

**River Place Owners' Association**  
FINAL Minutes from the Board of Directors' Monthly Meeting  
Thursday, May 20, 2021

**In Attendance – Board of Directors**

Sabrina Faber – President (Director, North) (Via Zoom)  
Anthony Priest – Vice President (Director, East) (Via Zoom)  
Lauren Hall – Secretary (Secretary, South / South Building Representative) (In Person)  
Troy Dibley – Treasurer (Non-Voting Member) (Via Zoom)  
Pat Fairman – Director (President, West) (In Person)  
Richard Hess – Director (Parcel 5 Commercial Representative) (Via Zoom)  
James Marandi – Director (Director, South / Parcel 5 Commercial Representative) (Via Zoom)  
Jim Wolf – Director (Parcel 5, Commercial Village Representative) (Via Zoom)

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

Aurelius Kitchens – Front Office Supervisor (In Person)  
Mike Gartner, Owners' Association Attorney from Whiteford, Taylor, & Preston, LLP (Via Zoom)  
Peter Goetzinger, President of Deep Blue Aquatics (Via Zoom)

**I. Call to Order**

A meeting of the River Place Owners' Association Board of Directors was held on Thursday, May 20, 2021. As a result of COVID-19, the meeting was convened with some Board members and staff members physically in the South Building's Entertainment Center. Other Board members were in attendance via Zoom conferencing. Board President Pat Fairman called the meeting to order at 6:10 p.m.

**II. Executive Session**

The meeting was immediately moved into Executive Session to discuss personnel and legal matters with the cooperative's counsel. The Executive Session was adjourned at 6:31 p.m., and the regular Board Meeting was then resumed.

**III. Presentation - Pool Season**

Peter Goetzinger, President of Deep Blue Aquatics, attended the Board Meeting to answer questions regarding the modified hours for the 2021 pool season, lifeguard service, and the general rules and logistics in light of COVID-19. The pool is still planned for opening the Saturday before Memorial Day, May 29, 2021, hours of operation will begin as 12:00 p.m. to 8:00 p.m., with the weekday service days still to be decided. Mr. Goetzinger is working to secure local lifeguards as well as lifeguards from the Czech Republic and Poland as is his company's normal practice. He also informed the Board that Arlington County confirmed with him that the COVID-19 guidelines are effectively dropped as of May 28, 2021.

**IV. Election of Officers**

**MOTION:** Ms. Hall nominated Sabrina Faber to serve as President of the Owners' Association Board of Directors. Ms. Faber accepted the nomination. Ms. Fairman seconded. Mr. Marandi then nominated himself to serve as President of the Owners' Association Board of Directors. Mr. Hess seconded. After remarks and a brief Question & Answer session, Sabrina Faber was appointed President of the Board of Directors by a vote of four in favor, three opposed (Mr. Marandi, Mr. Hess and Mr. Wolf), and zero abstained (4-3-0).

**MOTION:** Sabrina Faber nominated Troy Dibley to continue serving as Treasurer of the Board of Directors. Mr. Dibley accepted the nomination. Ms. Fairman seconded. The motion carried unanimously (7-0-0).

**MOTION:** Ms. Hall nominated Anthony Priest to serve as Vice President of the Board of Directors. Mr. Priest accepted the nomination. Ms. Fairman seconded. The motion carried unanimously (7-0-0).

**MOTION:** Lauren Hall self-nominated to serve as Secretary of the Board of Directors. Ms. Fairman seconded. The motion carried unanimously (7-0-0).

**V. Approval of the Agenda**

**MOTION:** Ms. Hall moved to approve the May 20, 2021 Board of Directors' Meeting agenda as amended after moving the presentation from Deep Blue Aquatics to occur prior to the Election of Officers. Mr. Priest seconded. The motion carried unanimously (7-0-0).

**VI. Approval of Prior Meeting Minutes**

**MOTION:** Ms. Hall moved to approve the minutes from the April 13, 2021 Board of Directors Meeting as electronically amended by Board members. Ms. Fairman seconded. The motion carried by a vote of four in favor, zero opposed, and three abstained (Mr. Hess, Mr. Marandi, and Mr. Wolf) (4-0-3).  
**ACTION:** Ms. Hall to ensure that there is no conflict between the edits Ms. Faber provided Mr. Kitchens to convey to the Minute Taker and Ms. Hall's edits, or work to resolve any that may exist.

**VII. Reports**

A. President's Report: As the newly elected Board President, Sabrina Faber did not have information to present. She therefore yielded the floor to prior Board President Pat Fairman. In response to Mr. Marandi's concern about the cost of parking, a discussion was held about the factors that contribute to the parking assessment (specifically, County taxes and, recently, the MP garage project).

B. Management Report: Mr. Kitchens highlighted the following information from the full Management Report:

1. The latest delinquency total stood at \$36,292.60. It was noted that the semi-annual payments are due May 1 and that the delinquency rate will drop off significantly once timely payments are processed. A discussion was held regarding FirstService Residential (FSR) sending out the coupons, FSR's denying of OA's request to change their coupon distribution to April 1 from April 15 to better align with OA's reporting (considering assignees have 30 days to pay), and potential delays with mail being delivered by the United States Postal Service (USPS).

