

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 19, 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

- Andre Baker, Outgoing General Manager
- Roshell Reneau, New General Manager
- Leah Issa, New Assistant General Manager

I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened a meeting on Wednesday, May 19, 2021. The meeting was convened using Zoom technology as a result of the social distancing requirement mandated by COVID-19. Board President Al Shazly called the meeting to order at 6:30 p.m.

II. Shareholders' Participation

Questions and comments were not raised during Shareholders' Participation.

III. OA Report – Mr. Priest reported the following information:

- A. Land Lease: The Land Lease Committee will schedule a meeting to discuss the results of the land lease survey.
- B. Storage Expansion: A walk was conducted around the East Building approximately two months ago to look at the potential for gaining additional storage tenants. ***The Board of Directors agreed to revisit this topic during the summer. Additionally, Mr. Baker will provide Mr. Priest with a copy of the storage contract along with comments from one shareholder who does not wish to sign a contract.***

IV. President's Report

- A. Mask Usage and Social Distancing: In light of the Governor's recent changes to the COVID-19 guidelines, the Board of Directors held a discussion concerning whether to continue River Place East's mask usage and social distancing practices. Major considerations included the building's elderly residents as well as anyone who may be immunocompromised. Several Board members expressed a preference to wait for a larger percentage of people to be vaccinated before lifting or revising the cooperative's current practices. ***The Board of Directors agreed by unanimous consent to send a notice to shareholders encouraging everyone to continue wearing masks and practicing social distancing when in the building's common areas. Information will also be included in the next newsletter.*** The concierge staff will be informed they are not responsible for "policing" mask usage and social distancing by residents and visitors.
- B. Laundry Rooms:
 1. Ms. Yeh inquired whether the laundry rooms are being cleaned frequently enough, as they are high traffic areas. Mr. Benni stated the laundry rooms are being cleaned/disinfected three times per day.
 2. Ms. Yeh noted some of the laundry machines are out of order. Mr. Benni stated the new laundry contract requires the company to visit the property to address issues no more than 24 hours after they have been reported. Mr. Baker stated most incidents of inoperability are the result of worn laundry drums or overloading the machines.
 3. Ms. Yeh reported an issue with people leaving their clothing in the machines long after the laundry cycles have ended.

- C. Fines for Short-Term Rentals: Board members discussed the issue of a shareholder repeatedly arranging short-term rentals (those that are shorter than three months) in the building. Ms. Duryea ***moved*** to implement a fine of \$1,000 for the first incident of illegal/short-term rentals, with a shareholder's fine to double for each ensuing violation. Mr. Priest ***seconded***, and the motion carried unanimously. ***A notice will be sent to the shareholder in question; and all shareholders will be informed of the new fine procedure.***
- D. Loading Dock Lights: Mr. Baker provided a list to Mr. Priest concerning proposed locations for the placement of lights at the loading dock. ***Mr. Priest will request clarification from the Owners Association about whether the proposed locations are the jurisdiction of the Owners Association or the East Building.***
- E. Lutheran College Storage Lease: Negotiations continue concerning the lease renewal with Lutheran College. Mr. Priest summarized the college's requests to approve a 10-year renewal; **maintain the current rental rate; and then escalate the rental rate over the 10-year period** - requests with which the Board does not agree. ***Therefore, the lease being proposed by Mr. Priest and Mr. Benni will be presented to the Board of Directors for review. The new management team will review the space with Mr. Baker and VSC Fire & Security.***
- F. Landmark Space: A one-year extension was implemented for the Landmark lease. The rent was increased to half of the desired rate, and a few missing clauses were added to the lease agreement. Decisions will be made about how/whether to separate the space. ***A revised copy of the lease will be sent to Board members for review. The new management team will review the space with Mr. Baker and VSC Fire & Security.***
- G. Bike Room: Prior to the pandemic, Mr. Benni and Ms. Duryea drafted designs to renovate the bike room. There are a few contractors who are interested in taking on the project. The effort will be undertaken once the new management team has become settled into their roles.
- H. Door Leading to Parking Lot: Ms. Yeh inquired whether concerns have been raised about the door leading to the parking lot, as it opens outward onto a short platform and could strike someone on the outside. Mr. Baker stated no concerns had been raised previously, but indicated Ms. Yeh's comments were valid. ***Mr. Baker will therefore pass on the information to VSC Fire & Security to have the door and platform inspected.***

(Ms. Yeh exited the meeting at this juncture.)

V. Approval of Meeting Minutes

The Board of Directors agreed by unanimous consent to review the April 21, 2021 Board Meeting minutes; and to vote on approval of those minutes electronically. The decision will then be ratified during the next Board meeting.

VI. Management Report

- A. HVAC Pump Repair: Repair of the primary pump on the HVAC system began on Wednesday, May 19th. The work is expected to take five days to complete, and will be followed by repair of the secondary pump.
- B. Window Leak: A glass contractor was brought to the property to assess a leak in a 12th floor window. The leak has since been repaired.
- C. Smoking:
 1. Mr. Benni introduced the River Place East Indoor Clean Air Act. Effective September 1, 2021, smoking will be prohibited in River Place East apartments, including on balconies. The Act will ban the lighting or smoking of pipes, cigars, cigarettes, or any other "lighted smoking equipment" in all River Place East apartments and balconies. The Act will contain some limited exceptions. A smoke free area will be designated that is structurally separate from the non-smoking areas, and will be separately ventilated. The Act will not apply to "open air"/outdoor areas. Shareholder and resident violations of the River Place East Indoor Clean Air Act will result in a civil fee of \$500 per violation.

2. Management has been receiving approximately three complaints per week about marijuana and cigarette odors on various floors. However, most of the complaints are coming from the fifth and eighth floors. Notices are being sent out on a weekly basis, but the issue persists. ***Ms. Issa will speak with the cooperative's attorney to determine what action can be taken. In the meantime, notices will continue to be sent as needed.***
- D. General Complaints: Management received various complaints about a tenant in one unit (e.g., complaints of the tenant throwing a drink at the concierge, and the tenant's dog attacking someone in the building). Ms. Issa contacted the property manager for the unit in question, and was able to obtain a certificate for the dog being an emotional support animal. Because of the complaints, there is a process pending to have the tenant evicted. ***Ms. Duryea will follow up with the cooperative's attorney concerning the status of the eviction proceedings.***
- E. Personnel:
 1. ***Going forward, a personnel report will be provided for each Board Meeting.***
 2. ***A staff meeting will be held during the month of June 2021.***
- F. Carpet Cleaning: The building's common area carpets will be cleaned on Thursday, May 27th and Friday, May 28th. A piece of the stock carpeting will be used to address the hole outside the mailroom on the third floor.

VII. Treasurer's Report

Ms. Crawford stated the year-end financial reports (as of April 30, 2021) are anticipated by the end of May 2021. Mr. Baker explained it is typical that additional time is needed to produce the final report for each fiscal year.

VIII. Stock Sales and Transfers

Ms. Issa reported no stock sales or transfers were presented for Board consideration.

IX. New Business

No matters of New Business were raised.

X. Old Business

No matters of Old Business were raised.

XI. Adjournment

With no other business brought forward, the May 19, 2021 Board of Directors meeting was adjourned at 8:06 p.m.

These minutes were respectfully drafted and submitted by:

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