

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
FINAL MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 16, 2021

In Attendance – Board of Directors

- Hassan Al Shazly, President
- Pia Duryea, Vice President
- Cassondra Crawford, Treasurer
- Nina Yeh, Secretary
- Yasmine Bandali, Director
- Karim Benni, Director
- Anthony Priest, Director

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 a meeting on Wednesday, June 16, 2021. The meeting was convened using Zoom technology. Board President Al Shazly called the meeting to order at 6:35 p.m.

II. Approval of Meeting Minutes

Mr. Benni ***moved*** to approve the May 19, 2021 Board of Directors Meeting minutes as presented. Ms. Duryea ***seconded***, and the motion carried unanimously (7-0-0).

III. Shareholders' Participation

Questions and comments were not raised during Shareholders' Participation.

IV. Old Business

- A. Refurbished Bike Room: Mr. Benni stated drawings for refurbishing the bike room were previously obtained and shared with the prior River Place East Board. However, the project was placed on hold due to the pandemic. Mr. Benni proposed taking a different approach by finding a turnkey company to both perform and manage the renovation. He and Ms. Duryea hope to have more information during the next Board of Directors Meeting.
- B. Self-Storage Expansion: Board members discussed the fee being charged for the chicken wire storage spaces, and whether the fee should be increased. ***Mr. Priest will work with the new management team on the self-storage expansion project, and will begin that process with an email and discussion on Friday, June 18th.***
- C. Laundry Machines: Laundry machines that were out of order were repaired in recent weeks. However, two more machines were recently brought to management's attention and a service call was placed. The vendor will be on-site by Friday, June 18th to address the issues. ***Ms. Reneau will consult with the previous General Manager, Andre Baker, to obtain information about whether proposals were obtained for the placement of cameras in the laundry room or in other areas. She will report back during the next Board of Directors Meeting, and a comprehensive plan will be established.***

- D. 12 Bed and Breakfast Units - Fine Increase: It has been noted that some shareholders in the building are repeatedly operate their units as short-term rentals (less than three months). The Board of Directors voted during their May 2021 meeting to implement a fine of \$1,000 for the first incident of illegal/short-term rentals, with the fine to double for each ensuing violation by the same shareholder. ***Ms. Reneau will have the cooperative's attorney draft a violation notice that can be used in future instances when short-term rentals are noted in the building. Ms. Reneau will also identify the unit that is currently being used as a short-term rental.***
- E. Crow and Dove Issue: Ms. Bandali reported a family of wild doves has been coming to her balcony for several years. However, crows in the area have become more aggressive which has chased away the doves. Additionally, the doves that could previously be seen around River Place have not been as frequent because of the concentration of crows throughout the Arlington area.

V. President's Report

- A. Management: Mr. Al Shazly thanked Ms. Reneau and Ms. Issa for the excellent job they are doing on behalf of the cooperative.
- B. Mask Usage: Following a discussion, Mr. Al Shazly ***moved*** to continue with the current mask usage practice at River Place East. Mr. Priest ***seconded***, and the motion carried unanimously (7-0-0). Mr. Priest suggested updating the signage to reflect it remains a current policy of the cooperative.
- C. Lutheran College Lease: ***Mr. Benni stated a new lease has been signed by Lutheran College, and will be forwarded to Mr. Al Shazly for signature as President of the East Board of Directors.***
- D. Ground Lease Payment: ***Ms. Reneau awaits confirmation from FirstService Residential (FSR) that the ground lease payment has been made. Once she receives word, she will update the Board of Directors.***
- E. Land Lease Survey: Mr. Priest reported the results have been provided for the land lease survey. The committee has reviewed the data, and will distribute the results to all shareholders. Mr. Priest ***moved*** to allot up to \$350 for the Land Lease Committee to fund the preparation of a final, distributable land lease survey report. Mr. Benni ***seconded***, and the motion carried unanimously (7-0-0). Ms. Issa confirmed that the \$350 invoice had been received during the day on Wednesday, June 16th.
- F. Landmark Space: Mr. Benni confirmed with Ms. Issa that the Landmark space will be separated in the most economical way possible using dividers. Mr. Priest suggested temporarily using the space for storage in order to secure it for the time being, as Landmark is currently using the entire space when they are only paying to use a portion. A suggestion was also raised to designate the space for use by the staff.

