

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 17, 2021

In Attendance – Board of Directors

- Karim Benni, President
- Hassan Al Shazly, Vice President
- Cassondra Crawford, Treasurer
- Pia Duryea, Secretary
- Doug Clark, Director
- Anthony Priest, Director

In Attendance – Property Management

- Andre Baker, General Manager

I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened a meeting on Wednesday, February 17, 2021. The meeting was convened using Zoom technology as a result of the social distancing requirement mandated by COVID-19. Board President Karim Benni called the meeting to order at 6:31 p.m.

II. Approval of Agenda

The February 17, 2021 Board of Directors Meeting agenda was approved as presented by the *unanimous consent* of the Board.

III. Approval of Minutes

The minutes from the January 21, 2021 Board of Directors Meeting were approved as presented by the *unanimous consent* of the Board.

IV. Shareholder Participation

Questions and comments were not raised during Shareholder Participation.

V. President's Report

Mr. Benni reported he, Ms. Duryea, Mr. Baker, and the architect for the bike room and common area renovation project met with a contractor on Saturday, January 23rd. *A proposal is anticipated from the contractor in the coming days, and will be shared with the Board of Directors for review.*

Consideration is being given to moving the vending machines from their current place to the empty room located near the garage entrance; and to possibly adding two additional vending machines to increase the cooperative's revenue.

Mr. Benni, Ms. Duryea, and Mr. Baker recently visited the space acquired from Landmark Realty to determine how best to divide the space. Pat Fairman of Landmark Realty expressed interest in reclaiming the space. Ms. Fairman was given two weeks (until March 1, 2021) to submit a written counteroffer to the Board of Directors. If the Board does not hear from Ms. Fairman by that date, or if a reasonable counteroffer is not presented, the process will begin to redefine use of the space.

VI. Management Report

Board members reviewed a full Management Report from General Manager Andre Baker. Mr. Baker highlighted the following points during the meeting:

- A. Starry Internet: Mr. Baker summarized the Internet offerings of Starry at a rate of \$50 per month with no monthly contract. He explained the North and South Buildings had Starry's infrastructure installed, and any previous logistical issues experienced by the North Building have since been resolved. If Starry's service is installed in the East Building, Starry will offer complimentary Wi-Fi service for the management office. Starry has confirmed there are no rate increases imminent, and has updated their practice to ensure they are responsible for ensuring their connection is operable. Starry will perform another visit to the East Building, and will then update their proposal and provide it to the Board of Directors for review along with an updated marketing package. If approved by the Board, Starry will offer another Internet service option for River Place East residents. ***Ms. Duryea offered to compile any questions from Board members and forward them to the contact from Starry Internet for a response; and will reach out to River Place North to determine whether there have been any recent complaints about Starry's Internet speed and service.***
- B. Budget: Mr. Baker is working on the cooperative's 2021-2022 budget. It is anticipated that no increase will be required in the monthly assessment, which would be in sync with the other River Place buildings. It is anticipated that the budget document will be available for review by Friday, February 19th. The Board will be asked to consider reducing the annual reserve contribution from \$588,000 to \$500,000, which will help solidify the zero percent increase. Mr. Baker is also exploring the possibility of securing a second round of Paycheck Protection Program (PPP) funds for the cooperative. The Board of Directors will hold a Special Meeting on Wednesday, March 17th to review the budget and discuss preparations for the 2021 Annual Meeting.
- C. Delinquencies: The cooperative has only two delinquent accounts, with funds due that total 0.4% of the annual assessments (considered in the "Excellent" range by auditing standards).
- D. Chiller Overhaul: The cooperative has reached the time when an overhaul of the chiller is required. The anticipated cost is \$31,000. However, if it is determined that the bearings need to be replaced as a part of the process, that would require an additional \$13,000. Performance of the overhaul would help to defer a full chiller replacement for approximately 10 years. A full chiller replacement would be significantly more costly at a cost of approximately \$280,000. ***The Board of Directors agreed by unanimous consent to review the chiller overhaul information in preparation for making a decision during the next Board Meeting.***
- E. 2021 Annual Meeting: The Association's 2021 Annual Meeting will be held on Wednesday, March 24th. Three Board seats will be up for election - those held by Doug Clark, Brian Fredericks, and Anthony Priest. Four shareholders have submitted their candidacy for potential election to the Board of Directors, inclusive of Mr. Priest.
- F. Elevator Floor Installation: The installation of new elevator flooring is scheduled for Friday, February 19th. If inclement weather occurs, Marmara Corporation will reschedule the installation for Monday, February 22nd. The installation will include a three-year manufacturer's warranty, plus a one-year workmanship warranty from Marmara. Additional flooring stock will be purchased at the end of the three-year warranty to ensure there is replacement flooring available.
- G. Elevator Software: New software has been provided for the elevator screens. Mr. Baker will undergo a training regarding use of the system on Friday, February 19th. The system can be programmed to provide information, special notifications, pictures, and other details for the benefit of residents.
- H. Complaints: With more people home due to the pandemic, management is receiving increased complaints of noise and smoke infiltration from unit to unit (approximately 10 complaints per month). ***The Board of Directors asked Mr. Baker to speak with the cooperative's attorney about what can be done to address smoking issues and complaints; and what would be required to convert the building to a smoke free property. In the meantime, a reminder notice will be sent to residents encouraging them to be mindful of their neighbors, and to avoid actions that would cause smoke or noise to enter other units.***

- I. Window Installation Mockup: Unit 1207 (the unit owned by Cassandra Crawford) had a mockup window installed. The engineer will advise concerning the most effective insulation method based on the results of the mockup installation. Ms. Crawford reported an improved/decreased level of sound following installation of the mockup window.

(Mr. Al Shazly exited the meeting at this juncture.)

VII. Treasurer's Report

Mr. Baker presented an overview of the cooperative's financial standing as of **December 31, 2020**. *Mr. Baker summarized the noted line item variances, and indicated he will speak with the cooperative's auditor and insurance agent regarding specific matters.* A specific line item of concern is the "Trash/Refuse/Recycling" category since the vendor, Waste Management, has been charging additional fees for various recycling infractions. The River Place managers plan to work as a unified front in an attempt to achieve a solution regarding the concerns. *Mr. Baker will reach out to legal counsel regarding what can be done to contest the residual fees being charged by Waste Management. Literature concerning the new recycling policy will be sent to residents; and that information will be posted using the new elevator system once it is up and running.*

VIII. Owners Association (OA) Report

Mr. Priest reported the Owners Association will hold their next meeting on Thursday, February 18th. Discussions will be held about possible replacement of some of the fitness equipment. The old equipment will be placed for sale to generate money to help pay for the new equipment.

IX. Stock Sales and Transfers

Mr. Priest *moved* to approve the sale of Unit 219 from Hatem A. Hamed to Catherine and Kirt Bendl at a price of \$209,000 (\$292 per square foot) Mr. Clark *seconded*, and the motion carried unanimously (6-0-0).

X. New Business

No matters of New Business were raised.

XI. Old Business

No matters of Old Business were raised.

XII. Adjournment

With no other business brought forward, the February 17, 2021 Board of Directors meeting was adjourned at 7:46 p.m.

These minutes were respectfully drafted and submitted by:

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