

# RIVER PLACE EAST HOUSING CORPORATION (RPEHC)

## MINUTES FROM THE BOARD OF DIRECTORS MEETING

WEDNESDAY, SEPTEMBER 21, 2022

### In Attendance – Board of Directors

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

### Regrets – Board of Directors

- Karim Benni, Director
- Patricia Fairman, Director

### In Attendance – Property Management

- Leah Issa, General Manager

#### I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened an Open Meeting on Wednesday, September 21, 2022. The meeting was convened using Zoom technology. Board President Anthony Priest called the meeting to order at 6:32 p.m., and congratulated Leah Issa for her promotion to General Manager of River Place East.

#### II. Shareholders' Participation

Management and the Board of Directors responded to a shareholder asking if shareholders can observe Board Meetings even if they do not pose questions. Board members replied in the affirmative.

#### III. Approval of Meeting Minutes

Mr. Al Shazly *moved* to approve the July 20, 2022 Board of Directors Meeting minutes as presented. Ms. Crawford *seconded*. The motion carried unanimously.

#### IV. President's Report

A. Board President Meetings: Mr. Priest reported the Presidents of the various River Place entities held a meeting one or two months earlier to discuss matters that are common to all the entities such as insurance, the land lease, etc. They will hold their next meeting on Monday, September 26<sup>th</sup>.

#### V. Management Report

Ms. Issa highlighted the following information from the full September 2022 Management Report:

A. Roof Leaks: Roof leaks were noted over Units 1205 and 1208. The portions of roof above those units were resealed, which stopped the leaking. Repairs will be performed where water damage occurred.

B. Staffing:

1. Following Ms. Issa's promotion, the search is on to hire a new Assistant General Manager. The position is posted on ZipRecruiter and LinkedIn. Ms. Issa conducted two interviews during the day on September 21<sup>st</sup>, with a third anticipated on September 22<sup>nd</sup>. Also, the North Building Manager sent over the resume of a potential candidate to Ms. Issa for consideration; and Ms. Issa asked the Manager of the OA for any recommendations. ***Ms. Issa will post the job to Indeed.***
2. Management has hired two new members for the concierge staff and another weekend porter. The new members of the concierge team have begun working, while the new porter will begin training on Friday, September 23<sup>rd</sup>.

C. Front Desk: The back office of the front desk has been cleaned and repainted. The area is now being reorganized.

- D. Penthouse HVAC Units: Proposals were received from Densel Company and Welch & Rushe to replace the HVAC units for penthouses 1206 and 1215. ***Ms. Issa has a third bid, and will share all three proposals with the Board of Directors for consideration.***
- E. HVAC Preventive Maintenance: Mr. Al Shazly ***moved*** to approve a \$15,000 increase to contract with Welch & Rushe to provide HVAC preventive maintenance services, effective November 1, 2022. Mr. Hemraj ***seconded***. The motion carried unanimously.

## VI. Treasurer’s Report

- A. Management is working to cancel some of the building’s unused Verizon lines. This will result in a lower total for the “Telecomm” line item. ***Ms. Issa will ensure the formula for each line item is accurate, and will make any adjustments that are necessary.***
- B. ***Ms. Issa forwarded a proposal to the Board of Directors for the antenna rent, and will recirculate it to the Board for review. In the meantime, the Board agreed by unanimous consent to have management pursue a new antenna vendor. The matter will be included on the next Board Meeting agenda.***
- C. ***Ms. Issa will look into the latest electricity charge to determine the reason for the charges.***
- D. Ms. Crawford reported year-to-date revenue is exceeding expenses - a favorable fact for the cooperative. The reserve account stands at approximately \$575,000. Ms. Crawford suggested that the Board take a look at the cooperative’s investment strategy to ensure the most favorable return and protection of the cooperative’s assets. ***Because the reserve account currently exceed the FDIC limit of \$250,000 per financial institution, this matter as well as the investment strategy will be included on the next Board Meeting agenda.***

## VII. Owners Association Report

Nina Yeh reported the following information from the most recent meeting of the Owners Association (OA) Board held on Thursday, August 18, 2022.

