

River Place East  
Board of Directors Meeting  
Wednesday, January 17, 2007

<b>Present:</b>	<b>Mr. Brian Fredericks</b> <b>Mr. Hiranya Maru</b> <b>Mr. Darrell Rison</b> <b>Ms. M.J. Schmelzer</b> <b>Mr. Anthony Priest</b>	<b>President</b> <b>Secretary</b> <b>OA Representative</b> <b>Director</b> <b>Director</b>
<b>Asbent:</b>	<b>Mr. Randy Morrow</b> <b>Mr. John Curle</b>	
<b>Management:</b>	<b>Ms. Carol Brooke</b>	<b>Building Manager</b>
<b>Others:</b>	<b>Ms. Sandra Pickron</b>	<b>Recording Secretary</b>

**I. CALL TO ORDER**

Mr. Fredericks called the meeting to order at 6:04 p.m.

**II. SHAREHOLDER PARTICIPATION**

Mr. Hashmat Ali addressed the Board regarding an issue where maintenance entered his unit to perform work. Mr. Ali stated that he was unsure as to why maintenance entered the unit, yet during the process, the bathroom mirror was cracked, and upon completion of the work, maintenance replaced the mirror in two pieces instead of one. Further, Mr. Ali stated that several days later he noticed a small tear to his large leather sofa. Mr. Ali reported that the tear was undetectable unless you actually sat on the sofa, which is why he did not report the damage until November 14<sup>th</sup>. Ms. Brooke informed the Board that maintenance entered the unit during a tier shutdown, which required the bathroom mirror be removed. In addition, Ms. Brooke stated that Mr. Ali reported the damage to the mirror the day after the incident, yet the damage to the sofa was not reported until two weeks later. Mr. Ali asked for the Board's consideration in replacing the mirror, as well as splitting the cost of the sofa purchased two years ago for \$699.00.

**MOTION: Mr. Priest moved, Ms. Schmelzer seconded, to approve replacing the mirror. In addition, the Board approved reimbursing the owner at no greater than \$100. The motion passed unanimously (5-0-0).**

Comment: I do not remember this. I thought the motion was just to replace the mirror. We all felt that there was no evidence for sofa damage! Right?

**III. APPROVAL OF MINUTES**

**Minute-By-Minute**

Ms. Schmelzer stated that she would like future minutes to include the names of Board members that are absent.

**MOTION: Ms. Schmelzer moved, Mr. Rison seconded, to approve the minutes from the December 13, 2006 Board meeting as amended. The motion passed unanimously (5-0-0).**

#### **IV. OFFICER'S REPORTS**

##### **President's Report**

Mr. Fredericks reported that the President's report was distributed electronically.

##### **Treasurer's Report**

The Treasurers report was distributed electronically. Mr. Fredericks stated that he did not notice a delinquency report, and questioned why it was not in the report. Ms. Brook replied that since the information in the delinquency report is private, it is excluded. Mr. Fredericks requested that the delinquencies be made available before the meeting. The Board discussed the upcoming elections, and the terms of five of the Board members up for nomination. In addition, the issue of Blue Army was discussed, where Ms. Brook stated that she has spoken with the representative of Blue Army and he implied that he is unwilling to give back the money, yet, he would return the 4-ton air conditioning unit. Ms. Brook stated that she advised him that the Association wanted the money back. Mr. Priest suggested that Ms. Brooke contact him and advise him of the issues and let him know that the Board would like to resolve the matter without involving Legal Counsel. Further, Mr. Fredericks stated that if he was not responsive, she should contact Legal Counsel and have him draft a letter to Blue Army regarding the issues and proceed from there.

##### **OA Report**

The OA report was distributed electronically. Mr. Priest addressed the issue of activity base costing, asking if square footage would actually influence the amount of insurance, and what the Association is having insured. Mr. Rison stated that it was the replacement value of the whole complex being insured in the event of a catastrophe. In addition, Mr. Rison stated that should the Board go down that path, the issue of the balance of commercial property should be addressed, as commercial property represents 5% of the finances, 5% of the budget, and less than 5% of the square footage. Further, Mr. Rison expressed concerns that since there are three individuals in the South building that vote together, someone should look into what will happen. The Board in agreement expressed their concerns, with Mr. Fredericks stating that he was concerned that there would be different assessments for each building.

