

**RIVER PLACE EAST HOUSING CORPORATION (RPEHC)**  
**MINUTES FROM THE BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, MARCH 15, 2023**

**In Attendance – Board of Directors**

- Anthony Priest, President
- Cassondra Crawford, Treasurer
- Karim Benni, Director
- Patricia Fairman, Director
- Nina Yeh, OA Representative
- Anand Hemraj, Secretary

**In Attendance – Property Management**

- Leah Issa, General Manager

**I. Call to Order**

The Board of Directors of the River Place East Housing Corporation convened an Open Meeting on Wednesday, March 15, 2023. The meeting was convened using Zoom technology. Board President Anthony Priest called the meeting to order at 6:34 p.m.

**II. Shareholders' Participation**

The shareholder from Unit 1018 asked about the land lease, and whether a consultant has been hired as previously mentioned. Mr. Priest explained the process doesn't move very fast, but is ongoing. An invoice was received from legal service that will be discussed with the Board.

The shareholder from Unit 735 commented that the county's tax valuations seemed to be inaccurate. Mr. Priest stated the matter was discussed among the River Place Board Presidents, and that an appeal was filed during the week of March 6, 2023. It seems market sales data was used to justify the tax valuation. The response was not completely satisfactory to the Board, but it is difficult to argue with market data. If they decide, the Board could take the inquiry up a notch.

A shareholder from an unidentified unit inquired what can be done about smoking odors coming from another unit. ***Ms. Issa reported vent cleaning is planned, and will include that in her next notice.*** However, there is not much that can be done about cooking smells, but suggested opening windows to activate the vents and help any smells to dissipate.

The shareholder from Unit 935 asked when her toilet would be changed. Ms. Issa asked the shareholder to provide any available dates so that the changeout could be scheduled.

**III. Approval of Prior Meeting Minutes**

Mr. Hemraj ***moved*** to approve the February 15, 2023 Board of Directors Meeting minutes as amended. Ms. Yeh ***seconded***. The motion carried unanimously.

**IV. President's Report**

Mr. Priest requested Board members to read the audit report in preparation for a discussion during the next meeting.

## V. Management Report

Ms. Issa highlighted the following information:

- A. Staff: The former Office Assistant left River Place East. Her replacement began on Wednesday, March 8, 2023.
- B. Water Savings Program: The Water Savings Program began in January 2023 and ended in late February. A few additional toilet replacements were completed during the day on Wednesday, March 15<sup>th</sup>. Leaks were repaired in 18 unit sinks on February 23, 2023.
- C. Lobby: The Lobby Committee will discuss meetings with contractors regarding the proposals for the lobby project. Ms. Issa stated supplies are being ordered for buffing the tiles, but cleaning has to be done first. The work will begin during the week of March 20<sup>th</sup>, and will include filling in holes in some of the tiles. The Lobby Committee could then decide if any replacements are required.
- D. HVAC: The fresh air vents will be cleaned at a rate of 31 units per day beginning the week of March 20, 2023.
- E. Elevators: There were issues reported with one of the elevators slowing down between floors, raising concerns about possible entrapment. A technician visited the property to assess the matter, and noted a second technician is needed to help modify the “governor” which will correct the issue.
- F. Hot Water Shutoff: This took place on Sunday, February 26<sup>th</sup> due to the boiler not functioning properly. The issue with the boiler was corrected on Tuesday, March 14<sup>th</sup>. Contractors returned to the building on Wednesday, March 15<sup>th</sup> and stated the boiler looked good. However, they will be sending a proposal to change the control board which is still a necessity.
- G. Upper Floors: Ms. Yeh mentioned the comprehensive maintenance report compiled by the committee with input from management to address issues on each floor. Ms. Issa is working to determine which items can be addressed in-house.
- H. Mirror Replacement: Ms. Yeh asked whether there were plans to replace a mirror that had been defaced. Ms. Issa said the call button panel box had to be opened by contractors (TKE), and repair must be coordinated with elevator and glass specialists.
- I. Security: The Board of Directors discussed concierge access to security camera footage and the possible installation of additional cameras. Ms. Yeh suggested adding a camera to monitor the boiler room door. Ms. Issa said there would also be a fisheye camera to monitor the loading dock. Ms. Yeh also asked about an issue with a homeless person sleeping outside the building. Ms. Issa said there have not been other such cases. Ms. Issa suggested obtaining a monitoring station for the concierge to view all of the cameras.
- J. Trash Room: Ms. Yeh asked about Verizon and Comcast wires in the trash room that have been falling out of the casing. Each carrier is blaming the other one, so the matter is being sorted out.
- K. Elevator Mirror: Mr. Priest reported an elevator mirror has been scratched for months and needs to be repaired.
- L. Laundry Room: Ms. Yeh asked whether the cooperative can get out of its current laundry contract due to issues. Ms. Issa said we are documenting issues as they come up, such as what percentage of machines are out of order, etc. The contract is scheduled to expire in September 2023. Ms. Issa said the machines were currently working properly. However, if a new contract is desired, the process would need to begin in June. ***It was suggested that the cooperative move forward to obtain proposals from other laundry companies.***
- M. Variance Report: Mr. Priest said it appeared the cooperative would end the year with a deficit of approximately \$150,000 - one of the reasons the fee would increase for the coming fiscal year.
- N. Accounts Receivable (Delinquencies): A discussion was held regarding the cooperative’s Accounts Receivable (delinquencies). ***Following a discussion with management, the Board of Directors agreed to consult with legal counsel regarding the actions that can be taken to address delinquent accounts.***

