

**RIVER PLACE EAST HOUSING CORPORATION (RPEHC)**  
**MINUTES FROM THE REGULAR BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, MAY 18, 2016 – 6:00 P.M.**

**In Attendance – Board of Directors**

- William Johns
- Harry Lawrence, III
- Cassandra Crawford
- Karim Benni
- M.J. Schmelzer

**Regrets – Board of Directors**

- Brian Fredericks

**In Attendance – Property Management**

- Andre Baker, General Manager

**I. Call to Order**

The Board of Directors of the River Place East Housing Corporation held a regular meeting on Wednesday, May 18, 2016. The meeting was called to order at 6:15 p.m.

**II. Shareholder Participation**

Scott Yates, E-633: Mr. Yates complained that there are five people living in the one-bedroom unit above his, and that the noise issue persists.

Response: Mr. Baker explained that the tenants who originally created noise issues have moved and that these are new tenants. *Mr. Baker said that he would investigate the matter.*

Nancy Joyner, E-1203, E-1204 and E-1205: Dr. Joyner noted that the corporation's bylaws require the Board to follow Robert's Rules of Order but do not specify which edition of the book to use. Dr. Joyner offered to purchase a copy of the latest edition of Robert's Rules of Order for each Director.

Response: Mr. Baker thanked Dr. Joyner for the kind offer and concurred that each Board member should have a copy. *Mr. Baker stated that the Corporation would purchase copies for the Board members.*

Frederick Seibold, E-1209 and E-1212: Mr. Seibold inquired about the plans to proceed with the 12<sup>th</sup> floor window replacement project.

Response: Mr. Benni replied that he is working to form a committee to implement this project. Mr. Lawrence also assured the shareholders that this project was being worked on.

**III. Approval of Prior Meeting Minutes (February 17, 2016)**

Ms. Crawford *moved* to approve the minutes from the February 17, 2016 Board of Directors meeting as presented. Ms. Schmelzer *seconded*, and the motion carried unanimously (5-0-0). *At the request of Ms. Schmelzer, Mr. Baker will encourage the minute taking service to provide the draft minutes from each Board meeting in a timelier manner.*

*Approved  
ALW  
6.15.16*

#### IV. Reports

- A. Manager's Report: In addition to the management report included in the May 2016 Board packet, Mr. Baker verbally reported the following information:
1. Short-Term Leases and Transient Occupancy: Management has been more closely monitoring instances of short-term leases and transient occupancy, which are prohibited at River Place East. One shareholder was found to be a regular user of the AirBNB service, and has short-term occupants regularly frequenting the property and placing unusual demands on the concierge staff. Mr. Baker contacted the shareholder and explained that transient occupancy and short-term leases are not permitted by the corporation. The shareholder indicated he has reservations in place through November 2016, and intends to attend the June 2016 Board of Directors meeting to express his point of view and interpretation of the corporation's bylaws. Mr. Baker explained to the shareholder that leases must carry terms of no less than three months for furnished spaces, and the shareholder was informed about the \$1,500 fine for each month he is non-compliant with the corporation's rules and regulations. Mr. Baker indicated that all FOBs associated with transient occupancies and short-term leases have been deactivated; and amenities services will not be provided to those individuals. The Board of Directors discussed several suggestions regarding how to handle such matters, and the Board of Directors agreed that the following actions be taken: *Management will draft a letter that clearly outlines the corporation's stance on short-term rentals and transient occupancy. The letter will include language from the rules and regulations concerning this matter, and warn of sanctions associated with breaking those rules and regulations. Once the letter has been reviewed and approved by legal counsel and the Board of Directors, it will be circulated to shareholders and posted on the corporation's web site. Additionally, signage will be placed at the front desk to indicate that River Place East is a cooperative; and that short-term rentals and transient occupancies are prohibited by the corporation's rules and regulations.*
  2. Convactor Work: The spring convactor cleanings commenced on April 11, 2016 and are now complete. Mr. Baker reported that the convactor unit in a fifth floor unit was recently cleaned on two occasions by the Densel Company after the resident complained of black substance coming from the unit. The coils of the convactor unit were tested for the presence of hazardous materials, and the results were negative (no hazardous materials were found). Mr. Baker indicated that air filters are changed every three months, and the ducts are cleaned every two months – both of which are more frequent than industry recommendations.
  3. Heat/Air Conditioning Switchover: The heat has been switched over to air conditioning in the building.
  4. Beautification and Maintenance:
    - a. Beginning June 1, 2016, the interior hallway doors will be repainted and will receive new door numbering. The work will begin on the 12<sup>th</sup> floor and proceed downward. It is anticipated that the project will take approximately three months to complete.
    - b. Mr. Baker is obtaining quotes to have the 12<sup>th</sup> floor balcony railings sanded and repainted.
    - c. Storm and terrace drains will be cleaned as required to prevent blockages and standing water.
    - d. Mr. Baker is securing quotes for slip resistant strips to be placed on the landings and possibly the stairwells.
    - e. The chicken wire storage area is being updated by replacing the wiring around the bins; repairing the bin frames and lock frames; adding new flooring and wall paint; and installing additional lighting.
  5. Revenue-Generating Idea for Common Areas: Mr. Lawrence inquired whether the corporation can sell advertisements for display on the common area televisions as a source of revenue. Mr. Baker explained this suggestion can be easily implemented with authorization by the Board of Directors. *The Board agreed to have Mr. Baker devise a price sheet for the advertisements. The Board of Directors will review the price sheet during their next meeting.*

