

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 26, 2024

In Attendance – Board of Directors

- Nina Yeh, President
- Cassondra Crawford, Treasurer
- Hassan El Shazly, Director
- Pat Fairman, Director
- Anand Hemraj, Director

Regrets – Board of Directors

- Anthony Priest, Vice President
- Karim Benni, Secretary

In Attendance – Property Management

- Leah Issa, General Manager
- Willy Barrera, Assistant General Manager

I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened an Open Meeting on Wednesday, June 26, 2024. The meeting was convened via Zoom conferencing. President Nina Yeh called the meeting to order at 6:35 p.m. A Board roll call followed.

II. Shareholders' Participation

Shareholders raised questions and comments (with any responding action items noted in ***bold italics***):

- Requesting an update on the land lease matter.
- Seeking information about transferring his unit to an LLC.
- Reporting the air conditioning is not working properly in their unit; and inquiring whether a temporary air conditioning unit can be provided.

(Board member Pat Fairman joined the meeting at this juncture.)

III. Approval of Prior Meeting Minutes

Mr. El Shazly ***moved*** to waive reading the May 15, 2024 Board of Directors Meeting minutes; and to approve those minutes as presented. Ms. Fairman ***seconded***. The motion carried unanimously. Ms. Yeh reminded everyone that the approved sets of Board Meeting minutes are available for review on the River Place East web site.

IV. President's Report

Ms. Yeh urged shareholders and residents to treat the staff with respect, as there have been incidents of people disrespecting the staff in response to the recent A/C issues in the building. Ms. Yeh thanked the staff for working tirelessly to resolve the issue.

V. Management Report

Ms. Issa and Mr. Barrera highlighted the following information from the full Management Report:

- A. Air Conditioning System: Management received 30 to 35 reports of the air conditioning being out in some units. Some of the calls were the result of the valves being closed from the wintertime - something that was addressed by the in-house staff. Regarding the other units, the HVAC technician and the management team went into several units to review the HVAC systems. The temperature was measured in some units, and the readings were higher than usual in many instances. There were no visible causes for the higher temperatures. Therefore, the technician returned to the property on Wednesday, June 26th and found a pneumatic valve in the boiler room that is designed to open automatically when the building switches to air. However, the valve was not switching on. The technician manually opened the valve, and the temperature began to cool down in the building. A proposal was requested from

Welch & Rushe to replace the pneumatic valve; replace the rotten pipes in the loading dock area; and clean the air handler. ***Ms. Issa will speak with Welch & Rushe to clarify whether there is any risk of the pneumatic valves closing on their own; to inquire why the issue did not affect all units; and to ask about the placement of a note in the boiler room that asks people to avoid closing the pneumatic valves.***

- B. DPOR License Renewal: River Place East renewed its expired DPOR license with the Common Interest Community Association Registration.
- C. Power Washing Machine: A power washing machine was purchased for use by the maintenance staff. The front and rear of the building, flower bed area, and loading dock are in the process of being cleaned. The power washer will also be used to clean out the trash dumpsters.
- D. New Cameras: The break room and mailroom cameras were installed.
- E. Maintenance Matters: The Corporation is about 90% done with the noted maintenance repairs. Outstanding items included repairing the hallway carpets and replacing the fire extinguisher covers.
- F. Storage Bin Repairs: Repairs are in progress for the second floor chicken wire storage bins. ***Following comments from Ms. Crawford, Mr. Berrera agreed to review the storage areas with Eddie and Leroy on Thursday, June 27th.***
- G. Replacement Light Fixtures: The light fixtures in the trash rooms have all been replaced with lights that offer brighter lumens. Mr. El Shazly reported purchasing a similar light from Costco for approximately \$30 each.
- H. New Flooring: On May 22, 2024, new flooring was installed in the management office.
- I. Insulation Replacement: During the months of May and June, All Plumbing worked to replace the insulation in the loading dock. Rotten pipes were noted amid that process, with Mr. Barrera having pictures that can be sent to the Board upon request. As reported earlier, a pipe repair proposal was anticipated from Welch & Rushe.
- J. Financials: FirstService Residential (FSR) did not provide the year-end financials (ending April 30, 2024) in time for the June 2024 Board Meeting. Rather, the financials were anticipated by Friday, April 28th. No explanation was provided to report why the financials were late. ***Ms. Issa will put together a variance report and circulate it to the Board of Directors once it is available; and will inquire with Bob Porco, FSR's Controller and Senior Financial Manager, about why the financials were delayed.***
- K. Accounts Receivable: Management reviewed the 18 delinquent accounts for the month of May 2024 which totaled \$75,442.50. Of that amount, the top 10 accounts make up \$72,353.50 (an 8.67% decrease from the month of April 2024). There were two fewer delinquent accounts at the end of May 2024 in comparison to the end of April 2024. The highest delinquent account totaled \$40,475 (53.75% of the total delinquency amount), and that account is with legal counsel for collections processing. The lowest delinquent account is \$55. The average delinquency is \$4,191.25. The Corporation's delinquency percentage at the end of May 2024 totaled 3.87%.

