

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 19, 2023

In Attendance – Board of Directors

- Anthony Priest, President
- Nina Yeh, Vice President
- Hassan Al Shazly, Director
- Patricia Fairman, Director
- Anand Hemraj, Director

Regrets - Board of Directors

- Cassondra Crawford, Treasurer
- Karim Benni, Secretary

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, July 19, 2023. The meeting was convened in person in the Multi Purpose Room. Board President Anthony Priest called the meeting to order at 6:33 p.m.

II. Shareholders' Participation

A shareholder thanked Anthony Priest for his work on behalf of all River Place East shareholders. (2) The shareholder inquired whether there has been a resolution drafted regarding the business name for River Place East. Ms. Issa stated she and Mr. Priest recently completed that action, and secured two “Doing Business As/DBA” names for the Corporation. Mr. Priest added the action allowed the Corporation to open an account with a new financial institution. (3) The shareholder asked about the status of the reserve study. Ms. Issa stated the most recent reserve study was performed in 2021. (4) The shareholder requested the posting of all sets of previous Board Meeting minutes. ***Ms. Issa stated the approved Board Meeting minutes from 2021 onward will be posted.***

III. Approval of Prior Meeting Minutes

Mr. Hemraj ***moved*** to approve the June 28, 2023 Board of Directors Meeting minutes as presented. Ms. Fairman ***seconded***. The motion carried unanimously.

IV. President's Report

Mr. Priest presented a President's Report. **However, the sound was muffled and he could not be clearly understood.**

V. Management Report

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

- A. **Staffing**: Willy Berrera began working as the new Assistant General Manager for River Place East as of Monday, June 26, 2023. Management is still in search of a part-time member of the concierge team and a cleaner.
- B. **Short-Term Rentals**: No illegal rentals were noted in the timeframe between the June 28, 2023 and July 19, 2023 Board of Directors Meetings.
- C. **Common Area Matters**:
 1. Management walked the boiler room with Welch & Rushe and anticipates a proposal.
 2. A proposal for \$15,000 was obtained to address the hot water issues in the building. As a temporary solution, the temperature was decreased.
 3. The trash chutes were cleaned on Thursday, June 8, 2023.
 4. On Thursday, July 6, 2023, Welch & Rushe repaired the issue with the hallway air temperatures.

5. After attempting to have them visit the property for several days, ThyssenKrupp came to River Place East on Monday, July 10, 2023 and repaired a frayed elevator cable.
 6. The convector cleaning concluded on Wednesday, July 12, 2023.
 7. A basement leak originated from the A/C piping. All Plumbing was scheduled to repair the issue on Thursday, July 27th. It will be required to shut off the water in the building to complete the repair.
- D. Roof Leaks: No roof leaks were reported since the previous Board Meeting.
- E. Penthouse HVAC Issues: No HVAC issues were reported since the previous Board Meeting.
- F. Front Desk and Lobby Area: The committee met during the day on Wednesday, July 19th and discussed options to move forward with improvements to the front desk and lobby area. (Please see Section VIII.B for more information on this matter.)
- G. Accounts Receivable (Delinquencies): As of Wednesday, May 31, 2023, the Corporation's Accounts Receivable balance totaled \$236,718. The top 10 accounts in arrears combined for a total of \$84,865 - a decrease of 1.4% in comparison to the month of April 2023.
- H. Reserve Funds: The Corporation had \$821,445.06 in reserve funds as of Friday, June 30, 2023. During the month of May 2023, a total of \$41,667 was contributed to the reserves.
- I. Variance Report: Ms. Issa highlighted a few line item variations as noted in the latest Variance Report.

VI. Treasurer's Report

Please see Sections V.G through V.I of these minutes.

VII. Owners' Association (OA) Report

The discussions held during the OA Report could not be clearly heard.

The Board of Directors ***agreed by unanimous consent*** to have Nina Yeh serve as the East Building's representative to the Owners Association.

VIII. Committee Reports

- A. Smoking Committee: Ms. Yeh reported the following information:
1. The Smoking Committee had messaging posted to the lobby monitor regarding smoking-related matters.
 2. There have been issues with people drinking and smoking in the garage. Concerns were raised with Ms. Issa as well as OA Manager Terry Presmont, and a request was raised to place "No Smoking" signage in the garage. ***Ms. Presmont agreed to order the signage.***
 3. A discussion was held regarding a smoking violation that is being addressed, as well as the fines that can be levied against a shareholder for such violations.
- B. Common Area Committee: Ms. Yeh reported the following information:
1. As announced during the Management Report, Ms. Yeh announced the Common Area Committee met during the day on Wednesday, July 19th. They have an approved budget for updating the lobby area, and the committee is working to secure accurate proposals for the Board's approval to perform the work.
 2. The elevators will be updated with panels to prevent people from damaging the sides.
 3. From the sixth floor downward, the stairwells will be repainted. Also, the garage entrance/exit area will be repainted.
- C. Personnel Committee: Ms. Yeh previously relayed to Mr. Barrera that an extra person is needed to assist with building cleaning.

(No additional committee reports were presented.)

River Place East Housing Corporation (RPEHC)

DRAFT Minutes from the Board of Directors Meeting – Wednesday, July 19, 2023

IX. Old Business

- A. Laundry Contract Bids: The Board of Directors approved a laundry contract with Scheffres in June 2023. Once the contract is signed, management will arrange a date to have Caldwell & Gregory remove their machines from the property prior to the expiration of their contract; and to have Scheffres bring in their machines.
- B. Elevators: Please see Section V.C.5 of these minutes. Additionally:
 - 1. Ms. Issa reported ThyssenKrupp finally came to the property to resecure the call button box.
 - 2. A sheet of drywall is needed to cover up the space where the mirror was previously in place.
 - 3. The broken elevator mirrors have been removed.

X. New Business

- A. Sales and Transfers: Ms. Yeh *moved* to approve the sale and transfer of Unit 1033. Mr. Hemraj *seconded*. The motion carried unanimously.

XI. Adjournment

The July 19, 2023 Board of Directors Meeting was adjourned to Executive Session at 7:50 p.m. for the discussion of personnel matters.

The initial draft of these minutes was respectfully submitted by:

The Professional Documents
■■■ Service