*Approved  
MCCAR  
6-15-16*

6. 12<sup>th</sup> Floor Electrical Panels: The panels for the 12<sup>th</sup> floor electrical panels are located in the trash room, and are not clearly labeled. An electrician is in the process of isolating and labeling the electrical lines.
  7. Comcast: Comcast sends a supervisor to River Place East once per month to assess the cable boxes. Comcast has expressed an interest in entering into a new exclusive marketing agreement with the East Building. Mr. Baker is working to include language in the new proposed agreement that stipulates the frequency with which Comcast will visit the property, and to ensure River Place East has a cable feed in the lobby. Ms. Schmelzer would like to explore securing Internet access for all apartments. The Board of Directors will further discuss Comcast's services during a future Board meeting.
  8. Elevator Upgrade: ThyssenKrupp has submitted their elevator upgrade and preventive maintenance proposal for consideration by the Board of Directors
  9. Underground Water Leakage Update: There is a dip in the loading dock that holds standing water. Arlington County visited the property on Tuesday, May 17<sup>th</sup> and determined the source of the water to be a county supply line. Mr. Baker is working with legal counsel to ensure the county addresses the matter and reimburses the Corporation's costs. In the meantime, the county will place a "grate" over the sinking area to avoid damage to vehicles as they pass over the dip.
- 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' Report was presented.
  - E. Engineer's Report: No Engineer's Report was presented.
  - F. Incident Report: No Incident Report was presented.
  - G. Financials: *The latest year-to-date financial reports will be delivered to management near the end of May 2016, and will be forwarded to the Board of Directors upon receipt.*

#### V. Action Items

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

#### VI. Unit Sales and Transfers

Mr. Lawrence *moved* to approve the sale of Unit E-225 from Arvinder Sharma to Gabriella Mac Williams; and the sale of Unit E-1122 from Jane Yao to Yinghai Huang. Although no second was voiced, an all-in-favor vote was conducted and the motion carried unanimously (5-0-0).

Mr. Lawrence then *moved* to approve the refinancing of Unit E-731 along with the ownership name change from Atilla Yilmaz and Volkan Adanur to Atilla Yilmaz. Although no second was voiced, an all-in-favor vote was conducted and the motion carried unanimously (5-0-0).

#### VII. Old Business

No matters of "Old Business" were raised during the May 18, 2016 Board of Directors meeting.

#### VIII. New Business

- a. Board Officer Election: Discussion of Ms. Schmelzer's proposal to defer the election of FY 2017 officers until June was begun but deferred for Executive Session. Mr. Benni introduced shareholder Carolyn Conkling who has expressed an interest in filling the seat on the Board of Directors vacated by Jeff Walyus. Ms. Conkling then presented information about her professional background, qualifications, and desire to

*Approved  
CWC  
6-15-16*

serve on the River Place East Board of Directors. The Board of Directors deferred discussion of the possible appointment of Ms. Conkling to their Executive Session.

#### IX. Adjournment

With no other business brought forward, the May 18, 2016 Board of Directors meeting was officially adjourned at 7:22 p.m. The Board of Directors then convened an Executive Session.


#### X. Executive Session

The Board convened an Executive Session directly after the regular Board of Directors meeting. Matters discussed included organizational issues and personnel matters. As to organizational issues, the outcome of the Executive Session was the appointment by unanimous vote (5-0-0) of Carolyn Conkling to fill the vacant seat on the Board and the election of officers, also by unanimous vote (6-0-0), as follows:

President	William Johns
Vice President	Harry Lawrence III
Treasurer	Cassandra Crawford
Secretary	Carolyn Conkling
OA Representative	M.J. Schmelzer

The next Board of Directors meeting is presently scheduled for Wednesday, June 15, 2016 at 6:00 p.m.

Respectfully submitted,

  
Carolyn W. Conkling  
Secretary

*Approved  
CWC  
6/15/16*