

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 17, 2023

In Attendance – Board of Directors

- Anthony Priest, President
- Nina Yeh, Vice President
- Cassondra Crawford, Treasurer
- Karim Benni, Secretary
- Hassan Al Shazly, OA Representative
- Patricia Fairman, Director
- Anand Hemraj, Director

In Attendance – Property Management

- Leah Issa, General Manager

I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened an Open Meeting on Wednesday, May 17, 2023. The meeting was convened using Zoom technology. Board President Anthony Priest called the meeting to order at 6:38 p.m.

II. Shareholders' Participation

A shareholder left a comment via the chat noting the budget lacked earmarking for the painting and restoration of areas around the elevators - particularly for the basement level; and recalled those areas were formerly touched up once or twice per year. *The Board of Directors agreed by unanimous consent to expand the scope of the Lobby Committee to include the basement and stairwells; and to change the name of the Lobby Committee to the Common Area Committee since the refurbishment of several areas is being considered. Ms. Issa and Mr. Benni will check prior Board Meeting minutes to determine how much was allotted for renovating the lobby, mailroom, bike room, etc. Ms. Fairman will obtain numbers from West Manager Lynnita Sykes regarding their renovation projects. Additionally, a concrete plan will be developed during the coming few months with input from both the Common Area Committee and the Maintenance Committee. The goal will be to implement the plan before the end of calendar year 2023.*

A shareholder commented via the chat that the 12th floor project was left in limbo, as the damaged woodwork and walls still need to be addressed. Mr. Benni explained the work will be revisited after YKK has been on-site to review warranty issues. *Ms. Issa will reach out to Steve Bentz to schedule the YKK visit as soon as possible, and will also request pricing for the modified mockups.*

A shareholder asked via the chat when in-person Board Meetings will resume. *Following a discussion, the Board of Directors agreed by unanimous consent to begin holding in-person meetings every other meeting/every other month beginning with the July 2023 Board Meeting.*

Ms. Issa announced she will begin leaving the management office doors open for the benefit of shareholders.

III. Approval of Prior Meeting Minutes

Mr. Al Shazly *moved* to approve the March 15, 2023 Board of Directors Meeting minutes as amended. Mr. Benni *seconded*. The motion carried unanimously.

Ms. Yeh *moved* to accept the notes from the March 22, 2023 Board of Directors Informational Session as amended. Mr. Benni *seconded*. The motion carried unanimously.

IV. Appointment of Officer Positions

Anthony Priest and Nina Yeh both volunteered to serve as President of the River Place East Board of Directors. Each offered brief remarks. ***Following an open vote, Mr. Priest was re-appointed Board President after receiving one greater vote than Ms. Yeh. The Board of Directors then voted by unanimous consent to appoint Nina Yeh as Vice President of the Board; Cassandra Crawford as Treasurer; Hassan Al-Shazly as the OA Representative; and Karim Benni as Secretary. All other Board members will serve as Directors.***

V. President's Report

Mr. Priest reported Ms. Issa arranged for FirstService Residential (FSR) to provide an explanation of how to read the monthly financial reports. Mr. Priest suggested having the insurance broker attend a Board Meeting; plan a tour of the roof during one of the in-person Board Meetings; and plan a tour of the mechanical plant during a separate in-person Board Meeting. A suggestion was also raised to have representatives from the water savings program offer a presentation during a future Board Meeting.

VI. Management Report

Ms. Issa highlighted the following information:

- A. Assistant General Manager: Interviews have been conducted for the Assistant General Manager position, but none of the candidates have proven to be a proper fit. Therefore, the search continues.
- B. Illegal Rentals: There were no illegal rentals reported for the month of May 2023.
- C. Window Cleaning: The building's windows were cleaned by Virginia Window Cleaning Company on Thursday, April 6, 2023.
- D. Chiller Cleaning: Welch & Rushe cleaned the chiller on Tuesday, April 11, 2023 in preparation for the switchover to air conditioning which occurred the following day on Wednesday, April 12th.
- E. Leak: A major leak occurred in the air handler room on Wednesday, April 19th due to a corroded pipe that burst. The air conditioning was out for a day and a half. All Plumbing conducted the repair, and Welch & Rushe returned the following day to restart the A/C system. ***Ms. Issa will have Welsh & Ruche look at the pipes.***
- F. Vent Cleaning: The effort to clean the bathroom and kitchen vents began on Monday, April 24th, and was mostly concluded on Friday, May 12th with the exception of approximately 10 units for which keys were not available. ***Management will reschedule the vent cleaning for the remaining units.***
- G. Landscaping: River Place East received new flowers, plants, and grass in front of the building as well as in the circle. The work was organized by the Owners Association.
- H. Ground Rent: Management approved payment of the ground rent for the period of April 1, 2023 through June 30, 2023. The next payment will be due in July 2023.
- I. Accounts Receivable: The Corporation's delinquency total stood at \$205,957 as of March 31, 2023. The total due by the top 10 delinquent accounts decreased by 5.2% from January 2023, and totaled \$86,094 at the end of March 2023. The account in greatest arrears totaled 37% of the \$86,094 figure. Also, the number of accounts in arrears decreased by 34.3% from January 2023, going from 35 accounts to 23. The Corporation's average delinquency total was \$3,743 as of the end of March.
- J. Reserve Funds: The Corporation's reserve balance totaled \$733,459.65 as of April 28, 2023. ***Ms. Issa will ensure the management office flooring is reflected in the reserves.***
- K. Variance Report: Board members reviewed the Variance Report as of March 31, 2023. The financials were two months behind, as the year-end reports (as of April 30, 2023) were still being produced. ***Ms. Issa will provide the Board with an actual total for printing and postage costs paid during the previous fiscal year, as well as what was budgeted for printing and posting for the current fiscal year.***

