

**RIVER PLACE EAST HOUSING CORPORATION (RPEHC)**  
**MINUTES FROM THE BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, AUGUST 16, 2023**

**In Attendance – Board of Directors**

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

**Regrets - Board of Directors**

- Anand Hemraj, 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, August 16, 2023. The meeting was convened via Zoom conferencing. President Anthony Priest called the meeting to order at 6:50 p.m due to connectivity issues.

**II. Shareholders' Participation**

No questions or comments were raised by shareholders.

**III. Approval of Prior Meeting Minutes**

Mr. Al Shazly *moved* to approve the July 19, 2023 Board of Directors Meeting minutes as amended. Ms. Yeh *seconded*. The motion carried unanimously.

**IV. President's Report**

Mr. Priest announced that his report would be presented during Executive Session.

**V. Management Report**

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

- A. Staffing: Management is still in search of someone to serve as a part-time member of the concierge team, as well as a cleaner. The part-time position will be discussed during the next River Place Managers Meeting.
- B. Short-Term Rentals: No short-term rentals were noted since the previous Board Meeting.
- C. Common Area Matters:
  1. On Wednesday, July 26<sup>th</sup>, a hallway leak occurred on the 11<sup>th</sup> floor. Plumbing and drywall repairs were performed in response.
  2. On Friday, August 4<sup>th</sup>, basement color samples were applied in the back section of the loading dock hallway. It was asked that the Board take a look at the colors and offer feedback.
  3. Heart National performed duct cleaning beginning Wednesday, August 9<sup>th</sup> and concluding on Friday, August 11<sup>th</sup>.
  4. The second floor elevator mirror was replaced, and the wall was repaired on Thursday, August 10<sup>th</sup>.
  5. A new trash container was delivered on Thursday, August 10<sup>th</sup> to replace the deteriorated container.
  6. A notice was sent out on Friday, August 11<sup>th</sup> informing everyone that nine paid storage units were available for rent. One of them has since been rented.

7. On Friday, August 11<sup>th</sup>, the roof vegetation was cleared to bring it in compliance with the requirements of Insurance Risk Management. Going forward, Mr. Priest suggested that the action take place in March or April to avoid the summer heat. ***Ms. Issa stated the task will be added to the preventative maintenance schedule.***
8. The freight elevator has been fixed, and there is no longer a humming noise.
9. Ms. Yeh reported there have been instances of the patrol team members not being in uniform. She will raise the issue during the next Owners Association Meeting to be held on Thursday, August 24, 2023.

D. Roof Leaks:

1. On Monday, July 31<sup>st</sup>, a roof leak occurred into Unit 1116. On Wednesday, August 9, NV Roofing sealed the leaking section of roof.
2. NV also found a leak stemming from the balcony of Unit 1206 into Unit 1116. Work to seal that leak was scheduled for Friday, August 18<sup>th</sup>.

E. Penthouse HVAC Issues: An HVAC issue in Unit 1206 was reported. A technician looked at it from the rooftop during the day on Wednesday, August 16<sup>th</sup>. They have scheduled for it to be looked at by NV Roofing on Friday, August 18<sup>th</sup> from inside Unit 1206.

F. Front Desk and Lobby Area: The Common Area Committee met during the day on Wednesday, July 19<sup>th</sup> to discuss options for moving forward with improvements to the front desk and lobby area. They also met with the contractor again to take final measurements for updating the proposals. Bids were received by the committee for cleaning and repair of the lobby floor. A request was put in for the steel plating proposal to be updated to include plating a portion of the loading dock. The work can begin as soon as a sufficient proposal is received. Mr. Priest authorized the General Manager to move forward with the steel plating work if she found the proposal to be reasonable without exceeding \$5,000.

G. Management Office: Management is looking into having the carpets removed from the management office and replacing it with new flooring before the end of 2023. A flooring replacement quote was requested on Thursday, August 10<sup>th</sup>. A vinyl flooring option was recommended by management.

H. Accounts Receivable (Delinquencies): The ground rent was paid, and an invoice was received for the period of July 1, 2023 through September 30, 2023. The next payment will be due in October 2023. As of June 30, 2023, the Corporation's Accounts Receivable (delinquency) balance totaled \$237,765. The top 10 accounts in arrears combined for a total due of \$84,579 - a decrease of 0.06% in comparison to the month of May 2023. Three accounts were closed out, leaving 18 accounts in arrears. The average account delinquency is for \$4,698.

I. Reserve Funds: The Corporation had \$821,445.06 in reserve funds as of Monday, July 31, 2023.

J. 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.H and V.I of these minutes. ***Ms. Issa offered to look further into why electricity costs increased so significantly, and will email her findings to the Board.***

## VII. Owners' Association (OA) Report

Ms. Yeh reported the most recent OA Board Meeting lasted 2.5 hours. A great deal of discussion was held concerning the formation of committees to address specific issues, with several committees established as a result. Another topic of discussion was snow removal services.

## VIII. Committee Reports

- A. Smoking Committee: Ms. Yeh reported the Smoking Committee posted signs for “No Smoking” around the pool area that have helped reduce some of the issues being experienced. There will also be “No Smoking” signs posted around the garage. Ms. Yeh suggested putting up cameras due to people still breaking the rules and ignoring the signs/notices prohibiting smoking. ***Ms. Issa stated she would request a proposal for a camera to be installed at the garage entrances as well.***
- B. Common Area Committee: Ms. Yeh asked Ms. Issa if a common area painting proposal had been received. However, Ms. Issa informed her the painter is currently attending to another project.
- C. Window Committee: Mr. Benni announced the committee planned to hold their next meeting early during the week of August 21<sup>st</sup>.
- D. Roof Project Committee: Mr. Benni announced the committee does not want to take any action until the window problem has been resolved.

(No additional committee reports were presented.)

## IX. Old Business

- A. Laundry Contract Bids: Ms. Issa announced a laundry contract was signed with Scheffres, and is moving forward. A letter will be sent out to residents along with an envelope containing instructions, a pamphlet for what to expect, and a complimentary \$5 laundry card. The old machines will be removed on Monday, September 4<sup>th</sup> and Tuesday, September 5<sup>th</sup>. The new machines will be installed on Wednesday, September 6<sup>th</sup> and Thursday, September 7<sup>th</sup>.
- B. Elevators:
  1. Three bids were received for elevator maintenance. At the recommendation of Ms. Issa (since the rest of the River Place buildings use the same service provider, and favorable results were received), Mr. Al Shazly ***moved*** to approve an elevator maintenance contract with ETL. Ms. Fairman ***seconded***. The motion carried with one abstention (Karim Benni).
  2. The broken elevator mirrors have been removed. A sheet of drywall will need to be installed to cover the space where the mirror was previously in place.

## X. New Business

- A. Sales and Shares Transfers:
  1. The Board of Directors ***ratified*** their unanimous electronic vote to approve the sale and shares transfers for Units 122 and 536.
  2. Management received all of the missing information regarding the sale of Unit 917. ***The information will be reviewed by the Board of Directors before a decision is made.***
- B. Elevator Steel Diamond Plating: See Section V.F of these minutes.

## XI. Adjournment

The August 16, 2023 Board of Directors Meeting proceeded into Executive Session at 7:32 p.m. for the discussion of personnel matters.

The initial draft of these minutes was respectfully submitted by:

**The Professional Documents**  
\*\*\* Service