

**River Place Owners' Association**  
FINAL Minutes from the Board of Directors' Meeting  
Thursday, July 15, 2021

**In Attendance – Board of Directors**

Sabrina Faber – President (Director, North)  
Lauren Hall – Secretary (Secretary, South)  
Troy Dibley – Treasurer (Non-Voting Member)  
Richard Hess – Director (Parcel 5 Commercial Representative)  
James Marandi – Director (Director, South/Parcel 5 Commercial Representative)  
Jim Wolf – Director (Parcel 5 Commercial Village Representative)

**Regrets – Board of Directors**

Pat Fairman – Director (President, West)  
Anthony Priest – Vice President (Director, East)

**In Attendance – Property Management and Guest Presenter**

Terry Presmont – General Manager  
Aurelius Kitchens – Assistant General Manager  
Joe Rice – Insurance Representative, Associated Insurance Management

**I. Call to Order**

A meeting of the River Place Owners' Association Board of Directors was held on Thursday, July 15, 2021. All board members in attendance were via Zoom conferencing. Board President Sabrina Faber called the meeting to order at 6:04 p.m.

**II. Approval of the Agenda**

**MOTION: Ms. Hall moved and Mr. Wolf seconded approval of the July 15, 2021 Board of Directors' Meeting agenda as amended. The motion carried unanimously (5-0-0).**

**III. Presentation**

Joe Rice (who has been the Association's point-of-contact for the master insurance policy for 25 years) of Associated Insurance Management was present to answer Board member questions regarding the Association's insurance coverage. After describing the coverage, Mr. Rice underscored that in his experience the Association's coverage is ample. Mr. Rice also described past and potential claims and advised on preparatory actions regarding potential amenities, including recommending that entities coming onto the property to do business should: 1) list all five River Place corporations as additional insured parties, 2) indemnify all five River Place corporations, and 3) provide proof of liability insurance & workman's compensation to OA for approval. New managers began working on the property since the last building managers' meeting a couple of years prior and need for a review for the other managers was anticipated. Mr. Rice recommended vendor requirements and claims reporting be reviewed in the next building managers' meeting.

**ACTIONS: Ms. Presmont to lead review of claims reporting process with building managers at next managers' meeting. Board to consider whether more insurance coverage is desired for the coming year. OA to invite Mr. Rice to a meeting this fall to discuss insurance coverage for the coming year.**

#### **IV. Approval of Previous Meeting Minutes**

The Board was due to approve the minutes from the last monthly meeting but had not received that meeting's minutes from the contracted minute taker.

**MOTION: Mr. Wolf moved and Mr. Hess seconded approval of the June 17<sup>th</sup> meeting minutes drafted by Mr. Hess and amended by Ms. Hall to include Board member feedback. The motion was approved unanimously (5-0-0).**

Some approved meeting minutes from the past two Board years have not yet been posted online. For the current Board year, the May 20 and June 3 finalized minutes have been in the queue for posting as soon as the Association's url was directed to the new website platform. OA is in process of transitioning to digital signature process (anticipated for the following week per OA) for document signoff and that process will be implemented as part of finalizing the minutes for the past board year.

**ACTION: Ms. Hall to keep the Board posted on progress.**

Board members discussed the July 1<sup>st</sup> meeting minutes as amended per Board member feedback. There was interest in further fine-tuning language. In response to a question from Mr. Marandi, it was conveyed that an agreement regarding a personnel decision was reached with the assistance of counsel.

**ACTIONS: Mr. Wolf to email Ms. Hall his revisions to the July 1<sup>st</sup> meeting minutes. Ms. Hall will circulate a further revised version via email to prepare for approval.**

#### **V. Reports**

##### **A. President's Report:**

1. There is an interest in ensuring the Association's offerings beyond the pool and fitness center are consistent with residents' interests.

**MOTION: Mr. Hess moved to establish a 'Community Engagement' Standing Committee. Ms. Hall seconded. Support was unanimous (5-0-0).**

Mr. Wolf will serve on the committee.

**ACTION: Ms. Presmont will help identify other members.**

2. The Board discussed launching a food truck pilot program on the property, whereby the food truck vendor would be allowed to sell culinary products and accompaniments to residents. The Board discussed planning aspects that would help ensure negative side effects were mitigated and conveyed that management would be accountable for measuring performance and impact. Board members felt that limiting a pilot project to one truck would allow OA to test negative impact, but a plan or expectation sheet was not yet prepared.

**MOTION: Mr. Hess moved and Mr. Wolf seconded approval of inviting one food truck to serve the property on one date as a pilot project. At minimum the vendor would be required to: i) add River Place on their insurance; and ii) not advertise presence at River Place on social media. Staff would be required to: i) keep an eye on impacts; and ii) determine and report back on performance metrics. The motion was approved 4 to 1 (Ms. Hall opposed).**

##### **B. Manager's Report:**

1. Ms. Presmont received board member feedback on the presentation of the written management report that was modeled after recent reports.

**ACTION: Ms. Presmont conveyed future written reports will be more comprehensive and easier to understand.**

2. The fencing vendor for the assistance animal waste area reported supply chain delays.

3. A grounds contract is sought to address plant needs outside the scope of the River Place groundskeepers' duties.

4. Ms. Presmont requested the Board approve a 9.5-month contract of not more than \$1700 with the OA's fire protection system inspection vendor, ATS Fire Protection, to remediate a water leak in the MP Garage Sprinkler Room and to prepare the OA to resume regular inspections of this OA facility in accordance with Arlington County.

**MOTION: Ms. Hall moved and Mr. Hess seconded approval of the ATS Fire Protection contract for ATS to remediate a water leak in the MP Garage Sprinkler Room and to prepare the OA to resume regular inspections of this OA facility in accordance with Arlington County. The motion was approved unanimously (5-0-0).**

A procurement process to explore alternative providers for fire alarm monitoring is underway following building manager feedback; three proposals are expected.

5. The domain transfer error that delayed the launch of the new OA website platform has been corrected. The OA url is anticipated to direct viewers to the new platform in a few days.

6. Internet service provider Starry, who is already providing some service on the property, will be hosting a promotional event in August to raise visibility about its service for residents.

7. River Place elementary-age public school students will now be attending Innovation Elementary School (the new name for the same school building River Place public school elementary students attended just previously). Arlington Public Schools requested an informational session for River Place residents. The session will be held on July 26, 2021.

**ACTION: OA to inform building managers about the information session.**

8. Management would like to hold a community cookout.

**ACTION: OA to reach out to Arlington County to ensure a cookout is ok during the current stage of COVID-19.**

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

1. Mr. Dibley onboarded Ms. Presmont with an in-depth financial briefing.

2. Mr. Dibley is awaiting information from the Association's financial management contractor, FirstService Residential, including to help clarify information the Board has regarding commercial assessments.

3. OA should be prepared to provide documents for the annual audit and compilation of feedback for the draft reserve study.

**ACTION: Board members to submit any outstanding feedback on the draft reserve study.**

4. Responses to Mr. Hess' questions regarding the differences between the March and May balance sheets to help Board members better understand the monthly financial report.

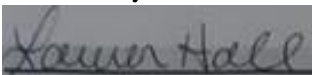
## **VI. Adjournment**

Ms. Hall moved and Mr. Hess seconded approval of adjourning the meeting. The motion was approved unanimously (5-0-0). The meeting adjourned at 7:56p.m.

Prepared by R. Hess, July 16, 2021

**Attested By:**

**Board Approval Date:**



**9/16/2021**

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Lauren Hall, Secretary  
River Place Owners' Association Board of Directors