Ms. Reneau reported visiting Landmark with Ms. Issa on Tuesday, June 15th. The Landmark representative stated they had not heard from the Board of Directors about negotiating a renewal. As a result, they are still working in the full space. Several Board members confirmed they have communicated with Landmark on prior occasions regarding the renewal. ***The lease renewal will be resubmitted to Landmark electronically and via hand delivery after it has been reviewed by Mr. Priest.***

VI. Committee Reports

- A. List of Committees/Members: This matter was listed on the Board Meeting agenda, but was not discussed.
- B. Open House: Ms. Reneau reported the open house event was a success. The management team received positive feedback from several shareholders about an event being held after such a long time due to the pandemic. Ms. Issa reported the contest winners picked up their baskets from the management office during the day on Wednesday, June 16th.
- C. Upcoming Events: This matter was listed on the Board Meeting agenda, but was not discussed.

VII. Management Report

- A. Primary Pump Replacement: Ms. Issa reported the primary HVAC pump is being rebuilt, and will cost approximately \$10,223. Densel Company will resume working on the primary pump repair on Monday, June 21st. The work is expected to take the entire week to complete. Once the primary pump is up and running again, the secondary pump will be taken offline to repair a water leak at a cost of \$2,667.
- B. Paid Storage: Upon researching, Ms. Reneau discovered the cooperative is only receiving about \$1,000 per month for storage income - much lower than the anticipated income total in comparison to the number of storage units being rented. ***She and Ms. Issa will work to ensure everyone who is supposed to pay for storage rental is doing so.***
- C. Convactor Cleaning: A notice was distributed to all shareholders that the convactor cleaning project would begin on Wednesday, June 16th. It is anticipated that the project will be completed within six weeks.
- D. Smoking Ban: Management continues to receive complaints about the infiltration of cigarette and marijuana smoke into the common areas and individual units of the building. Management spoke with the cooperative's attorney, who stated River Place East can be designated as a smoke-free building by amending the rules and regulations. However, concern was raised that a shareholder or renter can argue that the bylaws do not prohibit smoking. Therefore, the rules would be in conflict with the bylaws, and would therefore be void under Section 3.8(a)(1) of the bylaws. Therefore, it would likely be safer to conduct the change by amending the bylaws, which would require approval from a minimum of two-thirds of all shareholders. ***Following a discussion, the Board of Directors agreed by unanimous consent to discuss this matter during the next Board Meeting in order to propose a smoking ban for the property. In the meantime, Mr. Priest will ask the OA Board to discuss the establishment of a designated smoking area for the property. Ms. Reneau will look into having the side entrance door changed to ensure people can see who is behind it, and that it is up to the current Code.***
- E. Recognition of Andre Baker: Mr. Benni suggested providing a "Thank You" gift/achievement award to former General Manager Andre Baker for his many years of service to River Place East. The Board of Directors ***agreed by unanimous consent*** to spend \$150 to \$200 on a crystal gift that will be sent to Mr. Baker. ***Mr. Benni will work with Ms. Issa on two gift options, and will present them to the Board of Directors for review and decision before a gift is purchased.***
- F. Personnel: Mr. Priest ***moved*** to discuss two personnel matters during Executive Session. Mr. Benni ***seconded***, and the motion carried unanimously (7-0-0).
- G. Management Office: This matter was listed on the Board Meeting agenda, but was not discussed.

VIII. Treasurer's Report

Ms. Crawford reported the HVAC project will be a major expenditure for the cooperative, and includes a variance of nearly \$44,000 over budget due to leaks that were found. Also, the cooperative's waste management fee has been higher than budgeted due to payments for overflowing containers. ***The management team will evaluate all of the cooperative's contracts, and will renegotiate or bid out some of them to ensure the best value is being provided.***

IX. Stock Sales and Transfers

The Board of Directors ***ratified*** their unanimous electronic decisions concerning the sale and stock transfers associated with E-420 from Linda Cummings to John Edgell at a cost of \$155,000; and E-921 from the Brian and Glenda Fredericks Living Trust to Lan Tran and Dao Phan at a cost of \$187,000. ***Going forward, management will produce a sales and transfer report for review during each Board Meeting.***

The owners of Unit E-403 would like to place that unit on the market. However, they would like to give the cooperative the first attempt at purchasing the unit in the event it can be used to increase the size of the mailroom. ***Ms. Issa will obtain more information concerning the matter and provide it to the Board of Directors for consideration.***

X. New Business

- A. Hallway Carpeting: It was determined there is no more stock carpeting on-site to replace problem areas of carpet in the building's hallways. ***Mr. Benni and Ms. Yeh will collaborate to determine what can be done.***
- B. A/C Unit Issues: The management team could not find a list of A/C units that require replacement. ***They will therefore reach out to Andre Baker to gather a history of the matter.***

XI. Adjournment

With no other business brought forward, the June 16, 2021 Board of Directors meeting was adjourned at 9:00 p.m.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
■■■ Service