

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 18, 2023

In Attendance – Board of Directors

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

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, January 18, 2023. The meeting was convened using Zoom technology. Board President Anthony Priest called the meeting to order at 6:32 p.m.

II. Shareholders' Participation

The shareholder from Unit 735 inquired, if an agreement is not reached prior to expiration of the land lease in December 2052, whether the ownership will go to zero. The reply was affirmative. (2) The shareholder sought clarity regarding the kinds of insurance shareholders should have in place when renting their unit. Ms. Fairman suggested that shareholders obtain the same kinds of insurance condominium owners have for their units (e.g., HO4, HO6, betterments and improvements, etc.).

The shareholder from Unit 240 asked if the showers will operate with the same water pressure once the water conservation program has been implemented. She also asked if the conservation work for her unit can be postponed until she returns to the country. Ms. Issa stated owners can inform her if they would like to keep a specific showerhead. In those cases, the company will not replace the showerhead. Also, Ms. Issa stated the work can be postponed until the shareholder returns. ***In the meantime, Ms. Issa will check with the company to determine if the water pressure will change with the installation of a new showerhead - although water pressure is typically determined by the water pressure coming into the building.***

The shareholder from Unit 728 asked why the cooperative will only fix the walls if damage is done to a unit. Ms. Fairman explained the repair work is governed by the bylaws. The cooperative is only required to restore the unit to its original condition when the building was built, and is not responsible for personal items or betterments and improvements.

The shareholder from Unit 131 thanked management and the Board of Directors for their assistance.

III. Approval of Meeting Minutes

Mr. Benni ***moved*** to approve the December 28, 2022 Board of Directors Meeting minutes as amended. Mr. Al Shazly ***seconded***. The motion carried with Ms. Crawford abstaining.

IV. President's Report

Mr. Priest reported the following information:

- A. Mr. Priest thanked General Manager Leah Issa for organizing the Tuesday, January 17th Board dinner.
- B. Mr. Priest and Ms. Issa met with FirstService Residential (FSR) during the week of January 9th. FSR offered to hold an Accounting 101 meeting with Board members after the next Annual Meeting.
- C. Mr. Priest reported recently receiving his tax statement from Arlington County. He noted the building value decreased, but the land value more than doubled. ***Ms. Fairman stated shareholders have one week in April to***

appeal their tax assessments. Board members agreed to take up that effort, and will work with the other River Place entities to do so. Mr. Benni noted River Place offers the only cooperatives in the entire county.

V. Management Report

Ms. Issa highlighted the following information from the full January 2023 Management Report:

- A. Convactor Cleaning: The semi-annual convactor cleaning and inspection was completed. No major issues or leaks were noted.
- B. Penthouse HVAC Issues: Unit 1206 experienced issues three times from the period of December 2022 through January 2023. Welch & Rushe located the leak and performed the necessary repairs.
- C. Water Savings Program: The program will begin on the 11th floor on Monday, January 23rd. ***Ms. Issa will send out a notice for the benefit of shareholders and residents that the water savings program is set to begin; and that samples are available for viewing in the management office. Once a full schedule has been provided, management will also publish that information.***
- D. Annual Meeting: The Call for Nominations was mailed for the cooperative's Annual Meeting that will take place on March 22, 2023. ***A reminder concerning the Annual Meeting will be added to the February 2023 Board Meeting agenda.***
- E. November 2022 Financials: ***Ms. Issa and Mr. Priest will continue working with FSR to devise a plan for correcting issues related to financial reporting.***
- F. Variance Report: Board members reviewed the latest variance report with Ms. Issa. Ms. Issa agreed to:
 - 1. ***Change the financial management coding to reflect an "Accounting Fee".***
 - 2. ***Determine why the electricity bill was \$4,000 less than the previous month.***
 - 3. ***Ensure snaking the lines is added to the cooperative's operating budget every three years.***

VI. Treasurer's Report

Ms. Crawford reported the following information:

- A. Reserve Funds: As of December 30, 2022, the cooperative had \$625,653.79 in reserve funds. ***Ms. Crawford will ensure funds are available for scheduled reserve projects.***
- B. Interest Income: The cooperative earned interest of \$1,708.29 for the month of December 2022. River Place East is receiving interest of approximately 3.7 percent on its money market account with Merrill Lynch. T-bills are currently offering interest returns of 4.3 percent.

