

River Place East Housing Corporation (RPEHC)

**FINAL MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 16, 2015 – 6:00 P.M.**

In Attendance – Board of Directors

- Hiranya Maru, President
- Jeff Walyus, Treasurer
- Karin Banni, Director
- Brian Fredericks, Director
- Harry Lawrence, III, Director
- M.J. Schmelzer, Director

Regrets – Board of Directors

- Cassandra Crawford, Director

In Attendance – Property Management & Legal Counsel

- Andre Baker, General Manager
- Attorney Raj Patel, Legal Counsel from Doumar Martin, PLLC

I. Call to Order

The Board of Directors of the River Place East Housing Corporation held a meeting on Wednesday, December 16, 2015. The meeting was called to order at 5:58 p.m.

II. Shareholder Participation

Robert and Carolyn Conkling, E-1208: (1) What is the status of the window audit? Shareholders would like to bring this matter to a close, and would like more prompt and careful responses to all matters going forward.

(2) What is the status of the Process and Procedures audit, and when will the results be released to shareholders?

(3) When will the report be released concerning the vote recount from the Annual Meeting?

Responses: (1) Mr. Maru explained that the Board of Directors is now submitting feedback to the auditors – Goldklang Group CPAs – concerning the language in the second draft of the window audit. The Board is making every effort to finalize the audit with the assistance of Goldklang. (2) Mr. Baker relayed that the Process and Procedures audit has been finalized by the Board of Directors. *The Board will discuss with legal counsel whether to release the final version of that audit to shareholders.* (3) Mr. Baker explained that the Annual Meeting vote recount took place in September 2015. A report concerning the recount has been submitted to the Board of Directors for review, and is in the process of being finalized.

Catherine Labib, E-1206: What is the status of the illegal short term rental of a 10th floor unit?

Response: Mr. Baker explained that the corporation received a notice from the county that the unit had been foreclosed upon. This gave the corporation greater control over the unit, and the locks have since been changed to prevent unauthorized access.

(At this juncture, the Board of Directors temporarily adjourned the open session at 6:21 p.m. and moved into an Executive Session to discuss confidential corporation matters. The Board of Directors later reconvened the open session at 7:20 p.m.)

III. Approval of Prior Meeting Minutes (November 18, 2015)

Mr. Maru noted there are changes to be made to the November 18, 2015 Board of Directors meeting minutes. As a result, approval of those minutes was tabled until the next Board of Directors meeting.

IV. Reports

A. Manager's Report:

1. Unit Cleanup: Cleanup of the ninth floor unit where a resident passed away is now complete.
2. Elevator Bids: Mr. Baker received bids from five elevator contractors to modernize the building's elevators: Elevator Technologies, Incorporated (ETI); Potomac Elevators; Otis Elevators; ThyssenKrupp Elevator; and Elcon Services. Mr. Baker is in the process of creating a comparison spreadsheet for submission to the Board, but preliminarily suggests approving a contract with ThyssenKrupp. It was noted that \$700,000 was projected by the reserves to modernize the corporation's elevators in 2016. *After a Board discussion, it was agreed by unanimous consent that Mr. Baker will contact ThyssenKrupp representative Nicole Lopez to arrange a visit with the Board on Monday, December 21st.*
3. Underground Water Issue: The issue of underground water infiltrating the building has resurfaced. Arlington County will visit the East Building on Tuesday, January 12th to plug any unintended openings and install an updated water meter. The meter can detect a spike in water usage or water pressure, and can also detect the presence of chlorine, sewage and other abnormalities. The work by the county will require a water shutdown in the building on January 12th. Mr. Baker stated the corporation will receive a refund from the water company for the overages that resulted from the underground water issue. He is working to have the refund submitted prior to the end of the current fiscal year. *Mr. Baker will inform the other River Place managers about the updated water meter in the event they wish to have the meters installed in their buildings.*
4. Holiday Party: The corporation's holiday breakfast brunch will be held on Friday, December 18th from 9:00 a.m. until 11:00 a.m. Mr. Baker may revise the start time to accommodate shareholders who must leave the building earlier in the morning.

B. President's Report: No President's Report was presented.

C. Treasurer's Report: No Treasurer's Report was presented.

D. OA Representative's Report: No OA Representative's Report was presented.

E. Engineer's Report: No Engineer's Report was presented.

F. Incident Report: No Incident Report was presented.

G. Financials: Board members reviewed the corporation's year-to-date financials through November 30, 2015.

V. Action Items

Please see the action items noted in *bold italics* throughout these minutes.

VI. New Business

No items of "New Business" were brought forward during the December 16, 2015 Board meeting.

VII. Unit Sales and Transfers

The Board of Directors *agreed by unanimous consent* to approve the transfer of Unit E-546 from Clarke to River Place Partners.

VIII. Old Business

Other than those matters discussed during the Shareholders' Forum and Manager's Report, no additional topics of "Old Business" were raised during the December 16, 2015 Board of Directors meeting.

IX. Adjournment

With no other business brought forward, the December 16, 2015 Board of Directors meeting was officially adjourned at 7:44 p.m.

The next Board of Directors meeting is presently scheduled for Wednesday, January 20, 2016 at 6:00 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
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