VII. Treasurer's Report

Ms. Crawford repeated the Corporation's reserve balance as of April 30, 2023 (\$733,459.65). Interest earned for the month of April totaled \$1,957. In an attempt to diversify the Corporation's investment accounts, it was learned that the Corporation is listed under a few naming variations. This caused an issue when opening a new account. ***Ms. Issa reported Attorney Ursula Burgess provided the website to apply for a DBA ("Doing Business As") designation - an action Ms. Issa will take to note all of the Corporation's naming variances. An update will be presented during the next Board Meeting.***

Ms. Issa will request a report from the water savings company.

VIII. Owners' Association (OA) Report

Ms. Yeh reported the following information:

- A. As of May 1, 2023, the in-house patrol team was transitioned to the contractor (Allied Security). There have been a few transition-related hiccups that are being addressed. The former staff is being given an opportunity to apply for a position under the new contract. The patrol schedule was originally established to provide one patrol person at the gatehouse during the weekdays when the OA management office is open; and two members of the patrol team during management's off hours. However, it was discovered that the OA could not afford more than one patrol person at a time.
- B. The OA is looking into establishing a digitized lock box for each building that would allow certain staff members to facilitate the lockout service. The system would provide information concerning who accessed the lock boxes.
- C. The OA is working to move to a cashless system for pool guest passes and other payments.
- D. The pool management contract was renewed with **vendor's name**. The pool is scheduled to open on Memorial Day Weekend.
- E. No changes are currently expected to the gym hours, as the OA is currently short-staffed; and OA General Manager Terry Presmont is on leave. The existing gym hours are Monday through Friday from 9:00 a.m. to 10:00 p.m.; and Saturdays and Sundays from 12:00 p.m. to 5:00 p.m. Mr. Priest suggested hiring someone who lives on-site to temporarily serve as a part-time attendant to fill in the gaps. Ms. Yeh explained the idea was previously investigated, but was not pursued since that would require exposure to sensitive information. ***As the newly appointed OA representative, Mr. Al Shazly will strongly encourage the OA Board to resolve the staffing shortages.***

IX. Committee Reports

- A. Smoking Committee: Ms. Yeh stated new smoking advisory slides were added to the lobby monitor.
- B. Land Lease Committee: A report was not presented.
- C. Common Area Committee: Please see the first paragraph of Section II of these minutes. Additionally, Ms. Yeh stated input is needed from the Board of Directors regarding the lobby flooring. Following a Board discussion, Mr. Priest ***moved*** to repair and clean the lobby tile at a cost not to exceed \$2,000. The Board will then assess the effectiveness of the process. Ms. Yeh ***seconded***. The motion carried unanimously.
- D. Window Committee: Mr. Benni reported the window project is now connected to the roof project. No decisions will be made regarding the roof project until it is determined how Building Envelope Consultants & Scientists (BECS) will address the issues that were previously raised.
- E. Maintenance Committee: ***Ms. Crawford will follow up on the committee's prior report. They will also walk the building again, and a report will be presented during the next Board of Directors Meeting.***
- F. Roof Project Committee: Please see Sections V and IX.D of these minutes.

X. Old Business

- A. Laundry Room Contract Bids: Ms. Issa put together a bid analysis sheet to provide details of the proposals from two laundry companies (Scheffres and FMB). A cancellation notice will have to be sent to the current vendor (Caldwell & Gregory) by June 1, 2023 if the Board decides to terminate that contract. Ms. Fairman stated River Place West recently signed a seven-year contract renewal with Scheffres, as they have received favorable service from that vendor. ***The Board of Directors agreed by unanimous consent to send a termination notice to Caldwell & Gregory, as they have been quite displeased with their service. Ms. Issa will then negotiate with FMB and Scheffres to determine best and finals before a Board decision is made.***
- B. Elevators:
1. Management continues to look at the elevator contract with ThyssenKrupp.
 2. With regard to vandalism of the mirror, management was able to get ThyssenKrupp to the property. They opened the panel, looked behind the mirror, and conducted measurements. ***Management will coordinate having the mirror removed, but the mirror will not be replaced.***

XI. New Business

- A. Sales and Transfers: ***The Board of Directors agreed by unanimous consent to approve sales and transfers for East Units 508, 618, 219, and 906.*** Ms. Issa reported the sale of Unit 609 fell through.
- B. Cleaning Services Contract: ***The Board of Directors agreed by unanimous consent to discuss this matter during Executive Session.***

XII. Adjournment

The May 17, 2023 Board of Directors Meeting was adjourned at 8:30 p.m. The Board then proceeded into Executive Session to discuss a contractual matter.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
■■■ Service