

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 21, 2021

In Attendance – Board of Directors

- Hassan Al Shazly, President
- Pia Duryea, Vice President (Joined at 7:35 p.m.)
- Cassandra 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, July 21, 2021. The meeting was convened using Zoom technology. Board President Al Shazly called the meeting to order at 6:30 p.m.

II. Approval of Meeting Minutes

Mr. Benni ***moved*** to defer approval of the June 16, 2021 Board Meeting minutes until the next Board Meeting. Ms. Bandali ***seconded***, and the motion carried unanimously (6-0-0).

Mr. Benni ***moved*** to dispense of the oral reading of the April 21, 2021 Board of Directors Meeting minutes; and to approve those minutes as presented. Ms. Bandali ***seconded***, and the motion carried unanimously (6-0-0).

III. Shareholders' Participation

Mr. Priest reported Landmark was sent a 10-year lease drafted by the Association's attorney for consideration. ***Mr. Al Shazly reported he and Mr. Priest will hold a meeting with Landmark during the week of July 26th to discuss their new lease proposal.***

Anand Hemraj offered greetings, and thanked management and the Board of Directors for their work on behalf of all River Place East shareholders.

IV. Old Business

- A. Management Office Computer Equipment: Mr. Benni ***moved*** to approve an expense of up to \$12,000 for the purchase of new management office computer equipment, with the General Manager to determine the models of desktops and/or laptops to be purchased. Mr. Priest ***seconded***, and the motion carried unanimously.
- B. Mask Usage: Following a Board discussion, Mr. Benni ***moved*** to maintain the cooperative's current mask policy unless a change is brought forth by the Centers for Disease Control (CDC). Ms. Yeh ***seconded***, and the motion carried unanimously (6-0-0). ***Ms. Reneau will work with Ms. Bandali to draft a list of nearby locations that offer COVID testing and vaccines. Also, management will send bi-weekly communications to shareholders regarding COVID masking requirements.***
- C. Self-Storage Expansion: Mr. Priest provided a list of storage spaces to the management team. Ms. Reneau reported there are a number of abandoned storage spaces where people have left personal items. Those shareholders have been given until Saturday, July 31, 2021 to remove their items. Otherwise, management will have those spaces cleaned and the locks changed. In addition, notice was sent to a former contractor of the cooperative indicating the storage rental agreement of \$35 per month is being terminated; and instructing the vendor to remove his items within 10 days. Additionally, there were concerns raised that the vendor had been

living in the storage space. ***The available storage spaces will be marketed at a rate of \$1 per square foot per month. Information will be added to the storage space lease indicating that the spaces cannot be used for living, and should be used for storage purposes only. Everyone with a paid, non-chicken wire storage space will be asked to sign a new lease.***

D. Primary Pump Replacement: Ms. Reneau and Ms. Yeh reported replacement of the primary pump was completed during the week of July 12, 2021. Work began on the secondary pump, but it was discovered that the isolation valves were faulty. Densel Company is expected to provide a proposal for the replacement of those valves.

E. Smoking: Ms. Reneau reported a lot of positive feedback was received in relation to the smoking survey. Approximately 197 people submitted responses. Of that number, 83% expressed agreement with banning smoking for the entire building. Several fifth floor residents have reported issues with smoking odors infiltrating their units. Ms. Yeh ***moved*** to have “No Smoking” signs and cameras installed at each of the building’s entrance/exit doors at a cost not to exceed \$500. Mr. Benni ***seconded***, and the motion carried unanimously (6-0-0). ***Pricing and signage images will be sent to Board members for review on Wednesday, July 22nd.***

(Ms. Duryea joined the meeting in the midst of the “AirBNB Units” discussion below at 7:35 p.m.)

F. Glass Window for Door: ***Ms. Issa offered to forward any information she finds regarding the side door that was replaced with the glass window.***

G. AirBNB Units: Board members discussed illegal unit rentals in the building. Ms. Reneau reported the cooperative has a record of the rental ads posted for those units, and the shareholders in question received fine notices.

V. President’s Report

A. Delinquent Tax Returns: After discovering they had not been paid, Ms. Reneau confirmed that the cooperative’s taxes for 2008, 2009, and 2010 were recently signed by Mr. Al Shazly and mailed out to the IRS and the State of Virginia. The total due of approximately \$11,000 has since been paid. ***Ms. Reneau will reach out to former General Manager Andre Baker to determine why the returns from those years were not previously signed and filed.***

B. Engineering Review - Building Structure: Mr. Al Shazly suggested having a structural engineering firm review the structure of the River Place East building as a result of what occurred in Surfside, Florida. While the engineer is on-site, Mr. Al Shazly suggested having them review the ventilation system and recommend methods for improvement. ***Mr. Benni reported reaching out to Building Envelope Consultants & Scientists (BECS), and will also reach out to (CWI). Mr. Benni asked Ms. Reneau to reach out to the reserve engineering firm to determine whether they visited the property when performing their previous reserve study; and whether they plan to visit the property as part of an updated reserve study.***

