

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)

MINUTES FROM THE BOARD OF DIRECTORS MEETING WEDNESDAY, NOVEMBER 16, 2022

In Attendance – Board of Directors

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

Regrets – Board of Directors

- Cassondra Crawford, Treasurer
- Anand Hemraj, Secretary

In Attendance – Property Management

- Leah Issa, General Manager
- Dominique Jackson, 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 16, 2022. The meeting was convened using Zoom technology. Board President Anthony Priest called the meeting to order at 6:32 p.m.

II. Shareholders' Participation

There were two non-Board member shareholders in attendance during the meeting - Richard Bradshaw and Gabriella.

III. Approval of Meeting Minutes

Mr. Al Shazly *moved* to approve the October 19, 2022 Board of Directors Meeting minutes as presented. Ms. Yeh *seconded*. The motion carried unanimously.

IV. President's Report

Mr. Priest did not present a President's Report. However, he announced that Nina Yeh had a security question that would be discussed during the Board's upcoming Executive Session.

V. Management Report

Ms. Issa highlighted the following information from the full November 2022 Management Report:

- Assistant General Manager: Ms. Issa introduced the cooperative's new Assistant General Manager, Mr. Dominique Jackson, who began serving River Place East on Monday, November 7th.
- Convactor Cleaning: The convactor cleaning effort began on Monday, November 7th.
- In-Unit Inspections: The units are being inspected for leaks. Additionally, the smoke detectors are being checked; and the convactor valves are being checked to determine what side they are on, whether they are functioning properly, and whether the valves require lubrication. Ms. Issa thanked Pat Fairman for taking around the Office Assistant to clarify what should be checked during the inspections.
- Roof Leaks: Another roof leak occurred in Unit 1208 on Friday, November 11, 2022 after the roof was previously sealed three times in the affected area. Ms. Issa spoke with the roofing vendor who sent their team to the property. They found two small holes around the ducts that were dripping water. Testing was performed, and the source of the roof leaks was found. The area was properly sealed. Also, cracks were found around some of the ductwork. The roofing vendor is expected to submit a proposal for replacing the ductwork - documentation that will be forwarded to the Board for review upon receipt. No additional roof leaks have been reported since the latest repairs were performed. However, "Roof Leaks" will remain on the Board Meeting agenda at least one additional month to report whether any more leaks occurred between meetings.

- E. Tier Valve Replacements: Ms. Issa received a proposal from All Plumbing to replace tier valves in the building. She anticipates a bid from a second vendor (Eddie's Plumbing). The estimated cost to replace all of the valves in the building is \$25,000. One tier valve was replaced during the month of October 2022 during a water shutdown. ***Ms. Issa will relay the cost of the singular tier valve replacement to the Board once the invoice has been received.***
- F. Rooftop HVAC Units: A proposal was received from Welch & Rushe to replace the bulk of the rooftop HVAC units at a cost of \$152,000. Additionally, two quotes were received to replace the rooftop HVAC for Unit 1215 - one each from Densel Company and Welch & Rushe. ***Ms. Issa will forward information to the Board for review.***
- G. Variance Report: Management and the Board of Directors reviewed the latest variance report.
1. Ms. Issa explained several telephone bills were paid in September 2022 to the tune of \$5,000, as it seems FSR missed paying several bills. However, it does not appear any fees were incurred as a result of the late payments. Mr. Priest noted the incident was another failure by First Service Residential (FSR). Also, Ms. Issa stated most of the telephone lines have been switched to VOIP; and the Verizon lines that are not being used for the front doors, elevators, and other components will be eliminated.
 2. The "Entry System" line item was high for the month of September, as a bulk purchase of 100 FOBs was made.
 3. Regarding the "Fire Alarm" line item, 22 pull stations were replaced; and an outstanding bill from March 2022 was paid in September 2022. ***Ms. Issa will determine how many total pull stations are in the building and report back to the Board.***
 4. The higher than budgeted total for "Electricity" was the result of a payment timing issue. ***Ms. Issa will ask FSR whether it would be possible to switch the electricity bill payments to automatic payments. If that is possible, she will also ask FSR about automating the gas bill payments.***

VI. Treasurer's Report

- A. Account Balances: Ms. Issa reported the cooperative's delinquency total stood at \$210,803 as of September 30, 2022. The top 10 accounts make up approximately \$96,745, and are being actively pursued by management and legal counsel.
- B. Reserves: Ms. Issa announced, as of September 30, 2022, the reserve balance stood at \$575,244.
- C. Investments: ***An investment update will be added to future Treasurer's Reports.***

VII. Owners Association (OA) Report

Mr. Yeh was not in attendance during the previous OA Board of Directors Meeting, but announced the next OA Meeting would be held on Thursday, November 17th.

