

**River Place Owners' Association**  
FINAL Minutes from the Board of Directors' Monthly Meeting  
Tuesday, April 9, 2019

**In Attendance – Board of Directors**

Pat Fairman – President (President, West)  
M.J. Schmelzer – Secretary (President, East)  
Hashmat Ali – Director (President, North)  
Janice Mays – Director (President, South/Parcel 5, Commercial Village Representative)  
Vikram Reddy – Director (Parcel 5/Commercial Village Representative)  
Sara Shahade – Director (Director, South)

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

Bill Smith – General Manager  
Nafeesa Saafir – Assistant General Manager  
Quentin Casper – Chief Engineer from River Place West  
Jim Nineteman – Regional Manager with Commercial Waterproofing, Inc.

**I. Call to Order**

A meeting of the River Place Owners' Association Board of Directors convened on Tuesday, April 9, 2019 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 6:06 p.m.

**II. Approval of Meeting Agenda**

**MOTION: Ms. Mays moved to approve the April 9, 2019 Board meeting agenda as presented. Ms. Shahade seconded, and the motion carried unanimously (6-0-0).**

**III. Approval of Meeting Notes**

**MOTION: Ms. Schmelzer moved to approve the notes from the March 12, 2019 Informational Session as amended. Ms. Shahade seconded, and the motion carried unanimously (6-0-0).**

**IV. MP Garage Project**

Jim Nineteman, Regional Manager with Commercial Waterproofing, Inc. (CWI), and Quentin Casper, Chief Engineer from River Place West, presented a progress update concerning the MP garage project. The project is progressing favorably, and the goal is to finish the first phase by the end of May 2019. Completion of the remaining three phases is expected by December 2019. However, an issue arose with waterproofing the planter at the back end of the MP garage, as the conditions are notably different than anticipated by CWI. Mr. Nineteman summarized the issues with the planter and provided photographs. The bad soil will be removed, and proper drainage will be installed along with six inches of soil. Additionally, the railings will be mounted to the concrete wall rather than the concrete base to bring it up to Code; and the fence will be reinstalled, but placed in the concrete to make it sturdier. The project includes a 20-year warranty on the membrane, a five-year warranty on the construction, and a 20-year warranty on the memory foam. The cost of the extra work to address the planter would be approximately \$19,000.

Following their presentation, Mr. Nineteman and Mr. Casper answered questions posed by Board members concerning the kind of gravel to be used during the project; the side brackets; lighting for the garage; exhaust fans that are no longer functional; and the use of white, reflective paint to brighten the garage.

**MOTION: Dr. Ali moved to approve the change order from Commercial Waterproofing, Inc. dated April 1, 2019 to perform the corrective work on the planter at a cost of \$19,650. Ms. Shahade seconded, and the motion carried unanimously (6-0-0).**

**ACTIONS:** (1) Management will ensure vehicles are moved from the area to be serviced. (2) Mr. Nineteman will begin ordering materials on Wednesday, April 10<sup>th</sup> with the goal of starting Phase II of the project on Monday, June 10, 2019. Mr. Nineteman will consult with Ms. Fairman concerning the white paint to be used in the garage.

**MOTION:** Ms. Schmelzer moved to appropriate \$5,000 for LED lighting as part of Phase I of the MP garage project. Ms. Shahade seconded, and the motion carried unanimously (6-0-0).

(Mr. Nineteman and Mr. Casper exited the meeting at this juncture at 6:50 p.m.)

## V. Reports

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

1. Management reported a sinkhole in the Southeast corner of the property to Arlington County. The county conducted testing, but did not find any water leaking from the nearby pipe. The area was backfilled at no cost to the OA.
2. Mr. Smith asked for the Board's authorization to install the solar panel on the North Building.  
**ACTION: Board members will consider the matter before a decision is made.**
3. Work is being done to prepare the pool for opening in May.
4. The wiring is being checked at the gatehouse in preparation for the new gate.
5. A crane will be obtained for use during the HVAC replacement project.
6. The missing bolt has been ordered for the leg press machine.
7. The next MP garage town hall meeting will be held on Tuesday, April 30<sup>th</sup> to wrap up questions regarding Phase I. One additional town hall meeting per month will be held in May and June for the benefit of parking space owners and tenants using those spaces. The town hall meetings will be well publicized as with previous meetings.
8. A community art day will be held on Saturday, May 4<sup>th</sup>. Any art created during the event will be presented for a few weeks before it is removed.
9. The OA is closing on one delinquent account that is approximately \$17,000 in arrears. There are also four delinquencies totaling \$8,700. Ten additional parking spaces will be sent to legal counsel for collections that collectively total \$9,000.  
**ACTION: Management will send a list of delinquent parking space accounts to Ms. Fairman.**
10. The next children's movie night will be held on Friday, April 26<sup>th</sup>, and will feature *Sherlock Gnomes*.
11. The IT company will visit the property in late April to ensure the servers are working properly, and to configure improved networking for the gatehouse equipment. Proposals will be obtained for any required IT work.
12. Management is conducting a thorough review of all unit files to determine which require attention.
13. A number of painting projects will be performed on the property.
14. The OA staff has begun taking classes on various topics. Once the OA staff completes each course, that class will be offered to other River Place staff members and the gatehouse staff. Ms. Fairman and Ms. Schmelzer raised suggestions for possible implementation by the gatehouse staff.
15. **ACTION: Mr. Smith will speak with Troy Dibley to determine the status of the audit.**

B. President's/OA Report: Ms. Fairman reported Community Associations Institute (CAI) has asked HUD to develop rules to define "support animals". Until a ruling is finalized, all River Place managers have been instructed to forward any service animal requests to the OA Board of Directors for consideration.

## VI. Board Approvals and Bids for Consideration

None presented.

**VII. Treasurer's Report**

In the absence of Mr. Dibley, a Treasurer's Report was not presented.

**VIII. Project Reports**

The latest project reports were included in the April 2019 Board packet.

**IX. Adjournment**

With no other business raised, the April 9, 2019 Board of Directors meeting was adjourned at 7:32 p.m.

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

\_\_\_\_\_