

**RIVER PLACE EAST HOUSING CORPORATION (RPEHC)**  
**MINUTES FROM THE BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, DECEMBER 15, 2021**

**In Attendance – Board of Directors**

- Hassan Al Shazly, President
- Cassondra Crawford, Treasurer
- Nina Yeh, Secretary
- Anthony Priest, Director

**Regrets - Board of Directors**

- Pia Duryea, Vice President
- Yasmine Bandali, Director
- Karim Benni, Director

**In Attendance – Property Management**

- Roshell Reneau, General Manager
- Leah Issa, Assistant General Manager

**I. Call to Order**

The Board of Directors of the River Place East Housing Corporation convened a meeting on Wednesday, December 15, 2021. The meeting was convened using Zoom technology. Board President Al Shazly called the meeting to order at 6:39 p.m.

**II. Shareholders' Participation**

Questions and comments were not raised during Shareholders' Participation.

**III. Approval of Meeting Minutes**

Ms. Yeh *moved* to approve the November 17, 2021 Board of Directors Meeting minutes as presented. Ms. Crawford *seconded*, and the motion carried unanimously.

**IV. Management Report**

- A. Reserve Study Update: Board members reviewed the reserve study analysis which proposed a one percent increase in the 2022 reserve contribution; and discussed the upcoming reserve projects for the cooperative. Mr. Priest *moved* to push the majority of the roof work so that it is performed in 2023; to repair the one wing; and to approve a one percent increase for the 2022 reserve contribution. Ms. Crawford *seconded*, and the motion carried unanimously. ***Ms. Reneau will speak with the insurance carrier to determine if they will cover the roof repairs.***
- B. Roof Replacement: Please see Section IV.A above. Additionally, management anticipates additional bids for this project as a source of comparison to the proposal provided by NV Roofing.
- C. Cooling Tower Replacement Project: Densel Company provided a bid of \$153,000 to replace the cooling tower, which has exceeded its life expectancy. A comparative bid of \$139,000 was received from American Combustion Industries. Welch Rushe was asked to bid on the project, but has not done so. The reserve study forecasted a replacement cost of \$150,000 for the cooling tower. Mr. Priest *moved* to authorize the General Manager to select a vendor to perform the cooling tower project at a cost not to exceed \$160,000. Ms. Crawford *seconded*, and the motion carried unanimously. ***Ms. Reneau will determine whether a shorter lead time is possible.***
- D. Security Camera Bids: An incident of vandalism occurred to the loading dock door when someone cut the wiring to the "EXIT" push bar. The door company was called to the property and repaired the issue. Shortly thereafter, the handle on the loading dock door was broken - an issue that was repaired two weeks later by ESSI. These issues were not captured by the building's cameras. Management presented bids from five companies who visited the property and submitted proposals to upgrade the building's camera system. Mr. Priest *moved* to authorize the General Manager to select a vendor to upgrade the building's security cameras at a cost not to exceed \$36,000. Ms.

Yeh **seconded**, and the motion carried unanimously. ***Ms. Reneau will negotiate to have the labor included in the total cost; and will negotiate with Ocean Solutions to achieve a lower price.***

Board members reviewed the entire Management Report that was included in the Board Meeting packet.

#### V. **Treasurer's Report**

Ms. Crawford requested an update concerning the cooperative's water bills. Ms. Reneau reported speaking with former General Manager Andre Baker, and learned that River Place East received a credit of approximately \$47,000 in 2019. The credit was applied to the water bills for February 2019 through October 2019. Therefore, the credit has been exhausted; and the outstanding balance of \$149,000 is valid. The balance is the result of underpayments by First Service Residential (FSR) on behalf of River Place East. Ms. Reneau arranged a payment plan with the water company to ensure the corporation can come current on its water bill payments.

#### VI. **Owners Association (OA) Report**

Mr. Priest reported the following information:

- A. The next Owners Association Meeting was scheduled for Thursday, December 16<sup>th</sup>.
- B. The OA Board continues to pursue the payment of delinquent parking space payments.
- C. Mr. Priest **moved** to retain a month-to-moth lease with Landmark until a new lease is signed. Ms. Yeh **seconded**, and the motion carried unanimously.
- D. Mr. Priest **moved**, effective January 1, 2022, to charge Lutheran College \$500 per month for a storage space, with that cost to be added to their lease via an amendment. Ms. Crawford **seconded**, and the motion carried unanimously.

#### VII. **Committee Reports**

- A. Lobby Committee: ***The Board of Directors will work with management to decide whether to change the color in the lobby to a grey/eggshell hue.***
- B. Event Committee: The cooperative's holiday party will be held on Friday, December 17<sup>th</sup> in the lobby. Representatives from Starry will be present, with Starry sponsoring some of the food and beverages.

#### VIII. **New Business**

- A. Short-Term Lease Violation: The shareholder who was charged for their tenant repeatedly leasing their unit on a short-term basis has requested a waiver of the \$1,000 fee. The Board of Directors **agreed by unanimous consent** to keep the fee at \$1,000. ***Ms. Reneau will inform the shareholder of the Board's decision.***
- B. Starry: Representatives from Starry will be present during the cooperative's holiday party on Friday, December 17<sup>th</sup>; and will offer a separate event in the building at the end of December. Residents will be able to obtain information during either event regarding Starry's high speed Internet service.
- C. Retirement: Mr. Priest stated Mr. Eddie is planning to retire in 2022, and expressed the importance of planning to hire his replacement. Management and the Board of Directors further discussed this matter along with other staffing-related matters.

#### IX. **Adjournment**

With no other business raised, the December 15, 2021 Board of Directors Meeting was adjourned at 7:41 p.m.

The initial draft of these minutes was respectfully submitted by:

**The Professional Documents**  
Service

**River Place East Housing Corporation (RPEHC)**

DRAFT Minutes from the Board of Directors Meeting – Wednesday, December 15, 2021