

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 16, 2024

In Attendance – Board of Directors

- Nina Yeh, President
- Anthony Priest, Vice President
- Karim Benni, Secretary
- Cassondra Crawford, Treasurer
- Hassan El Shazly, Director
- Pat Fairman, Director
- Anand Hemraj, Director

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, October 16, 2024. The meeting was convened via Zoom conferencing. President Nina Yeh called the meeting to order at 6:33 p.m. Following introductions, a quorum of the Board was verified.

II. Shareholders' Participation

- Iryna Kondratova of Unit 1013 requested assistance with converting their unit's shares to a Family Trust. ***Ms. Issa offered to help the shareholder from Unit 1013.***
- Holly Shannon of Unit 931 stated it is unclear whether participants can see one another during the meeting, as the video and chat features seemed to be disabled; and asked the Board to acknowledge how many people were in attendance during the meeting. Ms. Yeh said the Board has a list of each attendee's name, but cannot see those who have their video disabled. (2) Ms. Shannon expressed concern about the increased co-op fee despite a decline in the number of hours and level of service being provided by the concierge. Ms. Yeh summarized the maintenance tasks and projects that were anticipated – all of which include a cost. Therefore, the co-op fee was increased in anticipation of those expenses. Additionally, the temporary change in concierge hours was the result of unforeseen medical leave for a member of the concierge team. Attempts to hire a replacement had not been successful to date. Efforts will continue to bring the concierge hours in line with the typical hours. (3) Ms. Shannon asked why there is no furniture in the lobby. Ms. Yeh explained the furniture was removed after safety concerns were raised about vagrants lounging on the furniture after hours – incidents that were caught on camera. As a result, the Board took the opportunity to give the lobby a refresh since it is the first interior impression of the building. Following initial delays, the new lobby furniture was delivered. Finishing touches are being done to the wall treatments. The lobby floors will be cleaned, and the new furniture will be in place before the holiday season. (4) Ms. Shannon stated the monitors in the elevators had not been fixed for some time, and the signs indicating the elevators will be fixed have been removed. Ms. Yeh explained there is an issue with Wi-Fi that affected the monitors. Therefore, the monitors were turned off rather than leaving up a sign indicating they were close to being fixed.
- (Via the Q&A) Elin Schilling of Unit 1018 reported her unit was super cold until a few days prior, and the matter improved on Monday, October 14th. Ms. Issa directly answered the shareholder using the Q&A feature.

III. Approval of Prior Meeting Minutes

Mr. El Shazly ***moved*** to waive reading the August 21, 2024 Board of Directors Meeting minutes. Ms. Fairman ***seconded***. The motion carried unanimously. Mr. El Shazly then ***moved*** to approve the August 21, 2024 Board of Directors Meeting minutes as presented. Ms. Fairman ***seconded***. The motion carried unanimously.

IV. President's Report

Ms. Yeh urged Board members to promptly review and respond to email messages regarding unit sales and transfers.

V. Management Report

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

A. Staffing:

1. A member of the concierge team resigned due to health issues.
2. Management hired a new part-time member of the concierge team to cover the weekend shift. The individual will begin working with the building over the upcoming weekend from 4:00 p.m. to 10:00 p.m. ***Management will place a note at the concierge desk to inform residents of the hours when someone will be at the front desk.***
3. Management is actively interviewing candidates for the second position to be filled.

B. Management Office Renovation: The management office and bathroom were repainted, and new floors were installed. New blinds were installed. The work was done in-house. Ms. Issa provided “before” and “after” photos of the project, and encouraged Board members to stop by the office to look at the results.

C. Overpayment Adjustment: The auditors noted an overpayment of \$1,000 in the Corporation’s records concerning a payment to Capitol Canopies – the vendor that installed the new canopy after it was struck by a delivery vehicle. The initial quote was \$24,000. However, the final cost was actually \$23,000. Mr. Priest ***moved*** to approve the General Manager’s suggestion to refund the \$1,000 overpayment to the insurance company to avoid having to claim the amount on the Corporation’s taxes. Ms. Crawford ***seconded***. The motion carried unanimously. Ms. Issa stated the insurance company paid the cost of the entire repair.

D. Write Off: Mr. Benni ***moved*** to write off the \$7,373 balance for a fourth-floor unit as arranged by prior management for River Place East via a promissory note. The amount is 50% of the original total owed. Mr. El Shazly ***seconded***. The motion carried unanimously.

(Mr. Hemraj exited the meeting at this juncture at 6:57 p.m.)

E. Major Repairs and Common Area Work: Mr. Barrera presented a summary of the major repairs conducted in September 2024 and through early October 2024, including a drainpipe replacement; placement of the domestic hot water heat exchanger in the boiler room; completion of the trash room cleanup; repair of the compactor room door by Fedlock; and replacement of the second-floor garage door.

F. Work Order Tickets: A total of 56 work orders were invoiced for the month of September 2024.

G. Conversion from Air to Heat: The Corporation was mandated to turn the chiller off or the heat on by October 15th. Therefore, the chiller was turned off, but the boilers had not yet been turned on since it was still fairly warm outside. The temperatures will be monitored, and the boilers will be activated when the temperature drops a bit further.

