

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
FINAL MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 17, 2018 – 6:30 P.M.

In Attendance – Board of Directors

- M.J. Schmelzer, President
- Harry Lawrence, III, Vice President
- Karim Benning, Secretary
- Cassondra Crawford, Treasurer
- Farzad Darui
- Pia Duryea
- 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 meeting on Wednesday, January 17, 2018. Board President M.J. Schmelzer called the meeting to order at 6:31 p.m.

II. Shareholder Participation

The owner of Unit E-1106: (1) Sought clarity about the status of the elevator modernization project, and noted that the one modernized cab sometimes shakes as it reaches a floor. (2) Reported two people have been drinking in common areas of the property.

Responses: (1) Mr. Baker provided an elevator project update, and stated adjustments are being made to the modernized elevator to eliminate minor issues. The full modernization project is expected to be completed by August 2018. (2) Mr. Baker stated the matter will be discussed by the Board of Directors in Executive Session. However, he reported the issue has already been relayed to legal counsel to gather advice for handling any potential future incidents.

III. Approval of Prior Meeting Minutes (November 15, 2017)

The Board of Directors *agreed by unanimous consent* to dispense of the reading of the November 15, 2017 Board of Directors meeting minutes.

Mr. Darui *moved* to approve the minutes from the November 15, 2017 Board of Directors meeting with minor corrections. Mr. Benning *seconded*, and the motion carried unanimously (7-0-0).

IV. President's Report

A. Emergency Drills: Management and the Board of Directors are planning emergency drills to be conducted with the concierge and patrol teams in May and November 2018. This will ensure everyone is aware of what actions should be taken when emergency situations arise.

B. Future Tenant Screenings: *The Board of Directors agreed by unanimous consent to discuss this matter during Executive Session.*

C. Annual Meeting Preparations: The Corporation's 2018 Annual Meeting will be held in April. Five Board of Directors seats will be up for election – those presently held by Cassondra Crawford, Farzad Darui (appointed to the Board in May 2017 to fill the seat vacated by William Johns), Pia Duryea (appointed to the Board in November 2017 to fill the seat vacated by Richard Villegas), Brian Fredericks and Harry Lawrence. Interested shareholders are encouraged to submit their candidacy for the Board of Directors.

- D. Schedule of Proposed Assessments for Rule and Regulation Infractions: Board members reviewed a draft schedule of assessments to be levied against residents who violate the Corporation's rules and regulations. The Board specifically discussed how to enforce the Corporation's rules regarding transient occupancy/short term rentals; and considered the possible addition of smoking and drinking violations to the assessment schedule. *Mr. Baker will draft a notice for Board review that outlines the proposed assessment schedule for violations. The notice will specifically outline the Corporation's rental rules and regulations; and what the assessment structure and consequences would be for unauthorized rentals. Once finalized and approved by the Board of Directors, the notice will be sent to all shareholders and possibly publicized on the River Place East web site.*
- E. FY 2019 Budget Preparations: Mr. Baker is gathering information for the Corporation's FY 2019 budget. *The Board of Directors will discuss the 2019 budget during their February 2018 meeting.* Ms. Schmelzer noted the OA will likely approve an increase of 1% for their FY 2019 budget.

V. Committee Updates

A. Window Committee:

1. Mr. Benning reminded everyone that Building Envelope Consultants & Scientists (BECS) was selected as the engineering firm for the penthouse window replacement project. Mr. Baker reported that Steve Bentz, Vice President and Branch Manager with BECS, is the point of contact for the project; and has prior experience with window projects on the River Place campus. Representatives from BECS were on-site during the day on Wednesday, January 17th to visually assess the condition of the windows. Photographs were taken of some windows, and it was determined that ventilation exists in the crawl space between the 12th floor and the roof. Another visit has been tentatively scheduled with BECS for either Monday, January 29th or Tuesday, January 30th to perform more in-depth reviews of the windows.
2. The Window Committee voted during the day on Wednesday, January 17th to adopt the language recommended by legal counsel for the waiver and release letter associated with the penthouse window replacement project. The Window Committee will ensure the correct version of the letter is circulated to penthouse shareholders. Reimbursements will be held until a window contract is in place.

B. Personnel Committee: A report was not presented.

VI. Management Report

- A. Elevator Modernization Project: The upgrade of Elevator No. 1 has been completed with satisfactory visual results. Installation of the new flooring is pending, and should be finished in approximately two weeks. The screen within each elevator is being programmed with the ability to provide building-related information as well as local weather and news. *Management will ensure residual damages resulting from the modernization project are addressed by ThyssenKrupp. Otherwise, 10% of the project's total cost will be deducted from the deposit as outlined in the contract. In the meantime, management will post signage to alert everyone that the modernized elevators may experience shaking when leveling on a floor.* (For additional information on this topic, please see Section II, Topic (I) of these minutes.)
- B. Penthouse Waterproofing: The waterproofing performed on the penthouse level has made a notable difference, as no new complaints have been submitted to management since the work was done.
- C. Vandalism: No new incidents of vandalism have been reported since the November 2017 Board of Directors meeting.
- D. FY 2017 Audit: The draft audit for FY 2017 has been uploaded onto the shared drive for Board members' review. The audit was non-qualified, and noted the Corporation is in good financial standing. *Mr. Baker will email the audit to Board members, as it must be signed for finalization by the auditing firm.*

- E. Water Issue Update: Legal counsel for River Place East has proceeded to arbitration with Arlington County concerning the sink hole/water meter/billing issue. Repairs have been made to the broken meter, and the latest water bills have been significantly lower than in recent years. The goal is to have the county admit their previous billing errors and provide a credit to the account for River Place East.
- F. Trash Disposal: Large amounts of trash are being dumped in River Place East's receptacles. To alleviate the issue, the Corporation can either build an enclosure that can be accessed only by River Place East residents; or, a trash receptacle can be built for use by all River Place residents. *Mr. Baker will work with the other River Place managers on this matter, and will provide an update to the Board of Directors during their February meeting.*

VII. Treasurer's Report

The Board of Directors received reports concerning the Corporation's financial standing through December 31, 2017.

VIII. Owners Association (OA) Report

A report was not presented.

IX. Stock Sales and Transfers

Mr. Darui *moved* to approve the transfer of shares for Unit E-1214 from Judy Dickie to Barry and Laura Silberman, contingent upon the successful repayment of a delinquent balance. Mr. Benning *seconded*, and the motion carried unanimously (7-0-0).

Mr. Darui *moved* to approve the transfer of shares for Unit E-806 from David Elmo to Jennifer, Robert and Morgan Minniti. Mr. Lawrence *seconded*, and the motion carried unanimously (7-0-0).

The Board of Directors *reaffirmed* the transfer of shares for Unit E-307 from Umang Varma to Fangqin Jiang *by unanimous consent*.

Ms. Crawford *moved* to approve the transfer of ownership upon death for Unit E-827 from Alicia Chan to Antonio Chan. Mr. Darui *seconded*, and the motion carried unanimously (7-0-0).

X. Old Business

Please see the matters mentioned during the "President's Report" and "Management Report".

XI. New Business

Please see the matters mentioned during the "President's Report" and "Management Report".

XII. Adjournment to Executive Session

With no other business brought forward, the January 17, 2018 Board of Directors meeting was unanimously adjourned to Executive Session at 7:50 p.m. for the discussion of a Board appointment; a personnel matter; a legal matter; and a shareholder request.

The next Board of Directors meeting is tentatively scheduled for Wednesday, February 21, 2018 at 6:30 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
Service