- A. The OA discussed the rear gate intercom which needs electrical work.
- B. The Board approved a valve replacement that will allow the steam room to be opened.
- C. The gym hours were extended as a pilot effort. Cameras will be installed in the gym six months or more in the future to make the gym self-service.
- D. The OA Board approved a contract to have asphalt repairs performed throughout the River Place campus.
- E. The yellow fire lanes were repainted as part of the effort to enforce “No Parking in the Fire Lane”.
- F. The OA Board is exploring 10 minute parking spaces in front of the store which will include clear signage to direct delivery persons there. The OA encourages each Building Manager to instruct their contractors not to park in the fire lane. Rather, they should park in the contractor lot or the loading dock.
- G. The cameras throughout the community are not working, as it has been difficult to secure appropriate bids; or electrical work would be required for some of the contracts. The OA Manager is therefore seeking additional bids.
- H. Several of the OA’s committees have been working on various matters. The Parking Committee is looking at electric vehicle charging and paid guest parking. The Community Safety Committee is looking at updating the patrol manual, as it was last updated during the 1990s.
- I. The OA is looking into garage cleaning.
- J. The OA Board approved a non-smoking policy for areas within 25 feet of the commercial village structures. There are smoking stanchions at the loading dock of the South and East Buildings as part of designated smoking areas.
- K. The OA is scheduled to hold their next meeting on Thursday, September 22, 2022.

## VIII. Committee Reports

- A. Smoking Committee: Ms. Yeh reported responding to an email from a shareholder who raised a smoking complaint and asked questions related to smoking. ***Ms. Issa will check the email account of former General Manager Roshell Reneau to determine if a response has been received from legal counsel concerning the maximum permissible fee the cooperative can levy for smoking violations.***
- B. Land Lease Committee: Mr. Priest reported documents from a prior lawyer were found during the last two weeks.
- C. Lobby Committee: Ms. Yeh inquired if there is any room in the budget for repainting the lobby. Ms. Issa stated she obtained a second proposal for the lobby repainting that is slightly lower than the previous bid received; and reported paint samples were available in the management office for review. ***Ms. Issa will send the painting proposal to the Lobby Committee on Thursday, September 22<sup>nd</sup>.***
- D. Windows Committee: ***Ms. Issa and Mr. Priest will discuss warranty-related matters related to the unit windows.*** Ms. Crawford offered to provide assistance, if needed.
- E. Maintenance Cleanliness Committee: Ms. Crawford reported the committee walked nearly the entire building, and plans to produce a report to show what was noted on each floor. The report will include photos as well as cost effective solutions. There are opportunities to enhance the aesthetics of the building by cleaning, performing touchup painting, repairing crown molding, addressing the stairwells and trash rooms, and addressing exposed wires.
- F. Roof Replacement Committee: Mr. Priest has held discussions with a company about the possibility of placing solar panels on the East Building roof. ***Mr. Priest will have the company contact Ms. Issa to report their recommendations, as the incentives currently being offered are quite favorable.***
- G. Personnel Committee: ***The Board agreed to discuss this matter during Executive Session.***

## IX. Old Business

- A. Water Savings Program: Management spoke with the North Building to gauge shareholders' feedback regarding their involvement in the water savings program. The results were largely positive. Legal counsel for River Place East reviewed the termination language in the program's contract. ***The Board of Directors agreed by unanimous consent to review the proposed water savings program. They will then have legal counsel review the document for finalization before a vote is conducted during the next Board Meeting.***

## X. New Business

- A. Registration and Renewal Fees: ***The Board of Directors agreed by unanimous consent to defer discussion of this matter until their next meeting.***

## XI. Adjournment

The September 21, 2022 Board of Directors Meeting was adjourned to Executive Session at 7:45 p.m.

The initial draft of these minutes was respectfully submitted by:

**The Professional Documents**  
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