

**RIVER PLACE EAST HOUSING CORPORATION (RPEHC)**  
**MINUTES FROM THE BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, AUGUST 18, 2021**

**In Attendance – Board of Directors**

- Hassan Al Shazly, President
- Pia Duryea, Vice President (Joined at 7:08 p.m.)
- Nina Yeh, Secretary
- Yasmine Bandali, Director
- Anthony Priest, Director

**Regrets - Board of Directors**

- Cassondra Crawford, Treasurer
- Karim Benni, 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, August 18, 2021. The meeting was convened using Zoom technology. Board President Al Shazly called the meeting to order at 6:42 p.m.

**II. Approval of Meeting Minutes**

Mr. Priest ***moved*** to dispense of the oral reading of the June 16, 2021 Board of Directors Meeting minutes; and to approve those minutes as presented. Ms. Yeh ***seconded***, and the motion carried unanimously (4-0-0).

Mr. Priest ***moved*** to dispense of the oral reading of the July 21, 2021 Board of Directors Meeting minutes; and to approve those minutes as presented. Ms. Yeh ***seconded***, and the motion carried unanimously (4-0-0).

**III. Shareholders' Participation**

Questions and comments were not raised during Shareholders' Participation.

**IV. Management Report**

- A. Cooling Tower Replacement Update: Densel Company provided a proposal totaling \$153,000 to replace the building's cooling tower (compared to an allocation of \$115,000 in the 2015 reserve study). Because it will take nine months to rebuild the cooling tower, it is likely that the work will not be performed until 2022. A bid is anticipated from a second vendor.
- B. Reserve Study Update: The cooperative's previous reserve study was performed in 2015. The Virginia Condominium Act requires community associations to have a new reserve study performed every five years. Management anticipates the updated reserve study report from Building Envelope Consultants & Scientists (BECS) once the engineer returns from vacation.
- C. Structural Survey: BECS was asked to provide a proposal for surveying the building to ensure it is structurally sound. BECS provided a bid of \$4,500, and indicated the process would take three to four weeks to complete. ***Ms. Reneau will speak with other managers to determine if they have a recommendation for engineers to perform a structural survey; and will obtain at least one additional quote for a roof replacement.***
- D. Bed Bugs: ***Ms. Issa will determine whether bed bugs were reported in any units in 2021. Going forward, the historical data on bed bugs will be dropped; and management will make note of the date when any new bed bug incidents are reported.***
- E. Short-Term Rentals: Board members discussed the handling of a short-term/illegal unit rental.

- F. Computer Update: The management office and concierge desk received new computers on Friday, August 13<sup>th</sup>.
- G. Delinquent Tax Return: *Mr. Priest stated this matter should be included on the next Board Meeting agenda.*

#### V. Treasurer's Report

In the absence of Board Treasurer Cassondra Crawford, Ms. Reneau highlighted the noted variances for the month of July 2021. The cooperative's year-to-date reserve balance totaled \$623,656.88.

Ms. Reneau spoke with Waste Management about lowering their price. Waste Management expressed a willingness to negotiate. *Management will determine when the new contract was signed, and will send a copy of the contract to Board member for review; will determine how the cooperative can avoid the penalties being charged by Waste Management; and will determine the price Waste Management is willing to offer River Place East. The Board will then decide whether to cancel the contract based on Waste Management's failure to comply with the scope of work.*

(Ms. Duryea joined the meeting at this juncture.)

#### VI. Owners Association (OA) Report

A. Smoking in Common Areas: Ms. Yeh reported smoking near the pool and in high traffic areas has become an issue, and reported the matter to Lauren Hall of the OA. These matters will be discussed during the next Owners Association Meeting to convene on Thursday, August 19<sup>th</sup>. The OA will consider whether to designate a specific smoking area for the property; and whether to post "No Smoking" signage.

#### VII. Committee Reports

A. Ad Hoc COVID Committee: Ms. Bandali thanked the management team for sending regular, in-depth notifications to residents containing reminders about the cooperative's COVID guidelines. The visual campaign in the lobby will continue through the end of August 2021. In addition, Ms. Reneau approached GenePace and requested resource pamphlets. Ms. Issa ordered a supply of masks, and they will soon be available in the lobby along with the aforementioned resources. *An update will be included on the next Board Meeting agenda.*

B. Web Site Upgrade Committee: Ms. Bandali reported the committee met during the day on Wednesday, August 18<sup>th</sup> to hold an initial brainstorming session. Information and recommendations will be presented to the Board during the coming months.

C. Lobby Redesign Committee: Ms. Duryea reported conversations were held regarding a self-finance option. Brian Fredericks was not interested in that option. However, Donna Fredericks later expressed an interest in negotiating. She was informed that River Place East would consider \$120,000, but Mrs. Fredericks did not accept that offer. Ms. Duryea stated there are a number of other options available to River Place East to achieve an affordable lobby design, and there are architects that can provide a professional design perspective for the lobby redesign. *An update will be included on the next Board Meeting agenda.*

#### VIII. New Business

D. In-Unit Smoking: Board members discussed a reported smoking violation by a sixth floor renter. The owner of the unit was notified.

#### IX. Adjournment

With no other business brought forward, the August 18, 2021 Board of Directors meeting was adjourned at 7:27 p.m.

The initial draft of these minutes was respectfully submitted by:

**The Professional Documents**  
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