

RIVER PLACE EAST HOUSING CORPORATION (RPEHC)
DRAFT MINUTES FROM THE BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 21, 2021

In Attendance – Board of Directors

- Karim Benni, President
- Hassan Al Shazly, Vice President
- Cassondra Crawford, Treasurer
- Pia Duryea, Secretary
- Doug Clark, Director

Regrets - Board of Directors

- Anthony Priest, Director
- Brian Fredericks, Director

In Attendance – Property Management

- Andre Baker, General Manager

I. Call to Order

The Board of Directors of the River Place East Housing Corporation convened a meeting on Wednesday, January 21, 2021. The meeting was convened using Zoom technology as a result of the social distancing requirement mandated by COVID-19. Board President Karim Benni called the meeting to order at 6:33 p.m.

II. Approval of Agenda

The January 21, 2021 Board of Directors Meeting agenda was approved as presented by the Board's *unanimous consent*.

III. Approval of Minutes

Mr. Clark *moved* to approve the minutes from the December 16, 2020 Board of Directors Meeting as amended. Ms. Crawford *seconded*, and the motion carried unanimously (5-0-0).

IV. Shareholder Participation

Questions and comments were not raised during Shareholder Participation.

V. President's Report

Mr. Benni reported he, Ms. Duryea, and Mr. Baker will meet with an architect and a contractor in preparation for the lobby and bike room renovation. The drawings will then be finalized - a process that is expected to take six-to-eight weeks to complete - and shared with the Board of Directors. The renovation timeline will then be scheduled. Handicapped accessibility to the building will be planned in a way that does not require major construction or acquiring permits. *The cooperative's attorney will be consulted concerning the accessibility aspects of the project.*

VI. Management Report

Board members reviewed a full Management Report from General Manager Andre Baker. Mr. Baker highlighted the following points during the meeting:

A. Audit: The audit has been delayed in processing, and is now anticipated in mid-February 2021.

B. Roof Replacement Project: Management and the engineers from Building Envelope Consultants & Scientists (BECS) continue to work on the logistics of the roof replacement project which is scheduled to begin during FY 2022. However, a down payment will be required in FY 2021. The plan is to send out an RFP at the end of the year.

C. Elevators:

1. The floor tiles in the elevator will be replaced beginning in early February 2021. The new floor tiles will be of higher quality than the existing tiles, will be padded to endure foot traffic, and will be slightly darker than the current tile to better conceal blemishes while still matching the aesthetics of the elevator interior. ***Mr. Benni expressed his intention to take a look at the tile samples in the management office.***
2. Vibration issues have been reported concerning Elevator Cab No. 1. That cab recently had the brakes replaced, and an adjustment has been scheduled to address the shaking. If shaking or other issues are experienced with any of the other elevators, they should be reported to management as soon as possible.

D. Penthouse Window Insulation: The shareholder in Unit 1207 (Cassandra Crawford) agreed to have her unit serve as the prototype for the window insulation mockup. The process began in Unit 1207 on Tuesday, January 19th. The engineer from BECS deemed Batt insulation as the most favorable type since it is mold and mildew resistant and offers a greater sound deterrent quality.

E. Convactor Cleanings: The convactor cleaning was successfully performed.

F. Camera Installations: Management is looking into an IP configuration for the building's cameras versus a hard-wired approach, as the IP configuration is a more cost effective approach. ***More information will be presented to the Board of Directors during the next meeting.***

G. Exchange Valve Repairs: Significant repairs were performed to the exchange valves so that Washington Gas can designate the cooperative as "in compliance".

VII. **Treasurer's Report**

Mr. Baker highlighted the noted line item variances, and reported he is in the process of investigating a few of the line item overages such as in the "Gas" category. He anticipates that the cooperative will receive a significant reimbursement from USAA associated with the cooperative's proactive response to an in-unit water leak. ***Mr. Baker will upload the latest financial reports onto the shared drive.***

Mr. Baker initiated a funds transfer of \$50,000 from the cooperative's reserves to the operating account as a reimbursement for reserve expenses paid from the operating account.

There is one unit that is being addressed concerning a delinquency.

A divider has been installed to differentiate the Landmark space from the River Place space. Landmark is set to undergo Phase 2 of their renovation. The entrance portion of the reconfiguration will soon be addressed.

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

In the absence of Anthony Priest who was attending the Owners Association Meeting, Mr. Benni stated Mr. Priest will email an OA Report to River Place East Board members during the week of January 25, 2021.

IX. **Stock Sales and Transfers**

Ms. Duryea ***moved*** to approve the sale of Unit 334 from Christian Mendez to Souvannachitta Mekhagnomdara at a price of \$121,000; and the sale of Unit 930 from Ralph R. Polachet, Administrator of the Estate of Takao Watanuki to Recet Ozturk at a price of \$275,000.00. Mr. Clark ***seconded***, and the motion carried unanimously (5-0-0). ***The Board of Directors asked Mr. Baker to include the list price and price per square foot for future stock sales and transfers.***

X. **New Business**

No matters of New Business were raised.

XI. Old Business

No matters of Old Business were raised.

XII. Adjournment

With no other business brought forward, the January 21, 2021 Board of Directors meeting was adjourned at 7:02 p.m.

These minutes were respectfully drafted and submitted by:

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