

River Place Owners' Association
FINAL Minutes from the Board of Directors' Monthly Meeting
Tuesday, February 13, 2018

In Attendance – Board of Directors

Pat Fairman – President, West
Hashmat Ali – Vice President, North
Troy Dibley – Treasurer (via telephone)
David Williams – Secretary, Parcel 5, Commercial Village Representative
Vikram Reddy – Director, Parcel 5
M.J. Schmelzer – Director, East
Sara Shahade – Director, South

In Attendance – Property Management

Bill Smith – General Manager
Nafeesa Saafir – Assistant General Manager

I. Call to Order

A meeting of the River Place Owners' Association Board of Directors convened on Tuesday, February 13, 2018 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 6:12 p.m.

II. Approval of Meeting Agenda

MOTION: Ms. Schmelzer moved to approve the February 13, 2018 Board meeting agenda. Mr. Williams seconded, and the motion carried unanimously (7-0-0).

III. Approval of Prior Monthly Meeting Minutes (January 9, 2018)

MOTION: Ms. Schmelzer moved to approve the minutes from the January 9, 2018 Board of Directors meeting with two revisions. Ms. Shahade seconded, and the motion carried by a vote of five in favor, zero opposed and two abstained (Mr. Williams and Dr. Reddy) (5-0-2).

IV. Reports

A. President's Report: Ms. Fairman reported she and Mr. Dibley held a conference call with Zalco Realty concerning the OA's payroll. An agreement was reached to have the payroll information sent to Zalco by 2:00 p.m. each pay period. A conference call was then held on Thursday, February 8th with Mr. Dibley, Mr. Smith and Ms. Saafir to discuss payroll logistics. During the February 13th meeting, Board members discussed the possibility of making all staff members salaried.

B. Treasurer's Report: Mr. Dibley reported the following information:

1. The 2016-2017 draft audit report was reviewed, and the representation letter was signed. The associated taxes have been filed.
2. In the coming one or two months, a plan will be presented to the Board of Directors regarding the sale of several parking spaces. A few spaces will be retained for guest parking.

C. Managers' Monthly Meeting: The monthly meetings of the River Place managers are ongoing.

D. Board Approvals and Bids for Consideration:

1. Tree Plantings: The Board of Directors discussed the potential planting of trees in the circle “eye” between Routes 110 and 66 behind the South and East buildings.

ACTION: The Board of Directors will speak with an arborist and the OA’s landscaping firm to determine whether the tree can be safely trimmed.

2. Color Selection for Common Area Roofs:

DECISION: The Board of Directors agreed by unanimous consent to have C&L Construction install roof shingles in the color of “Colonial Red” on the barber shop, bathhouse, salon, the small and large gazebos, gatehouse, and the convenience store at a cost not to exceed \$66,000.

3. New Treadmill and Cardio Bike for Gym:

MOTION: Ms. Fairman moved to approve a contract with Matrix to repair the five belts on the treadmill at a cost of \$3,494.31; and to provide one new treadmill and one new cardio bike at a cost of \$7,467.70, with the total contract’s cost not to exceed \$12,000 with taxes and shipping.

4. Bike Racks: Board members reviewed options for new bike racks for the River Place complex.

E. Management Report: Ms. Saafir reported the following information:

1. The OA had delinquencies totaling \$10,000 as of January 31, 2018.
2. The building’s display monitors are again functioning properly, and will be reactivated on Friday, February 16th to show useful information for shareholders. The monitors will be used to announce upcoming events and fitness classes; and shareholders will be able to advertise units for sale.
3. The Board of Directors praised the good work of the OA staff.

V. Project Reports

The latest project reports were included in the February 2018 Board packet.

VI. New Business

No matters of “New Business” were raised.

VII. Adjournment to Executive Session

With no other business brought forward, the RPOA Board of Directors adjourned its February 13, 2018 meeting at 7:20 p.m. The Board of Directors then held an Executive Session to discuss confidential matters.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■■■ Service

Attested By:

Board Approval Date:

David Williams, Secretary

River Place Owners Association Board of Directors