VI. Treasurer's Report

Ms. Crawford reported the following information:

- A. The reserves for River Place East totaled \$969,000 for the period ending May 31, 2024.
- B. Paperwork has been filed with Sandy Spring Bank and Live Oak Bank. Ms. Crawford spoke with the Merrill Lynch representatives to inform them that funds will be transferred from their accounts into the two additional financial institutions. ***Ms. Crawford will continue to search to identify a third financial institution with which River Place East can deposit funds.***
- C. Efforts continue to secure a credit for use by the General Manager.

VII. Owners' Association (OA) Report

Mr. El Shazly reported the following information from the OA Board Meeting held on Wednesday, June 19th:

- A. The OA is looking into the possibility of having another daycare to the property.
- B. A new patrol service was hired. An evaluation is taking place - particularly of the booting, towing, and fining processes.
- C. The Owners Association has been experiencing difficulties with understanding the reports from FSR.
- D. The Owners Association would like shareholders in the four buildings to address issues through the OA representatives rather than sending messages and requests directly to the OA. Rather, Ms. Fairman stated messages should be given to each building's Board in order to make a decision about whether to forward the matter onto the OA.
- E. The cost of the new stress machines was approved for the fitness center.
- F. The OA Board approved a survey of the electrical gateway into the building.
- G. The Owners Association is looking to work with River Place South to fix leaks from the terrace into the garage, with the cost to be split evenly between the OA and the South Building.
- H. The crosswalks are being repainted.
- I. The summer flower planting was completed.
- J. The Owners Association Board will formalize/standardize the delinquency collection process.

Following presentation of the OA Report, a discussion ensued regarding cameras and security.

VIII. Committee Reports

- A. Common Area Committee: Ms. Issa reported the following information:
 - 1. The dimensions for the railings were confirmed with the vendor. As a result, the railings are being fabricated. Once the railings have been installed and construction in the lobby has been completed, the floor will be cleaned and the furniture will be put in place.
 - 2. Leroy painted the side entrances a gray color. James removed the cobwebs from those areas and the front canopy - an action that will be added to his regular cleaning rotation going forward. Those areas will also be power washed.
- B. Maintenance Committee: Ms. Crawford reported there has been a noticeable improvement with regard to maintenance-related matters based on the management team working through the list. ***Additional touchups will be handled where needed, with Ms. Crawford to point out a few specific matters to be addressed such as the floors in the refuse rooms.***
- F. Personnel Committee:
 - 1. ***The Board of Directors agreed by unanimous consent to discuss additional personnel matters in Executive Session.***
 - 2. A new part-time concierge has been hired to work the evening shift on Thursdays, Saturdays, and Sundays. He has also been filling in gaps when the other concierge members must be out.

(No additional committee reports were presented.)

IX. Old Business

- A. Accounting Services Proposals: Ms. Issa and Anthony Priest held a call with Part Time Controller. Ms. Issa continues to reach out to other accounting companies, and awaits responses from one. In the meantime, a proposal was received from Your Part Time Controller which would add \$20,000 to the Corporation's current "Accounting" costs. The goal is to receive a greater level of detail and accuracy than is currently being provided by FirstService Residential. ***Ms. Issa will forward the current proposal to the Board of Directors for review.***
- B. Balconies: Mr. Barrera will meet with Virginia Waterproofing & Masonry during the week of July 1, 2024 to look at the 12th floor units that will be involved in the balcony project. Meetings will also be scheduled with a few other vendors in an attempt to secure multiple bids for the Board's consideration. ***Management will notify the affected owners in advance.***
- C. Elevator screens: ***Ms. Issa will reach out to the vendor to request more details about the screens.***
- D. Signage: In the absence of Board Vice President Anthony Priest, the Board of Directors ***agreed by unanimous consent*** to defer a discussion regarding this matter.

X. New Business

- A. Ratification - Unit Sales and Shares Transfers: The Board of Directors ***agreed by unanimous consent*** to ratify their unanimous electronic votes to approve the sales and shares transfers for Units 423 and 625.

XI. Executive Session

At 8:02 p.m., the Board of Directors proceeded into Executive Session for discussion.

XII. Adjournment

Following conclusion of the Executive Session, Cassandra ***moved*** to adjourn the June 26, 2024 Board of Directors Meeting at 8:40 p.m. The motion carried unanimously.

The next Board of Directors Meeting was scheduled for Wednesday, July 17, 2024 at 6:30 p.m.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
Service