

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, APRIL 17, 2024

In Attendance – Board of Directors

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

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, April 17, 2024. The meeting was convened via Zoom conferencing. President Anthony Priest called the meeting to order at 6:41 p.m.

II. Shareholders' Participation

A shareholder relayed a noise issue they had been experiencing with an upstairs neighbor, and expressed concern that the upper unit may not have the minimum 80% carpeting coverage as required by the Corporation's governing documents. ***Management will look into the matter to ensure the flooring coverage rule is being upheld; and to determine whether the occupancy rules are being broken.***

III. Approval of Prior Meeting Minutes

Mr. Al Shazly ***moved*** to approve the February 21, 2024 Board of Directors Meeting minutes as presented. Mr. Hemraj ***seconded***. The motion carried unanimously.

IV. President's Report

Mr. Priest reported the following information:

- A. The April 2024 Board Meeting was the Corporation's last of the 2023-2024 fiscal year. There was a great deal of progress made with the building's physical infrastructure in 2023-2024. The current and 2024-2025 budgets will provide River Place East with more financial security and the ability to undertake various planned projects.
- B. Mr. Priest thanked his fellow Board members and the management team for providing helpful information during the March 2024 Annual Meeting.

V. Management Report

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

- A. **Earth Day Event**: The Owners Association held an Earth Day event that involved planting trees and shrubs around the community. Ms. Issa and Mr. Barrera worked to plant approximately 10 shrubs near the assistance animal area. Additional shrubs and trees will be planted.
- B. **Staff**: A member of the part-time concierge staff is leaving due to school, and will be relocating. The position has since been filled, and a new staff member will begin training on Friday, April 19th. The individual comes to River Place East from the North Building, and will split their time between both buildings.
- C. **Short-Term Rentals**: There were no illegal, short-term rentals noted during the months of February, March, or month-to-date in April 2024.

D. Major Repairs:

1. A generator replacement contract was signed with Potomac Generator with a delivery lead time of 35 weeks. Therefore, it is likely that the new generator will not be installed until late December 2024.
2. Proposals were being sought from the plumbers to reinsulate piping in the rear loading dock area.
3. A contract was signed for new railings in the lobby. The new railings were ordered, and are in production with an anticipated delivery lead time of eight to 10 weeks.
4. A contract was signed for the installation of a new canopy. Two samples of the fabric were obtained, and were presented to the Owners Association Board for a decision. The choice selected by the OA Board was sent to the vendor for next steps. The delivery lead time for the canopy is eight weeks.
5. C&L worked in the 08 tier to address electrical issues that were causing several dishwashers and garbage disposals to malfunction.
6. One of the pipes flooded the boiler room. Welch & Rushe was able to locate the leak which stemmed from a valve in a higher up area of the boiler room and flush the water out of the building. Things were returned to proper working order in a few days.
7. On Monday, March 18, 2024, Welch & Rushe also completed inspection and preparation work for the chiller in preparation for the upcoming cooling season. As of Tuesday, April 16th, the building had fully switched over to air conditioning.

E. Maintenance:

1. Leroy Ellison repaired the damaged corner steel plating in the basement.
2. Mr. Barrera met with Scheffres in early March to discuss their plan to install an access door to service Dryer No. 96 in the laundry room. They later performed that work on Wednesday, March 20th at no cost to River Place East.
3. Leroy finished painting Stairwell E, including the walls, floor, and railings. Eddie finished painting the walls in Stairwell A, and is currently working on the railings and floor. Ms. Issa clarified that lighting had only been installed in Stairwell E as of the April 2024 Board Meeting. Mr. Priest spoke in favor of having the same kind of lighting installed in all of the stairwells, and having a coating applied to seal the painted floors. Ms. Issa confirmed more lights will be installed once they have been ordered and delivered.
4. The loading dock rear entrance was repaired by Dorma Co.
5. Leroy finished painting the area that leads to the chicken wire and second floor garage, and finished the cover base.
6. Mr. Barrera met with a representative from CWI to inspect the balconies on the 12th floor.
7. Painting of the loading dock was completed by Eddie.
8. DMV Elevators began an overhaul of the elevators.
9. Carpet cleaning was completed by the in-house staff on Thursday, April 4th.
10. The lights were replaced in the lobby.
11. On Sunday, April 7th, Leroy completed the break room cleanup.
12. The sixth floor trash room wire cleanup was completed.

F. Roof Leaks: On Tuesday, March 19th, a roof leak infiltrated Unit 1209. NV Roofing repaired the issue on Friday, March 22nd.

G. Penthouse HVAC Issues: The resident from Unit 1212 reported their A/C was not working. Welch & Rushe repaired the issue during the day on Wednesday, April 17th. The resident submitted a “thank you” card in response.

