

River Place Owners' Association
FINAL Minutes from the Board of Directors' Monthly Meeting
Monday, July 16, 2018

In Attendance – Board of Directors

Pat Fairman – President (President, West)
David Williams – Vice President (Parcel 5, Commercial Village Representative)
Troy Dibley – Treasurer (via telephone)
Douglas Clark – Secretary (President, East)
Hashmat Ali – Director (President, North) (arrived at 6:13 p.m.)
Waqas Ali – Director (Parcel 5, Commercial Village Representative) (via telephone)
Janice Mays – Director (Parcel 5, Commercial Village Representative)
Sara Shahade – Director (Director, South) (via telephone)

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 Monday, July 16, 2018 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 6:03 p.m.

II. Approval of Meeting Agenda

MOTION: Ms. Mays moved to approve the July 16, 2018 Board meeting agenda as presented. Mr. Williams seconded, and the motion carried unanimously (7-0-0).

III. Approval of Prior Monthly Meeting Minutes

MOTION: Ms. Mays moved to approve the minutes from the June 12, 2018 Board of Directors meeting with one revision. Mr. Williams seconded, and the motion carried unanimously (7-0-0).

IV. Reports

A. President's Report: Ms. Fairman reported the following information:

1. Ms. Fairman is working with management to gather documents for placement on the corporation's web site to be accessed only by OA Board members – e.g. sub leases; a summary of the ground leases; and the corporation's Articles of Incorporation, declaration and bylaws. Ms. Saafir will make a notebook for each OA Board member that will contain the aforementioned documents along with the current budget and reserve study. The notebooks will be updated at the beginning of each fiscal year.
2. The OA Board will not hold a meeting in August 2018. Board members will agree on a date to hold their next meeting in September 2018.

B. Management Report: Ms. Saafir and Mr. Smith reported the following information:

1. Dominion Power would like to install a 900 MHz, AMI antenna near the River Place gazebo at the pool to make it easier to read the electricity usage. Board members discussed concerns regarding the emission of frequencies from the antenna.
ACTION: Mr. Smith will contact Dominion Power to clarify the distribution of power; and to ask whether the same meters that were installed at the West Building can be installed in the pool area rather than an antenna.
2. Management continues to solicit bids to have new HVACs installed to service the multipurpose room. Once all anticipated bids have been provided, management forward them to the Board of Directors along with a recommendation.

3. Ms. Saafir presented a recommendation regarding the installation of a black rubber material on a portion of the gym walls to prevent damage. The material can be easily cleaned in-house.

(Mr. H. Ali arrived in the midst of the cleaning machines discussion below at 6:13 p.m.)

4. Ms. Saafir presented options for separate machines to clean the gym and garage floors. A demonstration of the machines was recently performed on-site. The machines can also be used to clean the floors in other areas of the building.

MOTION: Ms. Mays moved to purchase the floor cleaning machine for the garage, with the caveats that the vendor allows a one-month trial use of the machine and the machine operates well. Mr. Williams seconded, and the motion carried unanimously (8-0-0).

MOTION: Ms. Mays moved to purchase the floor cleaning machine for the gym at a cost of \$6,600. Mr. Williams seconded, and the motion carried unanimously (8-0-0).

5. Legal counsel suggested that the OA Board ensure there is no mortgage associated with seven specific parking spaces whose owners are unclear; and possibly approve a resolution to confiscate the seven spaces. Board members discussed the OA's options.

DECISION: The Board of Directors agreed to rent the seven parking spaces. If a shareholder comes forward and provides proof of ownership for any of the spaces, the space will be assigned back to those individuals after they pay the amount owed. If no one claims the parking spaces after a specific amount of time, the Owners Association will reclaim the spaces.

6. The OA's delinquency total stands at approximately \$27,000, with the majority of that total comprised of three accounts. Management is working with legal counsel to recoup those funds.

ACTION: The Board directed management to work with legal counsel to have two specific vehicles towed since the owner is delinquent.

7. The recent cookout and movie night events were successful. The next movie night will feature *Captain Underpants*. An outdoor music festival is being considered.

ACTION: Movie nights and other activities for the next fiscal year will be budgeted beginning in November 2018.

8. New door operators and doors are being installed at the garages. The conduit system had to be redone, and was changed from a 208-volt system to a 240-volt system. Vehicles are being moved on a regular basis to accommodate the work. It is anticipated that the work will be completed in a few days.

9. The landscaping plan will begin on Tuesday, July 24th with the North Building. The project will then move to the East Building, then the West Building and finish with the South Building. Deliveries will be coordinated for the work. Weather permitting, each building will take approximately 10 days to service.

10. Management is working with an arborist to address a tree issue on the property that poses a safety risk.

11. Mr. Smith gave kudos to the maintenance team for patching a leak in a pipe and painting a portion of the pool.

12. Engineers assessed the sinkhole on the property, but could not find the source of the leak. A plumbing contractor will therefore be brought in to assess the matter.

13. The fiscal year 2017-2018 audit is underway with the Goldklang Group CPAs, P.C.

14. It was determined that maintenance of the walkways in front of each building is the responsibility of the buildings serviced by the walkways.

15. The River Place entities are served by separate trash and recycling contracts with Waste Management. Quentin Casper, engineer for the West Building, is working with a representative from Waste Management to negotiate the same price for all River Place entities; to obtain a lockable dumpster for the OA that will sit on the contractor's lot; and to obtain a larger dumpsters for the East Building.

C. Treasurer's Report: Please see the financial matters listed under Section IV.B of these minutes.

D. Board Approvals and Bids for Consideration: None discussed.

V. Project Reports

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

VI. Adjournment to Executive Session

With no other business raised, the July 16, 2018 Board of Directors meeting was adjourned at 7:15 p.m.

The next OA Board of Directors meeting will be held on a date and time to be decided and published.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■■■ Service

Attested By:

Board Approval Date:

M.J. Schmelzer, Secretary

River Place Owners Association Board of Directors