- O. Annual Meeting: A Call for Nominations was mailed to shareholders for the cooperative's Annual Meeting that will take place on Wednesday, March 22, 2023. Ms. Issa stated only 20 ballots had been received to date. Mr. Priest pointed out, if there was no quorum, the meeting would be held as an Informational Session. Ms. Issa noted that completed ballots could be slipped under the door of the management office.

## VI. Budget Report

- A. Mr. Priest stated an 11 percent increase was being planned for the coming year's budget due to the aforementioned anticipated deficit. A discussion was held regarding ways to help shareholders pay on time. Ms. Fairman stated there was a problem with the mail affecting the timing of receiving payments. To avoid late payments, Mr. Priest encouraged everyone to pay electronically via FirstService Residential (FSR) - something that Ms. Issa stated she had been reminding shareholders to do. Some shareholders were unaware of the change in the lockbox location. Ms. Fairman pointed to examples of misdelivered checks not being returned. Mr. Priest suggested offering an incentive for people who use the most efficient method of payment. Ms. Issa indicated, sometimes shareholders are not aware the fee amount has changed. When she identifies those shareholders, Ms. Issa offers to waive late fees if they pay by the end of the month. After a certain amount of time, accounts are turned over to legal counsel for collections.
- B. The Reserve balance as of February 28, 2023 totaled \$679,438.02. Mr. Priest suggested diversifying the cooperative's assets in light of the current economic environment (SV Bank)

## VII. Owners' Association (OA) Report

- A. Ms. Yeh reported no one from the East Board attended the most recent OA meeting. The next OA meeting will take place on Thursday, March 16<sup>th</sup>.
- B. The new gate installed by the North Lynn Street side is an improvement over the previous arrangement. Also, the patrol staffing issue is being resolved.
- C. Mr. Hemraj requested a motion to send a letter to OA requesting a change in the gym hours. Weekday hours have been changed to 7:00 a.m. to 10:00 p.m., since some staffing problems have been resolved. The Board also discussed improving the weekend hours.
- D. Ms. Yeh explained, if a smoking ban is implemented, a penalty cannot be charged over \$50. Enforcement would be difficult, as it is often difficult to determine the origin of the smoke. The cooperative cannot forbid people from smoking inside their units. Temporarily blocking the vents is an effective method, or the vents can be closed between floors. However, when HVAC tier pipes were installed, dividers were not put in. Therefore, closing the dividers is possible, although it could be expensive. Ms. Fairman and Mr. Priest recommended creating a series of signs to raise awareness that vents are carrying smoke to neighbors. Residents also need to know that vents are activated by opening a window. Mr. Priest suggested sending out a slide showing people how to activate the vents.
- E. Ms. Yeh looked at what things require immediate attention within the budget. Preliminary estimates were obtained for replacing the rails, which are outdated; and adding elevator protective sheeting on each of the 13 floors. Consideration has also been given to repairing some of the tiles on the lobby floor and building an enclosure around the concierge desk for security reasons. The enclosure they are looking at is similar to what was done in the West Building's lobby. Its cost comes up close to half of what was approved for the lobby renovation. ***They will seek an additional estimate for replacing tiles in the lobby.*** This would increase safety of the concierge team, and the convenience of distributing packages to residents. The goal is to go with furniture that is clean, simple, functional, and does not encourage people to stay too long.

## VIII. Old Business

- A. Windows: A proposal was sent out via email regarding the windows. The Board of Directors ***ratified their unanimous electronic decision*** to approve the proposal from BECS with two abstentions.
- B. Elevator Contract: Please see Section K of these minutes.

- C. Water Shutoffs and Valve Replacements: Ms. Issa said she sent out a draft notice regarding water shutoffs and valve replacements. She suggested adding information about recommended plumbers before the draft is approved.
- D. Sales and Transfers: No unit sales or transfers were presented for approval since the February 2023 Board Meeting.

**IX. New Business**

- A. Fees (Service Charges): The discussion of registration and renewal fees was tabled. It was determined shareholders should renew once per year. The initial lease fee is \$50, and the renewal is \$20. Those who do not renew will not be able to obtain packages or lockout services.

**X. Adjournment**

Mr. Priest ***moved*** to adjourn the March 15, 2023 Board of Directors Meeting at 8:14 p.m. Ms. Fairman ***seconded***. The motion carried unanimously.

The initial draft of these minutes was respectfully submitted by:

**The Professional Documents**  
\*\*\* Service