### **Manager's Report**

Balconies – Mr. Fredericks recommend moving forward with the balcony repairs, and stated that the North building is motivated to do the balcony repairs this fiscal year. Mr. Fredericks stated that he informed the North building that he would serve as the representative to Leach Wallace and is prepared to do the same with the East and West buildings. Mr. Frederick also reported that during a meeting with Richard Johnson it was determined that he is seeking to obtain one contract between the buildings as opposed to obtaining separate contracts with each building. In addition, Mr. Fredericks stressed that although there would be one contract, billing for each building would be separate. Mr. Fredericks stated that as the Board has never shared a project among buildings, he would recommend trying it. Mr. Fredericks stated that he would be willing to serve as the representative of the East building. Mr. Maru expressed concerns that this was a huge commitment, and asked if it is needed. Mr. Fredericks replied that the study indicates that there is a need, and added that it is very important because he does not want to encounter an issue with concrete hitting someone.

**MOTION: Mr. Priest moved, Ms Schmelzer seconded, to appoint Mr. Brian Fredericks as the East representative for the balcony committee. The motion passed unanimously (5-0-0).**

Extermination – Mr. Maru addressed the increase of roaches, particularly in the hallways. Ms. Brooke reported that Unit #231 reported that they have noticed a lot of activity in the hallway, and added that several homeowners are spraying both inside the unit and in the hallway. In addition, Ms. Brooke reported that upon a walkthrough in Unit # 228, it was noted that there was a lot of infestation, both alive and dead. Ms. Brooke said that the rotation continues, and the second and first floor are scheduled for extermination. Mr. Maru stated that the infestation is very bad and asked Ms. Brooke to have someone come out and do a complete sweep of the floor.

ACH – Ms. Brooke reported that ACH is working with the exception of a few isolated cases.

Unit 504 – Ms. Brooke reported that the residents reported a heat issue in the unit, yet upon inspection, she determined that the living room was registering at 79° and the bedroom was registering at 76°. Ms. Brooke stated that she believed the difference in temperature was a result of an old riser unit being in the living room, and a new riser being in the bedroom. In addition, Ms. Brooke stated that she believed a lot of the issue was cultural, as the residents are from the Brazil.

Elcon Issue – Mr. Fredericks asked if there had been any feed back from Elcon as to when the wiring was expected to go in. Ms. Brooke stated that the ordering of materials takes two the three weeks, and she anticipates a delivery date some time around the end of January or early February. Further, Ms. Brooke stated that she

has three proposals, with the leader being Artistic Interior; and added that the other two companies are dragging their feet.

Virginia Fire Protection – Ms. Brooke reported that she spoke with Virginia Fire Protection today who stated that they would be doing a pre-test on Friday.

Finance – Mr. Priest asked for clarity on several of the line items on the balance sheet and the expense report, stating that he was unsure if some of the balances were correct and unsure if some of the numbers on the expense report were accurate. Ms. Brooke stated that she wasn't sure, but would check with the accountant and report back to the Board. Mr. Priest asked Ms. Brooke to consult the Board with questions once she received a response for the accountant, as opposed to posting inaccurate numbers.

### **Incident Report**

Replacement of Fuse – Ms Brooke reported an incident where the homeowner is continually blowing fuses due to renovations in the unit where the contractor is using a 220 volt commercial sander. Ms. Brooke stated that she advised the owner that the contractor wasn't allowed to use high voltage equipment, and should it continue the homeowner would be cited, and the contractor banned from the property. Mr. Fredericks asked if it was possible to have fuses at the front desk so that homeowners could purchase them at the front desk. Mr. Priest replied no, as the convenience store is open until 11:00 p.m. and homeowners can purchase fuses from the store.

