

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)

MINUTES FROM THE BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 16, 2022

In Attendance – Board of Directors

- Hassan Al Shazly, President
- Cassandra Crawford, Treasurer
- Nina Yeh, Secretary
- Karim Benni, Director
- Anthony Priest, Director

Regrets - Board of Directors

- Pia Duryea, Vice President
- Yasmine Bandali, Director

In Attendance – Property Management

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

I. Call to Order

Following an Executive Session for the discussion of a unit-specific matter, personnel matters, storage, and delinquencies, the Board of Directors of the River Place East Housing Corporation convened an Open Meeting on Wednesday, February 16, 2022. The meeting was convened using Zoom technology. Board President Al Shazly called the meeting to order at 7:30 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 January 19, 2022 Board of Directors Meeting minutes as presented. Ms. Crawford *seconded*, and the motion carried unanimously.

IV. Management Report

- Annual Meeting: Ms. Reneau announced Yasmine Bandali reported her intention to step down from the Board of Directors. Therefore, the seat to be vacated by Ms. Bandali and the terms of Pia Duryea **and Cassandra Crawford** will be up for election during the cooperative's 2022 Annual Meeting to be held on Wednesday, March 23rd. Four shareholders submitted their candidacy for the Board of Directors ahead of the February 16th deadline. ***Management will send the official Annual Meeting Notice to shareholders during the week of February 21, 2022.***
- Handicapped Ramp: Board members discussed the potential installation of a handicapped ramp in the lobby. Mr. Benni presented a history of the efforts to have such a ramp installed beginning in 2016 or 2017, including the amount of permitting that would be required for such a project. ***Mr. Benni will forward the design documents associated with the previous handicapped ramp plans to Mr. Al Shazly for review.***
- Water Savings Program: The North Building is enrolled in a water savings program with **Water Savings Inc.** The same company recently visited the East Building to perform an analysis and determine how water-related savings could be achieved for the cooperative. The company would replace toilets, sinks, faucets, and shower heads in the building at no cost to the cooperative to lower the water bills. The company would only be paid if River Place East achieved a savings. Mr. Benni noted the toilets and shower heads are owned by the shareholders. Therefore, the cooperative could not require them to replace those elements. Ms. Reneau agreed, and stated the replacement of toilets and shower heads would be presented to shareholders as optional. ***Ms. Reneau anticipated water savings and program participation data from the North Building, as well as more information from the vendor in***

charge of the water program. Once she has that information, Ms. Reneau will forward it to the Board for review.

V. Treasurer's Report

Ms. Crawford noted there is a proposed fee increase of three percent for the 2022-2023 budget, and would like the Board to discuss the percentage of increase ahead of the budget's approval. Ms. Crawford inquired how the proposed number of \$12,000 was established for the "Gas" line item, as the Cooperative spent \$91,000 and \$117,000 in the most recent years for gas services. Board members also discussed other budget line items - including income and expenses - to determine whether revisions should be made. ***Ms. Reneau will ensure the number for the "Gas" line item is clarified and then corrected in the draft budget, and will reach out to Starry to determine what the anticipated income should be. The Board of Directors will convene a Special Meeting ahead of the Annual Meeting to approve the budget.***

VI. Old Business

A. Landmark Lease: Board members discussed whether there would be a potential conflict of interest with the owner of Landmark Realty also owning several units in the East Building and serving on the Owners Association Board of Directors. It was stated that the matter could be further discussed during an Executive Session.

(Ms. Yeh exited the meeting at this juncture.)

VII. Owners Association (OA) Report

An OA report was not presented.

VIII. Committee Reports

A. Website Committee: Ms. Reneau reported the work of the Website Committee resulted in the hiring of a designer to create a new website for River Place East. It was anticipated that the new site would be ready for review in the coming weeks.

IX. New Business

Mr. Benni ***moved*** to re-establish the Windows Committee, with Robert Conkling to serve as Chair and two additional shareholder to be appointed as committee members. Mr. Priest ***seconded***, and the motion carried unanimously. ***Ms. Reneau will reach out to Robert Conkling to report the Board's decision.*** The committee will research potential ways to address issues with the 12th floor windows, and will submit a report with recommendations to the Board of Directors.

X. Adjournment

With no other business raised, the February 16, 2022 Board of Directors Meeting was adjourned at 8:13 p.m.

The initial draft of these minutes was respectfully submitted by:

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