

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 17, 2021

In Attendance – Board of Directors

- Hassan Al Shazly, President
- Pia Duryea, Vice President (Arrived during the Committee Reports)
- Cassandra Crawford, Treasurer
- Nina Yeh, Secretary
- Karim Benni, Director
- Anthony Priest, Director

Regrets - Board of Directors

- Yasmine Bandali, 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, November 17, 2021. The meeting was convened using Zoom technology. 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. Approval of Meeting Minutes

Mr. Benni ***moved*** to approve the September 15, 2021 Board of Directors Meeting minutes as presented. Ms. Crawford ***seconded***, and the motion carried unanimously.

IV. Management Report

- A. Roof Replacement: Management received a proposal from NV Roofing to perform a roof replacement for the East Building. NV is the company that performed the roof replacement at the South Building. The reserve study projected approximately \$1 million for the East Building's roof replacement. However, NV's bid came in at \$540,000. Proposals are anticipated from two additional roofing companies.
- B. Reserve Study Update: Mr. Al Shazly reported the reserve study proposes a four percent increase in the reserve contribution; or a large, one-time increase. ***Board members discussed the cooperative's options, and agreed to defer a decision until Mr. Priest has had the opportunity to run the numbers during the Thanksgiving weekend and report back to the Board of Directors.***
- C. Cooling Tower Replacement Project: Densel Company provided a bid of \$153,000 to replace the cooling tower, which has exceeded its life expectancy. The reserve study forecasted a replacement cost of \$150,000 for the cooling tower. Management anticipates proposals from American Combustion and Welch Rushe. Management also anticipates separate proposals from companies who can assume HVAC maintenance responsibilities in place of Densel. ***The Board of Directors will vote on the cooling tower replacement project via email once all of the proposals have been provided.***
- D. New Refuse Contract: The trash contract with Waste Management was terminated, effective Monday, November 15, 2021. A contract with a new service provider - JLT - took effect on Tuesday, November 16, 2021. The new contract will save the cooperative approximately \$20,000 for the year. The Board of Directors offered kudos to Ms. Reneau and Ms. Issa for the accomplishment.

- E. Security Camera Bids: The current security camera system with Stanley Security is currently stuck on one screen inside the management office. It was determined that the system cannot be fixed since it is 13 to 15 years old, and is now considered obsolete. Management anticipates updated bids for having a new system installed. ***Ms. Reneau will forward the scope of work to Anthony Priest for sending to another vendor who may be willing to bid on the project. The Board of Directors will make a decision concerning this matter electronically if the bids become available ahead of the next Board Meeting.***

V. Treasurer's Report

A discussion was held regarding unpaid HVAC bills from 2020. Ms. Reneau stated First Service Residential (FSR) will ensure any overdue bills are paid, which will bring the cooperative up-to-date.

Ms. Reneau stated it appears the cooperative's water bills were being underpaid by FSR. She has been working to achieve a payment plan to address the unbilled water fees that total approximately six figures. ***However, at the suggestion of Mr. Benni, Ms. Reneau agreed to speak with the cooperative's legal counsel, as River Place East was previously being erroneously overcharged for a water leak in the loading dock that was not the cooperative's responsibility; and River Place East should have a credit in the water company's system. Ms. Reneau will keep the Board of Directors informed of her findings concerning the matter.***

VI. Owners Association (OA) Report

Mr. Priest reported the following information:

- A. The South Building has three seats on the Owners Association Board of Directors, plus the commercial parcel seats. The OA Board is taking on several issues, and is on track with a new, customer service-focused approach. Projects being undertaken include a new camera system for the entire River Place campus, extending the hours for the fitness center, and bringing the outdoor fitness classes inside due to the arrival of colder weather.
- B. The next Owners Association Board of Directors Meeting will be held on Thursday, November 18, 2021. Mr. Priest will likely be unable to attend due to other obligations.
- C. Mr. Benni reported issues with one of the back gates, and suggested keeping both gates up or down. ***Mr. Priest indicated the access system is already on the OA Board's radar, and offered to mention Mr. Benni's suggestion to the OA.***
- D. Ms. Reneau reported some shareholders have expressed concern about navigating the "peanut island" when crossing the street, as there seems to be insufficient signage there. ***Mr. Priest will raise this matter with the Owners Association Board.***
- E. ***The East Building will send a letter offering support to the President of the River Place South Board of Directors in response to the passing of General Manager Joette Waters. Ms. Crawford will support the process to be undertaken by the South Building to search for and hire a new General Manager.***

(Ms. Duryea joined the meeting during Committee Reports.)

VII. Committee Reports

- A. Land Lease Committee: Mr. Priest awaits a response from the developers regarding the land lease.
- B. Lutheran College Storage Lease: The attorney who drafted the lease recommended having one lease that covers the office and storage. ***Mr. Priest will therefore go back to counsel to have them draft a combined lease for Lutheran College.***
- C. Smoking Committee/Fine of One Shareholder: Board members discussed a \$250 fine that was assessed against a unit owner for a smoking violation, and has since been paid. The shareholder inquired whether the amount of the fine was lawful. Legal counsel informed the Board they can set the amounts for fines according to their good judgment. ***Following a discussion, the Board of Directors will send language to the shareholder***

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explaining the Board is not constrained by decisions of the County in relation to smoking since River Place East is a private entity. At the suggestion of Ms. Yeh, management agreed to look into whether “No Smoking Per the Fire Marshal” is lawful language to include on signage.

- D. Lobby Renovation Committee: The lobby renovation plans will be reassessed during the second or third quarter of 2022. In the meantime, efforts will be made to ensure the concierge team is safe when working at the front desk; and temporary solutions will be sought for the mail room.
- E. Starry Committee: Following an overview from Ms. Duryea, she then ***moved*** to sign an agreement with Starry to bring high speed Internet service to River Place East. Mr. Benni ***seconded***, and the motion carried unanimously. ***Mr. Al Shazly will sign the agreement, and the process will move forward.***
- F. Events Committee:
 - 1. Positive feedback was received regarding the Halloween event that was enjoyed by many people.
 - 2. Decorations were installed on the property in observance of the Thanksgiving holiday.
 - 3. A holiday party will be held on Friday, December 17th from 5:00 p.m. to 8:00 p.m.
 - 4. Ms. Yeh thanked Ms. Reneau and Ms. Issa for bringing a festive atmosphere to the building. Board members asked the management team to provide receipts for any personal money spent on events in order to be reimbursed; and encouraged them to avoid using personal funds in the future.

VIII. New Business

- A. Date of Next Board Meeting: The final Board of Directors Meeting of the year will be held on Wednesday, December 15, 2021 at 6:30 p.m.

IX. Adjournment

With no other business brought forward, the November 17, 2021 Board of Directors Meeting was adjourned at 8:13 p.m.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
■■■ Service