## **V. APPROVAL OF UNIT SALES**

**MOTION: Mr. Priest moved, Mr. Maru seconded, to approve the sale of units # 804, # 810 and # 818. The motion passed unanimously (5-0-0).**

**MOTION: Mr. Priest moved, Mr. Maru seconded, to approve the sale of unit # 704 without consideration. The motion passed unanimously (5-0-0).**

## **VI. OLD BUSINESS**

Board Goals – Mr. Fredericks stated that the 1<sup>st</sup> and 2<sup>nd</sup> Board goals have been accomplished.

Storage Area Update – Mr. Fredericks indicated that work on 3B has been completed and requested that Mrs. Brooke include pictures in the future. In addition, Mr. Fredericks indicated that he has spoken with the owner of 3A regarding the proposal and informed her that the ADA compliance needs to be discussed.

FIOS from Verizon – Mr. Fredericks asked if the Association was in possession of the contract from Verizon. Ms. Brooke replied yes, and added that she is concerned as the contract has some blank pages. A board member asked what the benefits to installing FIOS were. Mr. Maru stated that the benefits would be an increase in speed, both cable and internet, and the competition of a new vendor.

Revised Renovations Policy Recommendation – Mr. Priest stated that he would like to see the “goal” column reflect a revision date indicating the last time they were updated, and to re-name the title of the “time frame” column. Ms. Brooke stated that it would be re-titled “time frame/goal”. Mr. Fredericks asked Ms. Brooke to clean the report up so that it can be presented at the Annual Meeting.

Bike Room – Ms. Brooke reported that there hasn’t been any progress on the bike room; however, she stated that some of the bikes have been removed.

#### **AFFIRMATION OF ELECTRONIC ACTION ITEMS**

**MOTION: Mr. Priest moved, Mrs. Schmelzer seconded, to confirm the electronic actions on the camera installation and the Amerada Hess contract. The motion passed unanimously (5-0-0).**

#### **VII. NEW BUSINESS**

12<sup>th</sup> Floor Gate Issue – Mr. Fredericks directed Ms. Brooke to draft a letter to the shareholders informing them that the results of the survey revealed that the majority of the homeowners wanted the gates be secured against the walls at all times. In addition, Mr. Priest stated the letter should state that the Board perceives the open gates to be a safety issue and would like to keep them open to minimize obstruction to the hallway.

Renovations Proposal for Unit #810 – Mr. Fredericks stated that since the resident of unit # 810 is not a shareholder the Board would not approve the proposal for renovations. However, Ms. Brooke indicated that the shareholder signed off on the request for renovations, whereupon the Board made a motion to accept the proposal.

**MOTION: Mr. Priest moved, Ms Schmelzer seconded, to approve the proposal for renovations contingent on the homeowner using a state licensed contractor, and the homeowner is careful and considerate as to not disturb other homeowners, as stipulated in the by-laws. The motion passed unanimously (5-0-0).**

[Mr. Maru left at 8:10 p.m.].

Draft Budget – Ms. Brooke provided an explanation to the budget report stating that the highlighted column reflects a 0% increase and the column to the right of it reflects a 3% increase, adding that either way the report reflects a balanced budget. Mr. Fredericks and the Board discussed several items from the budget, stating that overall the budget was pretty close, whereupon Mr. Fredericks directed Ms. Brooke to take another look at the gas figure; registration figure; antenna figure; work orders figure; and the storage rent. Further, Mr. Fredericks indicated that the figures for the riser project and the OA should be increased, and to show a projection for the new person not hired yet.

**VIII. NEXT BOARD MEETING**

Mr. Fredericks stated that in preparation for the Annual Meeting, Ms. Brooke should advise homeowners that accounts in arrears in excess of \$100.00 should be brought current, as well as ensuring that the addresses of overseas homeowners are complete. Ms. Brooke stated that she was on top of that.

Upcoming Events:

February 21, 2007 – Board Meeting (finalize budget before Annual Meeting)

March 28, 2007 - Annual Meeting

**IX. ADJOURNMENT**

**MOTION: There being no further business, Mr. Priest moved, Ms. Schmelzer seconded, to adjourn the meeting at 8:42 p.m. The motion passed unanimously (4-0-0).**

Respectfully submitted,

\_\_\_\_\_  
Sandra Pickron, Secretary

DATE APPROVED: \_\_\_\_\_

ATTESTED BY: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

**Minute-By-Minute**