

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 15, 2023

In Attendance – Board of Directors

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

Regrets – Board of Directors

- Cassondra Crawford, Treasurer

In Attendance – Property Management

- Leah Issa, General Manager
- Willy Barrera Assistant General Manager

I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened an Open Meeting on Wednesday, November 15, 2023. The meeting was convened in person with a connection via Zoom conferencing. President Anthony Priest called the meeting to order at 6:34 p.m., with introductions ensuing.

II. Shareholders' Participation

A shareholder requested an update on repairing the steam room in the gym. Ms. Fairman reported on the River Place Owners Association's previous discussions about fixing the steam room, which resulted in a decision not to approve the repair. ***However, Ms. Fairman offered to raise the matter during the next OA Meeting which was scheduled to take place on Thursday, November 16th.*** (2) The shareholder asked the Board of Directors to organize a discussion amongst dog owners and non-dog owners regarding the shared use of elevators, as his wife has experienced dogs being overly friendly inside the elevators.

III. Approval of Prior Meeting Minutes

Ms. Fairman ***moved*** to approve the October 18, 2023 Board of Directors Meeting minutes as presented. Ms. Yeh ***seconded***. The motion carried unanimously.

IV. President's Report

Mr. Priest reported the following information:

- A. The budget process for the next fiscal year will begin sometime in December 2023. Ms. Fairman reported the OA should have their budget approved by February 5, 2024.
- B. There will be three seats up for renewal during the next Annual Meeting – those held by Anand Hemraj, Anthony Priest, and Nina Yeh.

V. Management Report

Ms. Issa highlighted the following information from the full Management Report with input from Mr. Barrera:

- A. **Staffing:** Management is currently looking for a part-time/floater concierge and a full-time cleaner. A few interviews have been conducted, while some candidates did not show up as scheduled. Ads are still posted on Indeed.com for both positions. The other River Place managers will be interviewing the floater candidates, as the individual will serve all four buildings. ***Following a Board discussion, Ms. Issa agreed to begin asking candidates if they would be willing to serve both positions; and may attempt to find more than one floater.***
- B. **Illegal Rentals:** No short-term rentals were identified since the previous Board Meeting.

C. Maintenance:

1. A camera was installed at the building's front entrance on October 26, 2023. The camera provides a full view of the circle, in front of the building, and at the vestibule. The gatehouse has access to the camera to monitor the exterior of the building.
2. Fall window cleaning began on October 26, 2023 and concluded on October 30th.
3. The building's Halloween Party was held on October 31, 2023. The event was well attended.
4. The winter convector cleaning began on November 1, 2023. As part of that process, the team is checking for any visible leaks; and checking the smoke detectors for each unit.
5. The building's return valves on the first and second floors will be repaired by Eddie's Plumbing on Thursday, November 16th – work that will require a water shutdown for the entire building. There is already a comprehensive list on file of the building's valves.
6. After a question from Ms. Yeh, Ms. Issa reported the parts are still anticipated for the hot water repair, with delivery anticipated in one to two weeks.
7. Ms. Yeh suggested having the concierge check the building's entry doors at the end of their shift to ensure they are not propped open, as there have been issues with people propping the doors open during moves. Illegal parking has also been an issue. The concierge must call the gatehouse to report illegal parking incidents so the driver can either be asked to move or potentially be booted.
8. No roof leaks had been reported since the previous Board of Directors Meeting. However, a penthouse HVAC system experienced a leak in late October 2023. Welch & Rushe cleared the drain that was causing the leak into the unit and secured the cover.
9. A viable quote was obtained for the office flooring replacement. The installation will be scheduled after the holidays.

D. Variance Report: Ms. Issa summarized details from the latest Variance Report. ***Amid the review and discussion, it was agreed that management would look into vinyl options for flooring; and that management would send a few electricity bills to Mr. Priest for review.***

E. Front Desk/Lobby Renovation:

1. The contractor contacted by Ms. Issa provided a price that was higher than anticipated for constructing the front desk. Therefore, an updated proposal was requested and received from the other contractor, Miguel, for building the desk starting January 22, 2024, and finishing on February 2, 2024.
2. A proposal is anticipated from an electrician to install nine light fixtures.
3. A proposal of \$7,500 was received to address the steel diamond plating in the loading dock area and the area near the elevators.
4. Mr. Priest ***moved*** to reaffirm a budget not to exceed \$24,000 for the front desk/lobby renovation project. Mr. Benni ***seconded***. The motion carried unanimously.
5. Ms. Yeh suggested placing chairs in the lobby rather than a sofa to discourage loitering and lounging.

VI. Treasurer's Report

In the absence of Board Treasurer Cassandra Crawford, a Treasurer's Report was not presented.

VII. Owners' Association (OA) Report

Ms. Fairman and Ms. Yeh reported the following information:

- A. OA Manager Terry Presmont is working to have a new Patrol Site Manager assigned to River Place. Also, the guard staff will be required to use a logbook beginning in 2024.
- B. Permits were posted on the door of the former dryer cleaning space for plumbing work.
- C. The OA fee is expected to increase by approximately 10%, as they have been underfunding their reserves in recent years.

VIII. Committee Reports

- A. Land Lease Committee: Ms. Fairmont reported a meeting was held to discuss the general economic conditions of the commercial market. She reminded everyone how the ground lease arrangement has been financially beneficial for shareholders.
- B. Window Committee: Mr. Benni reported the following information: (It was very difficult to hear Karim and several parts of these discussions.)
 - 1. The Window Committee met with Building Envelope Consultants & Scientists (BECS) on November 1, 2023 and requested a letter concerning warranty work. The letter was sent to CP&R on November 8, 2023 with the understanding that 30 days were given to respond. The response will determine the next steps.
 - 2. A shareholder requested reimbursement for a balcony repair payment. Ms. Yeh stated the shareholder should have come to the Board first before paying for the repair. However, Mr. Priest recalls the shareholder was given the impression that he could proceed with the work. Following a Board discussion, Mr. Benni ***moved*** to reimburse the shareholder for the repair up to \$6,000. Mr. Hemraj ***seconded***. The motion carried with one abstention (Mr. Priest).
- C. Personnel Committee: The Board of Directors ***agreed by unanimous consent*** to discuss this matter during Executive Session.

(No additional committee reports were presented.)

IX. Old Business

- A. Elevator Steel Diamond Plating: Please see Section V.E.3 of these minutes.

X. New Business

- A. Ratification - Sales and Shares Transfers: The Board of Directors ***agreed by unanimous consent*** to ratify their unanimous electronic decision to approve the sale and shares transfer for Unit 233.
- B. Dog Waste Station: Ms. Issa reported OA Manager Terry Presmont spoke to the dog waste container company, and they are planning to relocate the pet waste station to the back of the East Building. ***A follow-up will be performed to determine if the station can be moved to River Place West.*** A reminder was raised that all dogs should be registered with River Place East management and the Owners Association.

XI. Adjournment

The Board of Directors ***agreed by unanimous consent*** to adjourn the November 15, 2023 Board of Directors Meeting at 8:33 p.m. The Board then proceeded into Executive Session for the discussion of personnel matters.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
*** Service