H. Management Office: The installation of new flooring for the management office will begin on Friday, April 26th. The work is expected to take one week to complete. Final samples are anticipated from the contractor. ***Once the samples are provided, Ms. Issa will ask Board members to review them in the management office.***

I. Chicken Wire Storage: Mr. Yeh sought an update about damage done to the chicken wire storage areas, and inquired whether the areas are checked on a daily basis to prevent damage and misuse. Ms. Issa reported management is placing locks on unoccupied and illegally occupied storage spaces to prevent misuse, as the current system does not allow for limiting access only to authorized chicken wire storage users. ***Ms. Issa will speak with the access control vendor to discuss options.***

J. Financials:

1. As of Sunday, March 31, 2024, Accounts Receivable (delinquencies) totaled \$33,167 - a 7.8% increase in comparison to the end of February 2024. The top 10 arrearages totaled \$80,296.20 - a 1.8% increase in comparison to the month of February 2024. The total number of delinquent accounts increased from 19 to 21. The average delinquency amount as of March 31st was \$3,882.34. Ms. Issa was able to speak with three of those shareholders, and they were encouraged to look out for their new co-op fee amounts so that any necessary adjustments can be made.
2. Ms. Issa asked FSR to create different General Ledger codes for “Plumbing” and “In-Unit Services” related to bill backs.
3. Ms. Issa summarized the latest variance report and answered questions posed by Board members regarding the service being provided by FSR; laundry service income; the possible removal of “Late Fee Income” as a line item in the budget; ensuring all income and expenses are coded to the proper General Ledger Code; and a suggestion to install a camera in the break room for safety reasons using some of the banked IT labor costs.
4. Ms. Issa summarized the revisions made to the capital reserve budget. ***A few additional revisions will be made based on feedback from Board members during the April 2024 Board Meeting, including the application of a singular color to denote all unplanned reserve expenditures.***

VI. **Treasurer’s Report**

Ms. Crawford reported starting paperwork with four financial institutions on behalf of the Corporation, including SECU, Sandy Spring Bank, Live Oak Bank, and Lafayette Federal Credit Union. All of the banks were offering a return on investment of over four percent for low risk instruments. There are two additional banks Ms. Crawford has not yet contacted, but has begun the necessary paperwork.

VII. **Owners’ Association (OA) Report**

Ms. Yeh reported the following information with input from Ms. Fairman:

- A. The former President and Treasurer of the OA Board of Directors resigned. A new President and Vice President have since been appointed, but a new Treasurer is still to be determined.
- B. A new patrol contract is in the works, with a transition anticipated in late-April or mid-May 2024. Everyone was asked to anticipate a period of transition which will require patience.
- C. The pool repair project is ongoing.

VIII. **Committee Reports**

- A. Community Wellness Committee: Ms. Yeh reported the following information:
 1. The goal of the new lighting with fans in the lobby is to help remove cooking odors that filter in from units.
 2. There have been no recent reports of smoking.
- B. Land Lease Committee: Ms. Fairman reported there is currently no one representing River Place to the Rosslyn Business Improvement District (BID). A volunteer is needed to serve in that capacity.
- C. Common Area Committee: Ms. Yeh reported the following information:
 1. Ms. Yeh commended the management team for going to Costco to purchase lights for the lobby.
 2. Once the vendor sends dimensions to Ms. Issa for review, the new railings will be fabricated.
 3. The lobby floors will be acid washed.
 4. Some of the furniture has been purchased, and is currently in the management office.
 5. The goal is to complete the Lobby Renovation project by June 2024.
- D. Window/Roof Committee: Mr. Benni reported Building Envelope Consultants & Scientists (BECS) has been assisting with rectifying warranty issues with 12th floor windows. The Window/Roof Committee will have a set of recommendations for the Board’s consideration by the end of April 2024.

- E. Maintenance Committee: Ms. Crawford reported the following information:
1. The management team and committee members were recognized for their work to ensure the list of maintenance projects is addressed. ***A building walk will be scheduled to look at the status of the projects on the list.***
 2. Ms. Crawford relayed her appreciation for the appearance of the lower level stairwells.
- F. Personnel Committee: Ms. Yeh reported the following matters:
1. Ms. Yeh recognized James Gatling for his work to maintain a pleasant smell for the basement level. She suggested recognizing him for his work. Ms. Issa reported she and Ms. Barrera are working on a recognition program - the details of which will be shared with the Board for input and approval. The tokens associated with the program were scheduled to arrive on Friday, May 3rd, and will be used in exchange for tangible rewards. ***The recognition program will be discussed during the May 2024 Board of Directors Meeting.***
 2. Ms. Yeh expressed looking forward to the Echo Room being cleaned up.

IX. Old Business

- A. Accounting: Mr. Priest announced this matter was raised by Ms. Yeh earlier during the meeting.

X. New Business

- A. Ratification - Unit Sales and Shares Transfers: Mr. Al Shazly ***moved*** to ratify the unanimous electronic votes of the Board of Directors to approve the sales and shares transfers for the following units (all with full approval): 506, 543, 621, 702, 732, and 828. Ms. Fairman ***seconded***. The motion carried unanimously.
- B. New - Unit Sale and Shares Transfer: ***Full approval will be sought from the Board for the sale and shares transfer of Unit 341.***
- C. Minutes: Ms. Issa updated the Association's website with the approved Board Meeting minutes, and sent sets of minutes to the shareholders who requested them during the 2024 Annual Meeting.
- D. Appointment of Officers: Following nominations and discussions, the following Board of Directors slate was approved ***by unanimous consent*** for the 2024-2025 Board year:
- Nina Yeh, President
Anthony Priest, Vice President
Cassandra Crawford, Treasurer
Karim Benni, Secretary
Hassan Al Shazly, Pat Fairman, and Anand Hemraj, Directors

Also, the ***consensus*** was to appoint Hassan Al Shazly as the East Building's representative to the River Place Owners Association. Anand Hemraj will serve as the backup rep to the OA.

Appreciation was expressed to Anthony Priest for his leadership and work as Board President for the previous two years.

XI. Adjournment

The April 17, 2024 Board of Directors Meeting was adjourned at 8:03 p.m. No Executive Session was required.

The next Board of Directors Meeting was scheduled for Wednesday, May 15, 2024 at 6:30 p.m.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
Service