VIII. Committee Reports

- A. Smoking Committee: A report was not presented.
- B. Land Lease Committee: Ms. Fairman stated the most recent Land Lease Committee meeting covered discussions regarding prior efforts and the current commercial market conditions.
- C. Lobby Committee: Ms. Yeh reported Ms. Issa circulated estimates to the Board for repainting the lobby along with potential color palettes. Following a Board discussion, Mr. Priest ***moved*** to accept the proposal from staff member Leroy Ellison to repaint the lobby at a cost of \$1,600. Mr. Al Shazly ***seconded***. The motion carried unanimously. ***Ms. Issa will schedule the work to be done as soon as possible.***
- D. Windows Committee: Mr. Priest reported Robert Conkling has nearly wrapped up the report he provided in June 2022. (Please see Section IX.B of these minutes for a further discussion on "Windows".)

- E. Maintenance Cleanliness Committee: ***Maria Oliveira announced the latest report from the Maintenance Cleanliness Committee will be ready in time for the next Board of Directors Meeting. The report will include a prioritized list of items that need to be addressed throughout the building.***
- F. Roof Replacement Committee:
1. Mr. Benni reminded everyone that the Roof Replacement Committee was formed to make recommendations to the Board once the proposals had been received. Proposals have been received from three vendors - Building Envelope Consultants & Scientists (BECS), City Cool Roof, Genie Solar Energy, and NV Roofing. He suggested that Ms. Issa exclude non-Board members from her communications regarding the roof replacement project. ***Mr. Priest suggested having Ms. Yeh and Ms. Fairman submit the solar panel drawings to the Owners Association Board for review, discussion, and feedback to the East Board of Directors. Ms. Issa will forward the proposal from NV Roofing to Mr. Benni for review, as he could not confirm receipt. The goal is for the Roof Replacement Committee to offer a recommendation in advance of the next East Board of Directors Meeting.***
 2. Mr. Benni reported ventilation issues have been noted on the 12th floor. There is a buildup of dust and moisture on the roof due to the dryers and bathroom vents routing there. Mr. Benni suggested hiring an engineer to advise the Board on how to address the ventilation issue. Following a Board discussion, Mr. Benni ***moved*** that River Place East hire an air quality specialist to advise the Board concerning how to correct or improve the building's air quality at a cost not to exceed \$2,000. Mr. Al Shazly ***seconded***. The motion carried unanimously.

IX. Old Business

- A. Water Savings Program: Mr. Priest ***moved*** to enter into a three-year water savings program with Water Savings Inc. Mr. Al Shazly ***seconded***. The motion carried unanimously.
- B. Windows Proposal: Mr. Priest ***moved*** to approve a consulting contract with Building Envelope Consultants & Scientists for the windows project at a cost not to exceed \$5,000, subject to a review by legal counsel as well as final monitoring and approval by Karim Benni. Mr. Al Shazly ***seconded***. The motion carried unanimously.
- C. Stock Sales and Transfers: Mr. Priest ***moved*** to ratify the unanimous electronic decision of the Board of Directors to approve stock sales and transfers for 1035, 618. Mr. Al Shazly ***seconded***. The motion carried unanimously. ***Ms. Issa will ensure this topic is listed on future Board Meeting agendas.***

X. New Business

- A. Registration and Renewal Fees: This matter was listed on the Board Meeting agenda, but not discussed.

XI. Adjournment

Ms. Yeh ***moved*** to adjourn the November 16, 2022 Board of Directors Meeting at 7:46 p.m. Mr. Al Shazly ***seconded***. The motion carried unanimously.

The initial draft of these minutes was respectfully submitted by:

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