

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)

MINUTES FROM THE BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 20, 2022

In Attendance – Board of Directors

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

Regrets – Board of Directors

- Hassan Al Shazly, Vice President

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 an Open Meeting on Wednesday, July 20, 2022. The meeting was convened using Zoom technology. Board President Anthony Priest called the meeting to order at 6:37 p.m.

II. Shareholders' Participation

Management and the Board of Directors responded to questions and comments raised by shareholders:

- Inquiring whether there are any updates on the building land lease renewal status. No updates were available.
- Asking if it is true that the unit value appreciates by five percent each year. The unit value is market based. Arlington County has a specific formula for their tax evaluations, and it is based on market pricing.

III. Approval of Meeting Minutes

Ms. Yeh *moved* to approve the June 15, 2022 Board of Directors Meeting minutes as amended. Mr. Benni *seconded* and the motion carried unanimously.

IV. President's Report

- Presidents' Meeting: The presidents of all four River Place Boards met during the week of July 11, 2022 to discuss insurance, accounting matters, the land lease, and the drafting of an approved vendor list. The Presidents will meet again via Zoom in September 2022.
- Management and Legal: Mr. Priest stated he hopes for the Board to have more of a strategic outlook in the future, and concern itself less with day-to-day issues that can be handled by management. Management is also in contact with legal counsel regarding outstanding legal matters involving pets, fees, arrears, and foreclosures. The Board will follow up with the attorney regarding these issues.

V. Management Report

Ms. Reneau highlighted the following information from the full July 2022 Management Report:

- Staff Vacancies: There is an opening for a part-time concierge and a senior maintenance technician, as some personnel members are taking time off for the summer. Management hopes to have someone to fill each of those positions by the first week of August 2022.
- Leak Repairs: The leak in 1205 has been repaired, and the damages have been or are being repaired. The leaks in 1212 and 1214 have been sealed by the roofing company as a temporary fix. The inside of 1212 will be repaired on Wednesday, July 20th, and management is coordinating with the contractor regarding the repair to 1214. Building 1212 and 1214 had roof leaks, while 1205 experienced a condensate leak caused by the HVAC unit. A contractor has been brought in to look at the chronic leak in 1106 which has been ongoing for over a year. The plumbers and

roofing companies have both determined that the leak is originating from the patio of unit 1202. Contractors were on-site on Friday and completed repairs by removing the pavers. The leak should not recur.

- C. Cooling Tower Update: The A/C system will be shut off for a few hours on Friday, July 22nd to address a chiller leak which is causing the condenser and evaporator to run at approximately five degrees higher than they should - something that is impacting the ability to keep the building cool. Preventative maintenance is conducted every month. However, the contractor did not alert management to the issue in a timely manner. The repair on Friday will not be covered by the maintenance contract with the vendor. Management will consider seeking a different vendor to perform maintenance on the chiller in the future, as they have had several issues in the past with the current vendor not reporting necessary information about the functionality of the chiller system.
- D. May Financials: Management and the Board of Directors reviewed and discussed the latest Variance Report. ***As a result, Ms. Reneau was instructed to seek other companies interested in renting out the now vacant antenna space; and to solicit a minimum of three bids from laundry contractors as the current contract is ending.***

VI. Treasurer's Report

The reserves currently total \$575,477 after the recent cooling tower replacement which cost approximately \$160,000, which came out approximately \$10,000 overbudget. There are still several large projects to work through in 2022, including the roof replacement; central valve replacement for the penthouse air conditioning systems; and the recommended fire alarm system replacement. Currently, the cooperative's funds are in a cash account at the investment firm. The cooperative could be more aggressive with investments to potentially generate more income through investments and interest. Management plans to look into other options for banks that may offer higher interest rates.