H. Financials:

1. The latest variance report was included in the October 2024 Board packet, with Ms. Issa presenting a summary of the report’s details.
2. The management team spoke with Dominion and Arlington Water regarding the increased water bills. It was later determined that the increase was the result of greater usage.
3. The management team held a call with the Owners Association about the master insurance policy. The policy renewal will include a decreased deductible for non-water-related claims from \$25,000 to \$10,000. However, claims involving water damage will include a \$50,000 deductible.
4. The Accounts Receivable total stood at \$70,634 as of August 31, 2024 – a 19% increase from the previous month. Management sought an explanation from FirstService Residential (FSR) regarding the matter, and about why there were two line items listed for “Accounts Receivable – Other”. A response was pending.
5. Arrearages totaled \$90,324.50 – due in large part to new shareholders not yet setting up their payments; five or six accounts that were with legal counsel for collections processing; and a shareholder passing away. There were 21 accounts in arrears at the end of August 2024 – five more than the end of July 2024. The highest delinquent account totaled \$43,243 (47.9% of all delinquencies). The average delinquency totaled \$4,301.17, and the lowest delinquency totaled \$260.50.

VI. Treasurer's Report

Board Treasurer Cassandra Crawford reported the following information:

- A. As of August 31, 2024, the Corporation's reserve balance stood at approximately \$1.1 million.
- B. Ms. Crawford continued her attempts to close the Corporation's account with Lafayette Bank. ***Ms. Crawford will likely need to visit the bank in person, as Lafayette has been uncooperative.***

VII. Owners' Association (OA) Report

Mr. El Shazly reported the following information:

- A. The OA placed five parking spaces up for sale. Four of the spaces sold immediately, and the fifth space sold in a few days. The OA Board is considering the sale of additional parking spaces. People who may be interested should reach out to the Parking Office. A general parking discussion ensued during the East Board Meeting. Ms. Issa assured Board members there is a sufficient number of parking spaces for the East staff and contractors; and that the Corporation is diligent about having illegally parked vehicles booted.
- B. The OA is developing a process to manage abandoned scooters on the property.
- C. The OA is working to have the rear gate closed. A part of that process is clarifying ownership of each portion of land.
- D. Following a question from Ms. Yeh, Ms. Fairman confirmed that the Safety Committee is discussing whether to replace the cameras throughout the River Place community.

VIII. Committee Reports

- A. Community Wellness Committee: Ms. Yeh sought the Board's opinion concerning the placement of religious or political signs on unit doors. ***Following a Board discussion, the consensus was for management or the staff to walk the building to determine whether there is anything that needs to be addressed.***
- B. Common Area Committee: Ms. Yeh, Ms. Fairman, and Ms. Issa have been working to hire a contractor to perform wall treatments for the television area. Once that work is done, painting will be done and the floor will be cleaned. Efforts will be made to have the work completed before Thanksgiving.
- C. Window/Roof Committee: Mr. Benni reported the committee met with the Corporation's attorney a few weeks earlier, and anticipates recommendations concerning the window warranty issues ahead of the committee's next meeting. Ms. Yeh raised concern that the roof replacement proposal from BECS was twice the amount of another vendor. Mr. Benni stated legal counsel has been working to help the committee understand the warranty issues being faced, and will attempt to negotiate with Building Envelope Consultants & Scientists (BECS).
- D. Personnel Committee:
 - 1. Ms. Yeh reported the Board would discuss a Personnel Committee matter during Executive Session.
 - 2. Ms. Yeh encouraged the staff and residents to communicate with respect and sensibility.
 - 3. Ms. Issa summarized the Corporation's package pickup policy. A general discussion ensued regarding the delivery, holding, and pickup of packages. ***Ms. Yeh will meet with management to discuss ways to improve the package process. The current package protocol will then be published to shareholders and residents.***

(No additional Committee Reports were presented.)

IX. Old Business

- A. Accounting Proposal: Ms. Issa reported two companies provided proposals for the consideration of management and the Board. A third company decided not to submit a bid, but deferred management to one of their departments that would train the Corporation's management to handle their accounting in-house. As a result, Ms. Issa was in search of a third proposal. ***A bid summary will then be prepared and submitted for the Board's review along with a recommendation.***
- B. Balconies: Mr. Barrera summarized the proposals received from three companies to complete the balcony and railing project. ***A bid summary will then be prepared and submitted for the Board's review along with a recommendation.***
- C. Water Membranes: Ms. Fairman recalled the building's waterproofing membranes were last addressed in 1997. Mr. Barrera concluded it may be time to address them.
- D. Service Charges: Management presented a proposed list of updated in-unit service charges. The charges had not been updated since 2022. The Board of Directors ***agreed by unanimous consent*** to defer a decision concerning this matter until their November 2024 meeting.
- E. Fire Testing: Additional proposals were obtained for performance of the five-year fire testing. Email approval was obtained from all but one Board member to have VSC perform the testing. Ms. Crawford relayed her approval for hiring VSC. Therefore, the consensus of the Board was to move forward with a fire testing contract with VSC for performance of the five-year fire testing.

X. New Business

- A. Unit Sale and Transfer: Mr. Priest ***moved*** to approve the sale and shares transfers for Units 316, 533, and 1029. Ms. Fairman ***seconded***. The motion carried unanimously.
- B. 12th Floor Renovations: Mr. Benni ***moved*** to establish a 12th Floor Renovation Committee to focus on approving the aesthetics and functionality of the 12th floor common area space. Ms. Crawford ***seconded***. The motion carried unanimously.
- C. Rules & Regulations Update: Ms. Issa raised the need to update the Corporation's rules and regulations as well as other documents.

XI. Adjournment

Mr. Benni ***moved*** to adjourn the October 16, 2024 Board of Directors Meeting at 8:22 p.m. Mr. El Shazly ***seconded***. The motion carried unanimously. The Board of Directors then proceeded into Executive Session.

The next Board of Directors Meeting was scheduled for Wednesday, November 20, 2024 at 6:30 p.m.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
*** Service