VII. Owners Association (OA) Report

Mr. Yeh reported the following information:

- A. The Owners Association had not met since the December 28, 2022 River Place East Board Meeting. However, a few Executive Sessions were held to discuss confidential personnel matters.
- B. OA Staff: Ms. Yeh serves as a Co-Chair of the OA's Compensation Committee. The OA's staff has been in place for many years, but feel they are underpaid. Therefore, the Compensation Committee has been tasked with reviewing the position descriptions; surveying compensation rates for other properties in the area; looking into better healthcare plans; and adjusting salaries if the OA Board feels that would be warranted.
- C. Next OA Board Meeting: The next meeting of the Owners Association Board will take place on Thursday, January 19, 2023. Mr. Benni offered to attend that meeting as the East Building representative.

VIII. Committee Reports

- A. Smoking Committee: Ms. Yeh reported the Smoking Committee has not recommended implementing a ban. However, they would consider that approach along with a fine if management continues to receive smoking complaints.
- B. Land Lease Committee: Mr. Priest stated the Land Lease Committee had not met since the December 2022 River Place East Board Meeting. **Mr. Priest will determine the status of their latest effort and report back.**
- C. Lobby Committee: Ms. Yeh reported the lobby renovations were moved up in the reserve plan from 2025 to 2023. **The Lobby Committee will meet to begin planning the renovation effort, and will report their findings before the next Board Meeting.** Mr. Priest suggested including the middle stairwell in the scope of work, as it requires attention. Ms. Yeh suggested including the elevator area on each floor in the project's scope.
- D. Maintenance Cleanliness Committee:
1. Ms. Crawford reported all the floors were reviewed in relation to maintenance and cleanliness. Each requires attention in some manner, and pictures were provided of the committee's findings. **Once Ms. Crawford meets with Ms. Yeh (in a combined effort with the Lobby Committee) and Ms. Issa, a timeline will be produced to address the various items noted by the Maintenance Cleanliness Committee and the Lobby Committee. The projects will be listed in order of need/priority.**
 2. There have been repeated issues with the washers and dryers failing to work properly. **"Laundry Machines" will be added to the Old Business portion of the next Board Meeting agenda. In the meantime, the laundry contract will be forwarded to Mr. Priest for review to determine if there has been any breach of contract; and to clarify the termination provisions.**
 3. Mr. Hemraj reported experiencing shaking and noise issues with the elevator furthest from the management office (Elevator No 1). **Ms. Issa will review the elevator maintenance contract and forward it to Mr. Priest for review.**
- E. Windows Committee: Please see Section IX.A of these minutes.
- F. Roof Replacement Committee: Ms. Crawford reported a committee will be assembled for the roof replacement project. Two shareholders have already volunteered to serve on the committee. Ms. Crawford and Mr. Benni also expressed a willingness to serve on the Roof Replacement Committee. **A meeting will be scheduled with the four volunteers with the goal of convening prior to the next East Board of Directors Meeting.**

IX. Old Business

- A. Windows - BECS Proposal: Mr. Benni reported the engineer from Building Envelope Consultants & Scientists (BECS) performed a walkthrough of the building with Ms. Issa, Assistant General Manager Dominic Jackson, and Mr. Benni. Unit 1210 was reviewed, and it was determined that the window in the master bedroom is not up to Code and needs to be changed. Also, the door and windows in Unit 1202 and four other units need to be changed. During the day on Wednesday, January 18th, BECS submitted a comprehensive proposal based on their observations. It is the intention of BECS to utilize previous deliverables to the extent possible. The design phase alone will take six to eight weeks to complete. Selecting and on-boarding a contractor will likely take another four to eight weeks. It is estimated that completion of the work will take four to eight months. Following a Board discussion, Mr. Benni **moved** to forward the proposal from Building Envelope Consultants & Scientists dated January 16, 2023 to the cooperative's attorney for review and advising. Mr. Priest **seconded**. The motion carried unanimously. **Additionally, Mr. Benni will speak with the engineer from BECS to determine if the \$4,800 fee for 1209 can be waived.**

X. New Business

A. Sales and Transfers:

1. Ms. Crawford ***moved*** to approve the shares transfers for Units 608 and 817. Ms. Yeh ***seconded***. The motion carried unanimously.
2. Ms. Crawford ***moved*** to approve the sale of Unit 916. Ms. Yeh ***seconded***. The motion carried unanimously.
3. Mr. Hemraj ***moved*** to approve the sale of Unit 1130. Ms. Crawford ***seconded***. The motion carried unanimously.

XI. Adjournment

Mr. Priest ***moved*** to adjourn the January 18, 2023 Board of Directors Meeting at 8:18 p.m. Ms. Fairman ***seconded***. The motion carried unanimously. The Board then proceeded into Executive Session for the discussion of a legal matter.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
Service