VII. Owners Association Report

Nina Yeh reported the following information:

- A. The Owners Association (OA) Board met on Thursday, June 16, 2022, and is scheduled to meet again on Wednesday, July 21, 2022. The Board established a Community Safety Committee, to which Ms. Yeh has been appointed Chair. A committee charter has been drafted, pending Board approval at the OA Meeting on Wednesday, July 21st. The Community Safety Committee is working closely with OA Manager Terry Presmont to address immediate safety concerns such as lighting at the pool which has been replaced and restored, as well as the benches in the commercial village which have been moved to the lawn due to complaints of drinking and smoking in the commercial village.
- B. The OA is currently soliciting bids to replace the security cameras on the public grounds.
- C. The OA has approved some renovation to the recreational center flooring and steps, and are also looking into reopening the entrance between the gym and the South Building which was closed during the pandemic. The OA is also considering expanding the hours for the rec center, as well as potentially hosting a summer event.
- D. Ms. Yeh is now part of the OA's Personnel Committee. This committee is tasked with revisiting staff position descriptions and compensations. There have been a number of recent changes to these descriptions such as the recent change in healthcare providers, as the descriptions have not been updated in several years. River Place also has new patrol staff due to new enforcement issues, so descriptions must be updated to better reflect the current environment; and to provide better guidance to the staff.

VIII. Committee Reports

- A. Smoking Committee: A report was not presented.
- B. Land Lease Committee: A report was not presented.
- C. Lobby Committee: The Board discussed options for installing bookshelves in the large empty room at the bottom level of the garage to create a library for residents. Mr. Priest indicated he would like to donate the large number of books he received from a storage tenant. Management recommends installing the shelves in the lobby, as there are already couches in the area; and due to concerns of smells from the trash room. The committee is also looking into

options to cover the orange paint in the lobby; and has received one bid thus far for approximately \$4,000. Management is currently soliciting additional bids for the project.

- D. Windows Committee: Management is preparing a proposal to present to the Board of Directors.
- E. Maintenance Cleanliness Committee: The committee recently met for the first time to walk the building, take pictures, and get ideas for ways to keep the building as clean as possible while remaining fiscally responsible. The trash odor in the basement will be added to the list of items for the committee to address.
- F. Roof Replacement Committee: The committee received a consultation proposal from Building Envelope Consultants & Scientists (BECS) to assist with the roof replacement design. BECS previously worked with the cooperative to provide design specifications for the replacement of some 12th floor windows; and has also done work on the stucco wall systems. Some roof design work was mentioned in a prior proposal with BECS. However, it is unclear to the Committee as to whether the prior proposal agreement is still valid. The new proposal fees are much higher, so the committee plans to meet with BECS to determine whether they will honor the older proposal.

IX. Old Business

- A. Water Savings Program: This item was tabled for further discussion at a later date. Management spoke with the North Building to gauge shareholders' feedback regarding their involvement in the water savings program. The results were largely positive. Members of the Board discussed potentially proposing a shorter-term contract, and will investigate the termination clause to report back to the Board at a later date.
- B. Review of Violation Fee: This item was tabled pending review from legal counsel.
- C. Review of Pet Policy: This item was tabled pending review from legal counsel.
- D. Dishwasher for RPE-Owned Unit: The new dishwasher was delivered and installed by Home Depot, and the old dishwasher was removed. The work went smoothly, and there have been no complaints.

X. New Business

- A. Discussion of Registration and Renewal Fees: Management plans to discuss this item with Mr. Priest to have more information available to present to the Board during the next meeting.
- B. Formation of Personnel Committee: Ms. Yeh ***moved*** to establish a Personnel Committee. Mr. Benni ***seconded***, and the motion carried unanimously. The committee will help management address concerns and issues by serving as an impartial buffer that may arise between personnel members, including compensation, bonuses, etc. Ms. Yeh will serve as the Committee Chair, and will typically report during Executive Session.
- C. Lobby Exit Door: The door from the lobby to the roof of the garage does not close properly and slams very hard. The maintenance staff will look at the door closer to determine whether it can be repaired, and will contact the repair company to look at it along with several other doors on the property that are closing improperly.
- D. Fire Lane Parking Enforcement: Strict enforcement of the fire lane rules and all other parking rules will begin soon. The OA is looking into replacing signage and repainting the yellow curb, and will notify all River Place building managers when strict enforcement is scheduled to begin.

XI. Adjournment

The July 20, 2022 Board of Directors Meeting was adjourned to Executive Session at 8:02 p.m.

The initial draft of these minutes was respectfully submitted by:

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Service