

**RIVER PLACE EAST
BOARD OF DIRECTORS MEETING**

WEDNESDAY, DECEMBER 17, 2014

Present:	Mr. Hiranya Maru	President
	Mr. Jeff Walyus	Treasurer
	Ms. M.J. Schmelzer	OA Representative
	Mr. Harry Lawrence III	Secretary (via telephone)
Not Present:	Mr. Brian Fredericks	Director
	Mr. Karim Benni	Director
	Mr. Rob Vignato	Director
Management:	Mr. Andre Baker	Building Manager
Others:	Ms. Sarah Tyson	Recording Secretary

I. CALL TO ORDER:

Mr. Maru called the meeting to order at 6:00 pm.

II. SHAREHOLDER PARTICIPATION:

Mr. Conkling, E-1208: Mr. Conkling asked the Board if there was any response to his suggestion from last month's meeting concerning an opinion from Legal Counsel about the lobby renovations and ADA considerations. Mr. Maru stated that the Board has taken his suggestion into consideration. Ms. Schmelzer stated that the Board has gone back to the drawing board for the lobby renovation project. The Board is looking into making changes that would not require any County permits. Mr. Conkling asked if the 12th floor space will be included in the tuckpointing project. Mr. Baker stated that the 12th floor space is being considered in the project bids. Mr. Conkling stated that four of the shareholders on the 12th floor sent a letter to the Board and requested a response by December 15th. Mr. Maru said the Board is working to send a written response in the next two to three weeks.

III. APPROVAL OF MINUTES:

MOTION: Ms. Schmelzer moved, Mr. Maru seconded, to approve the minutes of the November 19, 2014 meeting as presented. The motion passed unanimously (4-0-0).

IV. OFFICER'S REPORT:

PRESIDENT'S REPORT:

There was no report.

TREASURER'S REPORT:

Mr. Walyus stated that this month's Financials are normal. He reported that the Admin charges from Zalco have stopped.

OA REPORT:

There was no report.

MANAGEMENT REPORT:

Mr. Baker provided a written report for the Board and commented on the following:

- New Electronic Package Retrieval System: new software has been purchased. This software will make the intake of packages much smoother. Packages will be catalogued by tracking number. Residents will get an email from the third party carrier and an email from the concierge that the package has been logged and is ready to be picked up. This new system will begin on January 5th. Residents will have a twenty-day grace period to become fully registered with the Management Office. Once the grace period ends, Management will not accept packages for people not in the system.
- Landscaping: the OA has installed new sod in the front of the building.
- Natural Gas: the broker Management uses for Natural Gas is advising against obtaining a contract due to market rates being very low. Per his analysis, rates will not increase (if at all) until late February.
- Tuckpointing: Jim from CWI will be coming to the January Board Meeting to outline the tuckpointing project, answer questions, and provide clarity. He will go over the specifics of the base bid and additional options. He has set aside the latter part of March in case the Board does want to engage. If the project begins in March, it should be completed by the end of August/early September.
- Laundry room: this is the last year of the Coinmac contract. A letter will be sent to Coinmac stating that the contract will not be renewed. Mr. Baker's first choice of Laundry vendor is Caldwell & Gregory. Mr. Maru asked Mr. Baker to get the North and South contracts since they are having a positive experience with Coinmac.
- Mailroom Renovation: there is a standing quote for this work.
- Elevator remodel: the first bid has been received. There are multiple parts to the quote. A full remodel is about \$700,000. To replace the door controls and call switches is about \$70,000. Mr. Baker is still soliciting other bids for this work. Mr. Maru would like ElCon to come to the January meeting.
- Holiday party: it is Friday in the office and lobby.
- Audit: the final audit will be released by the end of the month.

V. ACTION ITEMS

There were no Action Items.

VI. NEW BUSINESS

There was no New Business.

VII. UNIT TRANSFERS:

- E-533 Vladimir Etlin; transfer to trust

MOTION: Mr. Maru moved, Ms. Schmelzer seconded, to approve the transfer of Unit 533. The motion passed unanimously (4-0-0).

VIII. OLD BUSINESS

There was no Old Business.

IX. ADJOURNMENT

The meeting was adjourned at 6:31 pm.

X. EXECUTIVE SESSION

The Board moved to Executive Session at 6:32 pm.

XI. NEXT BOARD MEETINGS

January 21, 2015 – Regular Board Meeting
February 18, 2015 – Regular Meeting
March 25, 2015 – Annual Shareholder’s Meeting