C. Rules and Regulations:

1. Management and the Board of Directors discussed the issue of people throwing items from the balconies, and whether to implement a fine. Management explained it is difficult to identify who is performing the act, and noted there is no language in the governing documents to address such incidents. ***A notice will be drafted and sent to shareholders explaining, according to Virginia law, it is a violation of tort to throw or dump items or substances from balconies.***
2. ***Going forward, the cooperative will require every new tenant to register with management to have a record of who is living in the building; and to grant those persons access to the amenities. Ms. Reneau will relay this decision to the front desk staff, and will instruct them to send shareholders to the management team when they would like to submit a new lease.***

D. Signage for Door to Garage Rooftop: This matter was covered as part of the “Smoking” discussion. Please see Section IV.E of these minutes.

VI. Owners Association (OA) Report

Mr. Priest reported the following information:

- A. Three new commercial representatives have joined the Owners Association Board, and have been quite helpful in performing the work of the OA. It was recently learned that one of the commercial spaces is not paying their fair share of the OA fee. An investigation is underway concerning the matter.
- B. The River Place land lease is scheduled to expire in December 2052. A survey was crafted by EMC Research. Board members offered their perspectives concerning the land lease topic. Mr. Priest *moved* to circulate the land lease cover letter and survey to all River Place East shareholders. Mr. Benni *seconded*, and the motion carried unanimously (7-0-0).

VII. Committee Reports

No committee reports were presented.

VIII. Management Report

- A. Cooling Tower Replacement: The cooperative's cooling tower is approximately 24 years past its life expectancy, and has been deemed in poor condition. Management has received HVAC and temperature-related complaints from shareholders. The anticipated replacement cost in 2018 was approximately \$130,000. The current replacement price will likely be higher. *Ms. Reneau will obtain updated pricing from Densel Company along with their 2018 proposal. She will also request a bid from a second company as a source of comparison, and will check the reserve study to determine how much was allocated for the cooling tower replacement. Ms. Reneau will provide an update to Board members as soon as possible so that action can be taken.*
- B. Replacement Individual A/C Unit - Floors 1 through 11: Board members discussed the need to replace some of the individual A/C units on the first through 11th floors. They also discussed the requirements, specifications, and options shareholders have when having their A/C units replaced. *The Board of Directors agreed by unanimous consent to see what effect a cooling tower replacement would have on the temperature in individual units before making any decisions regarding requirements and specifications for individual A/C unit replacements.*
- C. Refuse Company: River Place East is switching trash removal companies from Waste Management to JLC Trucking as of mid-August 2021. The change will help to save the cooperative money, and the General Manager of River Place South reported JLC provides satisfactory service to the South Building.
- D. Shareholder Renovations: There are a few units currently under renovation that were not previously reported to management or the Board of Directors. Ms. Reneau sought clarity concerning the kinds of projects that require prior approval before proceeding, as management has received a few noise complaints related to construction and renovation activity. Following a Board discussion, Ms. Yeh *moved* to require shareholders to inform management prior to proceeding with construction and renovation projects. In addition, shareholders will be encouraged to notify their neighbors one week in advance of any construction or renovation projects. Mr. Benni *seconded*, and the motion carried unanimously (7-0-0).
- E. Weekend Maintenance Hire: After interviewing more than 40 candidates, Ms. Reneau has identified a viable candidate for the weekend maintenance position.
- F. Loading Dock Lights: Lights were installed on the loading dock during the day on Wednesday, July 21st. *Ms. Issa will check the lights on Thursday, July 22nd to ensure there are no issues.*
- G. Delinquent Payments: Board members discussed the cooperative's delinquent accounts. *Management will investigate the accounts that have been in arrears for several years.*

IX. Treasurer's Report

Ms. Crawford reported on the cooperative's financial status as of May 31, 2021. The reserves stood at \$623,000, which is lower than what is needed to fund the anticipated upcoming projects. *Future management and Board discussions will be held about funding for reserve projects.*

The Board of Directors will discuss staff salaries and bonuses during an upcoming Executive Session as a matter of priority. Ms. Crawford expressed a willingness to serve on the Personnel Committee.

X. Stock Sales and Transfers

Mr. Priest *moved* to approve the sale and stock transfer associated with E-927 from William and Lisa MacDonald to Eric & Gladys Reyes at a cost of \$120,000. Mr. Benni *seconded*, and the motion carried unanimously (7-0-0).

Mr. Priest *moved* to approve the sale and stock transfer associated with E-839 from Michael Kittrell to Patrick and Jania Menzies at a cost of \$115,000. Mr. Benni *seconded*, and the motion carried unanimously (7-0-0).

XI. New Business

A. River Place East Website: Ms. Bandali requested an item for inclusion on the next Board Meeting agenda concerning an "Update of the River Place East Website".

XII. Adjournment

With no other business brought forward, the July 21, 2021 Board of Directors meeting was adjourned at 9:17 p.m.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
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