

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, APRIL 21, 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, General Manager

I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened a meeting on Wednesday, April 21, 2021. The meeting was convened using Zoom technology as a result of the social distancing requirement mandated by COVID-19. Board President Benni called the meeting to order at 6:55 p.m.

II. Shareholder Participation

No shareholders raised questions or comments at this time. Mr. Priest asked that shareholders send any questions regarding the land lease to him as the OA Representative.

III. Approval of Meeting Notes

The notes from the March 24, 2021 Informational Session of the Board were reviewed, and will be presented to shareholders during the 39th Annual Meeting.

IV. President's Report

A report was not presented.

V. Management Report

Mr. Baker provided the following report:

- A. Chiller Overhaul: The chiller overhaul was completed ahead of schedule at a total cost of approximately \$43,000. The Association will be in compliance with the County mandate to have air conditioning turned on no later than May 15th.
- B. Convecter Cleanings: This service is being scheduled for shareholders who opt to have the cleaning done. Smoke detectors batteries and other elements are also being checked in units. To date, approximately 30 to 40 shareholders have deferred this cleaning.
- C. Smoking In and Near the Building: The corporation's attorney will draft a memo concerning smoking in the building. Discussions were held concerning smoking on the exterior of the building; options for "No Smoking" signs; the possibility of removing ashtrays. It was reported that the OA is considering the implementation of a smoking ban. The consensus of the East Board was to pursue a ban on indoor smoking; and to designate a smoking area outside the building. ***This matter will be discussed with the corporation's attorney.***
- D. Cameras: Ms. Yeh asked if cameras could be installed in common areas such as the loading dock. Mr. Baker stated he had previously raised the idea of adding floodlights in the loading dock. Even though the lights would be mounted to the East Building, the OA must provide approval of the installation. Mr. Priest ***moved*** to approve the installation of five floodlights at the loading dock according to Mr. Baker's plan, with the condition that approval is provided by the Owners Association. Mr. Benni ***seconded***. The motion carried unanimously (7-0-0).

E. General Manager's Transition:

1. Mr. Baker confirmed he will be working over the next two weeks to transition Leah as the new Assistant General Manager.
2. The main candidate for General Manager completed their last interview on Tuesday, April 20th. An offer has not yet been made. ***Ms. Crawford will share an update concerning the hiring of a new General Manager once the hiring has been finalized.***
3. ***Ms. Duryea will work with Ms. Yeh and Leah Issa to plan an open house for getting to know the new management team.***

VI. **Treasurer's Report**

Mr. Baker summarized any line item variances as of March 31, 2021.

Arland, LLC is the land lease holder. They have not submitted invoices during the past six months. However, management decided to pay the accrued balance due for all four buildings in order to avoid a default on the land lease which caused the variance in the financial report. No written confirmation of the payment has been received, but the check has cleared.

Management is considering other refuse service providers, as the current contract expires in July.

VII. **OA Report** – Mr. Priest reported the following information:

A. Pool and Fitness Center:

1. The pool is scheduled to open on Memorial Day Weekend.
2. The new fitness equipment (\$90,000 of cardio and free weight equipment) that was approved by the Board in March is scheduled to arrive on Friday, April 23rd. The fitness center is tentatively scheduled to re-open with COVID restrictions in operation on Monday, May 3, 2021. An app is under development to help with reservations and to maintain compliance concerning capacity.

B. General Manager Recruitment: The Owners Association is currently recruiting for a new General Manager, and interviews are being scheduled.

C. Patrol Contract: The patrol contract has been extended for another two months. The OA is seeking feedback on the goals for the patrol before proceeding to a longer contract. ***Clarification will be sought concerning whether the patrol staff works directly for the OA or a third-party vendor.***

D. Gate Security System: A contractor is being sought to prepare a scope of work for the gate security system.

VIII. **Stock Sales and Transfers**

Mr. Priest ***moved*** to approve the sale of Unit E-803 from Arthur Carlson to Xioyan Li at a price of \$130,000 (\$339 per square foot); and Unit E-637 from Sean Jahanmir to Xiaofen Yu and Zhirong Guo at a price of \$119,000 (\$354 per square foot). Mr. Al Shazly ***seconded***. The motion carried unanimously.

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 April 21, 2021 Board of Directors meeting was adjourned at 7:47 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
Service

River Place East Housing Corporation (RPEHC)

DRAFT Minutes from the Board of Directors Meeting – Wednesday, April 21, 2021