

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
FINAL MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 20, 2017 – 6:30 P.M.

In Attendance – Board of Directors

- M.J. Schmelzer, President
- Harry Lawrence, III, Vice President (via telephone)
- Karin Benni, Secretary
- Cassandra Crawford, Treasurer
- Farzad Darui

Regrets – Board of Directors

- Brian Fredericks
- Richard Villegas

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, September 20, 2017. Board President M.J. Schmelzer called the meeting to order at 6:30 p.m.

II. Shareholder Participation

No non-Board member shareholders were present.

III. Approval of Prior Meeting Minutes (August 16, 2017)

Mr. Benni *moved* to dispense of the reading of the August 16, 2017 Board of Directors meeting minutes; and to approve those minutes as submitted. Mr. Darui *seconded*, and the motion carried unanimously (5-0-0).

IV. President's Report

- A. Board Retreat/Training: The Board of Directors held a retreat/training on Saturday, September 9th with the corporation's legal counsel. Board members learned about best practices and Board member ethics and fiduciary responsibilities.
- B. Staffing Timeline Planning: *Mr. Baker will place the lists and resumes of qualified candidates for the _____ position on the server by Friday, September 29th along with the CAI booklet on industry standards for hiring engineers. Mr. Lawrence and Ms. Crawford will meet during the upcoming weekend to discuss personnel matters. The Personnel Committee will provide an outline of their staffing recommendations to the Board of Directors by the October 2017 Board meeting. Board members will vote on the hiring electronically; and will vote on employee increases during their November meeting.*
- C. Building Interface Software Planning: Board members discussed the potential benefits, drawbacks and cost to obtain the BuildingLink communications and management system for use at River Place East; and possibly by all River Place entities. *Mr. Benni agreed to speak with OA Board President Pat Fairman regarding the BuildingLink system; and will discuss alternative software options with Mr. Baker.*
- D. Shareholder/Resident Social Outreach: *Mr. Baker and the Board of Directors will plan a shareholder/resident social outreach for Friday, October 20, 2017 from 6:00 p.m. to 8:00 p.m.*
- E. Leo Morrison Update: The Board of Directors discussed this topic as a matter of Executive Session.

V. **Committee Updates**

- A. Window Committee: With the assistance of legal counsel, the Window Committee forwarded a final bid letter to the three remaining contractors regarding oversight of the window replacement project – Structural Rehabilitation Group (SRG), Building Envelope Consultants & Scientists (BECS) and Fenestration Analysis and Design (FAD). The letter outlined the final qualifications required to be considered for the project. A bid meeting is scheduled for Wednesday, October 4th to be attended by the aforementioned vendors and members of the Window Committee.
- B. Personnel Committee: *Ms. Crawford and Mr. Lawrence will meet during the upcoming weekend to discuss personnel matters.*

VI. **Management Report**

- A. Elevators Modernization Project: Initial inspections and preparations for the elevator modernization project began during the week of September 11th. Mobilization will begin during the week of September 25th. Work will begin on the first elevator – Elevator No. 3 – on Monday, October 2nd. The project is contracted to conclude in June 2018.
- B. Building Reminders – Rules and Regulations: *Mr. Baker will send notices to residents reminding them of the corporation's rules and regulations concerning proper trash disposal, contractor disposal, use of elevators, and transient occupancy.* Those who are found to be in violation of the corporation's rules and regulations may be fined.
- C. Arlington County Water Issue: A meeting is pending to be attended by Mr. Baker, River Place East legal counsel and representatives from Arlington County to review the meter setup and investigate a trend of high water bills being charged to River Place East. In the meantime, a water meter reading is scheduled for the week of September 25th.

VII. **Treasurer's Report**

Ms. Crawford provided an oral summary of the corporation's financial standing through August 31, 2017. Mr. Baker provided explanations regarding minor line item overages.

VIII. **Owners Association (OA) Report**

Despite recent changes to the OA's health insurance plan to improve coverage for employees, Ms. Schmelzer explained an OA employee requires surgery, but the existing health insurance plan may not be inadequate for the required care. The OA Board agreed to provide additional funds if the employee's co-pay is higher than the employee can cover.

IX. **Stock Sales and Transfers**

Mr. Benni *moved* to approve the transfer of Unit E-827 from Alicia Chan to Antonio Chan; and the transfer of Unit E-1012 from David Conklin to Steven Conklin. Ms. Crawford *seconded*, and the motion carried unanimously (5-0-0).

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 September 20, 2017 Board of Directors meeting was unanimously adjourned to Executive Session at 7:50 p.m.

The next Board of Directors meeting is tentatively scheduled for Wednesday, September 20, 2017 at 6:30 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
*** Service