

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 21, 2024

In Attendance – Board of Directors

- Anthony Priest, President
- Nina Yeh, Vice President and OA Representative
- Cassondra Crawford, Treasurer
- Hassan Al Shazly, Director
- Anand Hemraj, Director

Regrets – Board of Directors

- Karim Benni, Secretary
- Patricia Fairman, 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, February 21, 2024. The meeting was convened via Zoom conferencing. President Anthony Priest called the meeting to order at 6:33 p.m.

II. Shareholders' Participation

No questions or comments were raised during Shareholders' Participation.

III. Approval of Prior Meeting Minutes

Mr. Al Shazly ***moved*** to approve the January 17, 2024 Board of Directors Meeting minutes as amended. Ms. Crawford ***seconded***. The motion carried unanimously.

IV. President's Report

Mr. Priest relayed positive feedback regarding the new desk in the lobby, and the metal in the loading dock.

V. Management Report

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

A. Staff:

1. As of Tuesday, February 20th, a new, part-time concierge was hired to cover three shifts per week (two on the weekend and one on Tuesday), as well as whenever a member of the concierge staff must be out.
2. A temp-to-hire cleaner was hired through a staffing agency as of Tuesday, February 20th. The cleaner will serve a 9:00 a.m. to 5:00 p.m. shift through Friday, February 23rd to complete training. The cleaning schedule will then be updated, and the new cleaner will have specific duties to perform.

- B. Short-Term Rentals: There were no illegal, short-term rentals noted in the interim of the January 2024 and February 2024 Board Meetings.

C. Maintenance:

1. The freight elevator was restored by DMV Elevator on Tuesday, January 2, 2024.
2. A trash compactor wheel was replaced by JLT on Thursday, January 4th.
3. A proposal was received to repair the 11th floor trash room ceiling. The work was later completed on Monday, February 5th.
4. The basement bathroom was repainted, and new flooring and a new lock were installed. Those who wish to use the basement bathroom must now request the key from the front desk.

5. On Monday, January 29th, Welch & Rushe replaced rusted pipes that burst in the boiler room. The work helped to restore heat in the building. Also, on the same day, Mr. Wong repaired the damaged area of the Lutheran College Washington Semester (LCWS) bathroom that was caused by a leak from the aforementioned pipes.
6. The Maintenance Committee is expected to complete their report by April 2024.
7. On Friday, January 5th, a new door closure was installed by Eddie on the third floor Stairwell A door.
8. Eddie began painting Stairwell A on Monday, January 8th.
9. Eddie and Leroy are working to secure the common area crown molding throughout the building; and to paint and plaster small areas on various floors.
10. The lobby desk and lighting was completed on Thursday, February 8th.
11. On Friday, February 2nd, the lobby FOB access door was repaired, and a new latch was installed to secure the doors from being manually opened.
12. The employee break room was cleaned and organized by Leroy on Wednesday, February 7th. The existing lobby furniture was moved into the breakroom for the staff to use.
13. A meeting was held with Potomac Generator on Thursday, February 8th to obtain a quote for replacing the generator. A meeting was also held with Brown Electric on Friday, February 16th to discuss a proposal for replacing the generator. Proposals are anticipated from both companies.
14. The trash compactor went out of service on Saturday, February 10th. Trash Master was called for service. While on-site, the Trash Master representative taught James how to conduct a temporary fix of the compactor.
15. On Wednesday, February 14th, the canopy replacement reimbursement was approved by the insurance company. They sent an inspector to the property and approved the replacement work to be done. Ms. Issa reported Mr. Priest signed the release during the day on Wednesday, February 21st. The signed release will be sent to the insurance company so that the new canopy can be ordered with an anticipated lead time of eight to 10 weeks.
Ms. Issa will inform the River Place Owners Association about the status of the matter. Also, Ms. Issa will request a proposal from an electrician to address some of the lighting around the canopy.
16. Steel plating was installed in the loading dock elevators on Thursday, February 15th. Ms. Yeh inquired what will be done to address damage done to the steel plating during a recent move. Screenshots were sent to the owner to show them proof of who was responsible for the damage. Ms. Issa explained how repairs will be performed by an outside contractor. ***The cooperative will seek reimbursement from the responsible shareholder.***

D. Leaks:

1. A roof leaked into Unit 1138. NV Roofing will be coming to the property on Thursday, February 22nd at 1:00 p.m. to resolve the issue.
2. There were no penthouse HVAC leaks to report in the interim of the January 2024 and February 2024 Board Meetings.

E. Posters: Ms. Yeh reported someone put up posters to report their bike had been stolen. ***Ms. Issa will have the staff take down the posters.***

F. Financials:

1. As of Sunday, December 31, 2023, Accounts Receivable (delinquencies) totaled \$38,725 - an 8.95% decrease in comparison to the end of November 2023. The top 10 arrearages totaled \$76,987 - a 1.06% decrease in comparison to the month of November 2023. The total number of delinquent accounts increased from 17 to 19. The average delinquency amount is \$4,051.95.
2. Ms. Issa summarized the latest variance report, including the new layout that hopefully makes it easier to read.
3. A call will be held with FSR to discuss their performance on behalf of River Place East. ***Management and Mr. Hemraj will participate on that call.***
4. Mr. Priest presented an overview of the capital reserve budget sheet. ***Corrections will be made to some of the General Ledger classifications. Additionally, Ms. Issa will again follow up with FSR to request a copy of their contract with River Place East.***

VI. Treasurer's Report

A. Closing Account with Lafayette Federal Credit Union:

1. ***After requesting contact information from Ms. Issa, Ms. Crawford will visit a local branch of Lafayette Federal Credit Union to close the cooperative's account.***
2. Ms. Crawford reported SECU has an account that offers an interest rate of four percent. While the account would not be FDIC insured, it would be backed by the National Credit Union Administration for up to \$250,000. ***Research will be done to determine if this would be a viable option for the Cooperative.***

