1. Ms. Issa reported the staff was very appreciative of the Christmas bonuses they received.
2. The holiday party was enjoyed by everyone in attendance.

B. Air Handler: Welch & Rushe replaced the belts on the main air handler unit in the boiler room on Tuesday, November 29, 2022.

C. HVAC PM Contract: The preventive maintenance contract with Welch & Rushe began on Thursday, December 1, 2022 to replace the contract with Densel Company.

D. Hallway Carpeting: The hallway carpets were cleaned on Wednesday, December 7, 2022.

E. Steam Leak: A major steam leak occurred in the boiler room on Wednesday, December 21st that affected the building's heat for some time. The leak was later repaired and the heat is active.

F. Lobby Paint: The lobby was painted a gray color to replace the previous orange hue.

G. Penthouse HVAC Units: Leak repair work was done to the HVAC unit for 1206. Additionally, the HVAC unit for 1215 does not need to be replaced.

H. Water Savings Program: The three-year water savings program was signed with Water Savings, Inc. The vendor is in receipt of how many bathrooms are in each unit, and is expected to provide a notice for circulation to all shareholders regarding the program. The initial program's start date proposed by Water Savings, Inc. was Monday, January 9th. However, Ms. Issa suggested considering a later start date to give shareholders more time to review the notice. Once the program commences, the vendor will proceed floor-by-floor to replace showerheads, faucets, and toilets in the participating units. ***Once Ms. Issa determines when the notice is expected from Water Savings, Inc., she will speak with the Board to set a start date for the program.***

I. Variance Report: Management and the Board of Directors reviewed the latest variance report. Of note:

1. No action was taken in relation to the rooftop antenna project.
2. Property taxes were paid for the office copier. ***Following a question from Mr. Priest, Ms. Issa offered to review the copier contract to determine whether the cooperative is responsible for paying the property taxes for the copier since it is a leased piece of equipment.***
3. The "HVAC" line item increased due to air handler filter replacements; and the repair of a leak in the fan room.
4. The "Plumbing" line item was over budget after a clogged drain on the 11th floor caused a flood to occur on the first floor. ***The "Plumbing" and "Electrical" line items of the budget will be reviewed in advance of future years to determine whether adjustments are needed based on actual information.***
5. The "Fire System" line item was more than double the budget as a result of addressing violations noted during the fire marshal's visit.
6. "Computer Maintenance" increased as a result of paying licensing fees for the cameras. ***This cost will be factored into future budgets and possibly reclassified under the "Security System" line item.***

J. Telephones: The next telephone bill will reflect a lower price, as several unused telephone lines were cancelled; while other lines that are in use were moved into the Cloud.

K. Accounts Receivable: As of Monday, October 31, 2022, the cooperative had \$211,167 in delinquent accounts.

L. Budget Review Meeting: The Board of Directors ***agreed by unanimous consent*** to hold a Budget Review Meeting on Wednesday, January 11, 2023. ***Ms. Issa would send out the meeting invite on Thursday, December 29th.***

M. Annual Meeting: The cooperative's 2023 Annual Meeting will be held in March. *The distribution of notices will begin in January.*

VI. Treasurer's Report

A. Reserves: Ms. Crawford reported the cooperative's year-to-date reserves stood at \$575,196. *Ms. Issa will send the latest Merrill Lynch investment reports to Ms. Crawford on Thursday, December 29th.*

VII. Owners Association (OA) Report

Mr. Yeh reported the following information:

A. The Owners Association held two Board Meetings during the month of December. One was an emergency meeting when the Board approved a solar panel request with caveats involving the grandfather clause and insurance. The second meeting was held on Thursday, December 15th where discussions took place regarding the Treasurer's 2023-2024 budget; bonuses for the OA's staff and General Manager; the pedestrian entrance; a meeting with Monday Properties to discuss fencing, landscaping, and lighting needs; and an emergency HVAC repair.

B. A few email inquiries were received from shareholders requesting details about the app drivers are now required to use (Community Boss - formerly known as Parking Boss) for parking their vehicles. *The Board of Directors agreed to discuss this matter during Executive Session.*

VIII. Committee Reports

A. Smoking Committee: *Ms. Yeh will meet with Ms. Issa to discuss whether there have been any complaints regarding smoking; whether the Smoking Committee is still necessary; and whether there are plans to implement a smoking ban of some kind along with fines for violations.*

B. Land Lease Committee: Please see the second paragraph of Section II in these minutes.

C. Lobby Committee: Ms. Yeh recounted Ms. Issa's report about the lobby painting. She then reported more money will be invested into the lobby transformation effort - particularly the concierge table that was damaged.

D. Windows Committee: Mr. Benni reported a meeting was held with Attorney Ursula Burgess. Building Envelope Consultants & Scientists (BECS) - the engineering company hired by the cooperative - will hold an on-site walkthrough on Friday, January 6th to review the 12th floor windows.

E. Maintenance Cleanliness Committee: *Ms. Crawford will share the report provided by Maria Oliveira with Ms. Issa and the Board of Directors.* The report contains a list of areas requiring attention on the property along with recommendations.

F. Roof Replacement Committee: Mr. Benni *moved* to defer awarding a contract for the roof replacement project to form a new Roof Replacement Committee and revisit the contracting process. Mr. Al Shazly *seconded*. The motion carried unanimously.

IX. Old Business

A. Water Savings Program: Please see Section V.H of these minutes.

B. Windows - BECS Proposal: Please see Section VIII.D of these minutes.

X. New Business

- A. Ratification - Stock Sales and Transfers: The Board of Directors *agreed by unanimous consent* to ratify their unanimous electronic vote to approve a stock sale and transfer for Unit 131.
- B. Alternate OA Representative: Mr. Priest *moved* to appoint Karim Benni as the first alternate representative for the East Building to the Owners Association as a backup to Nina Yeh; and to appoint Cassandra Crawford as the second alternate to the OA. Ms. Yeh *seconded*. Both Mr. Benni and Ms. Crawford agreed to those roles. The motion carried unanimously.
- C. Registration and Renewal Fees: The Board of Directors *agreed by unanimous consent* to defer a discussion concerning this matter.

XI. Adjournment

The December 28, 2022 Board of Directors Meeting was adjourned at 7:42 p.m. The Board then proceeded into Executive Session for the discussion of legal and personnel matters.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
Service