VII. Owners' Association (OA) Report

Ms. Yeh reported the following information from the Thursday, February 15th OA Meeting:

- A. The OA Board discussed the final reserve study.
- B. The OA Board discussed a proposal to sell a few garage parking spaces starting at \$10,000 each. The Board ultimately approved the proposal.
- C. The OA Board discussed the 2024-2025 budget, and approved a 10% assessment increase for all four River Place buildings.
- D. Despite multiple efforts to achieve improvement, there have been ongoing issues with the team from Allied Security. As a result, the OA is now exploring other options for security services.
- E. There were some things that were out of compliance with regard to the pool resurfacing project. Arlington County issued either a warning or mandate regarding the project, and the OA solicited proposals from pool contractors to address those issues. The OA Board voted during the day on Wednesday, February 21st to have Deep Blue Aquatics oversee restoration of the pool resurfacing. Also, an estimate is being sought to address the insect issue at the waterfall area.
- F. A guest paid parking arrangement was rolled out. However, issues are still being addressed.
- G. The OA has been addressing complaints from the staff regarding benefits.

VIII. Committee Reports

- A. Smoking Committee: Ms. Yeh suggested renaming the Smoking Committee to something such as the "Community Well Being Committee" so that the name encompasses more than just smoking.
- B. Common Area Committee:
 1. There is an issue with overoccupancy in some units. ***Ms. Yeh will work with Ms. Issa to draft a letter to send to shareholders.***
 2. New furniture is being purchased for the lobby - an effort that will continue in phases.
 3. Ms. Yeh suggested that the Cooperative explore obtaining a credit card that can be used by management for purchases up to a certain amount. This would prevent Ms. Issa from having to make certain purchases with her personal card and then seek reimbursement from the Cooperative.
 4. Ms. Yeh asked whether the Board would consider having plating installed on other floors, but in a color that matches each floor. ***Mr. Priest suggested waiting one or two months to determine the effectiveness of the new steel plating that was recently installed, and to then revisit the matter.***
 5. The next step in the lobby project is to find parts to replace the railing. Ms. Issa stated a proposal in the amount of \$13,422 was received for the work. A five percent discount would be offered if a decision was made by the end of February 2024. Another option would be to have Miguel/the maintenance staff take care of the work. Additional materials will be needed to ensure the railings are up to Code, as they are 32" in height and instead should be 36". ***Ms. Issa will seek proposals from additional vendors for the railing work. She will also schedule a meeting with Ms. Yeh and Ms. Fairman to discuss the railing project; and will request a proposal from Miguel for installing only the lights.***
- C. Windows/Roof Committee: A design is anticipated for the windows project along with the proposed timeline.

D. Maintenance Committee:

1. ***Ms. Issa will send the updated maintenance report to Ms. Crawford.***
2. Ms. Yeh inquired how frequently the common area carpet is cleaned. Ms. Issa stated a schedule for spot cleaning the carpets will be produced for the cleaning team, and will include more consistent stripping and waxing of the lobby floor after it has been professionally cleaned. In the meantime, the next professional carpet cleaning will take place sometime in March 2024. ***Ms. Issa will determine the exact date of the professional carpet cleaning. She will also gather bids from vendors to perform the hallway carpet replacements.***

(No additional committee reports were presented.)

IX. **Old Business**

- A. Annual Meeting: The deadline for candidate submissions was Friday, February 16, 2024. Three statements of interest were received - all of which were from the existing Board members whose seats will be up for election (Mr. Priest, Ms. Yeh, and Mr. Hemraj). The Annual Meeting notice with statements of qualifications and ballots will be sent to shareholders on Thursday, February 22nd.
- B. Elevator Repairs: Permits are being pulled for the elevator work. The materials have been ordered, and the work will likely begin sometime in March 2024. A new General Ledger Code was established for "Elevator Repairs", and the work will be paid using reserve funds. The invoice payment of 50% of the total cost had already been approved. ***Once Ms. Issa has a project schedule, she will inform the building.***
- C. Balcony Work: Mr. Barrera met with Virginia Waterproofing on Thursday, February 8th seeking an updated proposal for the remaining balcony work and cleanup of the tiles. Mr. Barrera also reached out to CWI, and will be meeting with them on-site during the week of February 26th.

X. **New Business**

- A. Unit Sales and Shares Transfers: Mr. Al Shazly ***moved*** to approve the sale and shares transfer for Unit 506. Mr. Hemraj ***seconded***. The motion carried unanimously.
- B. Telecommunications Wiring: There is an ongoing issue with disorganized telecommunications wiring in the building's trash closets. Ms. Issa has reached out to each company, but they have all refused to address the wiring. She therefore informed the Board that two consultants can conduct a wiring cleanup, organization, and box re-attachment effort at River Place East. The work would be performed after hours, and there may be temporary Internet outages while the work is being done. Mr. Priest ***moved*** to approve a cost not to exceed \$500 to have two consultants perform a telecommunications wiring cleanup, organization, and box re-attachment effort in one trash closet. Ms. Issa will select the closet to be addressed, and will obtain a detailed explanation about the process to be undertaken before it is done. Ms. Yeh ***seconded***. The motion carried unanimously.

XI. **Adjournment**

Mr. Al Shazly ***moved*** to adjourn the February 21, 2024 Board of Directors Meeting at 8:09 p.m. Ms. Crawford ***seconded***. The motion carried unanimously. No Executive Session was required.

The next Board of Directors Meeting will be held on Wednesday, March 20, 2024 at 6:30 p.m. via Zoom.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
Service