**ACTION:** OA to ask FSR why FSR is unwilling to accommodate OA's request to send out the payment coupons April 1<sup>st</sup> so that timely semi-annual payments can be paid in advance of the first reporting of them in the OA's May meeting.

2. The fitness center was re-opened on Monday, May 10<sup>th</sup>. One hour workout slots are being offered from 12:00 p.m. to 5:30 p.m., with a 30-minute cleaning after each slot. In light of the anticipated change in guidelines, Ms. Faber inquired as to whether it would be ok to reduce the frequency of cleaning or the amount of time set aside to do so effective once the guidelines change. Additionally, Wi-Fi is now accessible for fitness center users. The plastic parking office sheeting devised to create a reception window for staff to respond to customers while providing a protective barrier for staff concerned about COVID has been replaced by plexiglass while a Dutch door replacement is being investigated to create a more welcoming entrance to OA spaces.

**ACTION:** Mr. Kitchens will work with Board members to determine how the Fitness Center Reopening Plan should respond to the guideline changes, effective May 28, 2021.

3. Axiom was sent RPOA's patrol post orders for review.

**ACTION:** Mr. Kitchens will meet with Axiom's Patrol Supervisors on Tuesday, May 25<sup>th</sup> to set up the training schedule.

4. Ms. Faber followed up on River Place North's reimbursement request from November 2020 for supplementary pest control service, as the service provided by the Owners' Association's contract with American Pest was inadequate. Ms. Faber also noted that this request is a one-time request, and the situation appears to have gotten under control. Board members also discussed 1) previous requests the Board asked of staff to better track progress on pest management and 2) causes of pests on the property.

**MOTION:** Ms. Fairman moved to reimburse the North Building a total of \$1,020 to cover the cost of the additional pest control service that was already performed. Ms. Hall seconded. The motion carried unanimously (7-0-0).

**ACTION:** Mr. Kitchens to alert the property management contact for the adjacent Monday Properties' office complex regarding their overflowing open dumpsters. OA staff to establish a procedure for American Pest visits wherein the contractor is to sign in with OA and shares detailed

**documentation with OA specifying which traps they are addressed during each visit. OA staff to report back to Ms. Hall about the pace of bait replenishment.**

5. The East Building has requested authorization to install five floodlights on their loading dock to achieve greater brightness: one above the loading dock door, another above the refuse enclosure, and three along the East parking wall of the loading dock. Mr. Priest indicated the lights would be like those already in place on the West and South Buildings. Ms. Fairman informed the Board that the OA has a map of exterior lights under their jurisdiction and those lights shining only on the loading dock are the jurisdiction of the OA as the loading docks are considered common areas, but lights servicing areas specifically serving a building would be the jurisdiction of the building. Ms. Faber and Ms. Hall referenced requests for the light map during the previous Board year and again requested that the map be circulated to the Board. Ms. Fairman also requested the lights be LED.

**ACTION: Ms. Fairman to circulate the lighting map to the Board. Mr. Priest to determine which lights belong to the Owners' Association versus those that belong to the East Building. This will help to determine next steps regarding the East Building's request.**

6. Tree trimming, dead limb removal and concerns about quality of the lawn raised the previous summer prompted Board members to inquire about whether the OA should be conducting annual services or other efforts to support plant health. Ms. Fairman informed the Board that: 1) if a manager walks the property all the time as they are supposed to the manager will know what to do, 2) OA works with landscapers, and 3) the groundskeepers' work is limited to mulching and watering.

**ACTION: Mr. Kitchens will explore options to help the OA ensure sound practices for supporting plant health.**

#### C. Treasurer's Report:

1. End-of-Year Financials: The OA's fiscal year ended on April 30, 2021. The annual audit and tax return preparation will be performed by the Goldklang Group CPAs, P.C. FirstService Residential (FSR) will produce the year-end financial report within approximately the next week and will then release it for review by management and the Board of Directors.

**ACTION: Mr. Dibley will prepare a brief Executive Summary to summarize the key drivers of financial performance during the prior fiscal year.**

2. Reserve Study: Mr. Dibley sent the draft reserve study to Board members for review. The information will help with reserve project planning.

**ACTION: Board members to closely review the draft reserve study to provide input for next steps for the OA's financial path forward.**

3. MP Garage Project Manager Payment: Mr. Wolf conveyed that FSR did not specify, nor did the OA's point-of-contact for FSR recall, what project the project manager payment applied to, or who the project manager was, in the yearend financial report. Mr. Marandi inquired as to why FSR had the project manager paid out of operating funds that would then be reimbursed by the reserves account. Mr. Dibley indicated this may have been done if the project manager was on the books with FSR as an employee. Mr. Marandi indicated concern that if an employee was being compensated for performing project manager duties, then there was a conflict of interest in the procurement process.

**ACTION: Mr. Dibley will inquire with FSR about what is known about this issue, and convey to FSR that when information that does not fit in the standard format is needed for transparency, it be detailed in FSR's monthly summary cover letter that comes with the monthly report.**

#### VIII. New Business:

- A. Old Dry-Cleaning Space: Mr. Wolf inquired what can be done to bring water and drainage into the old dry-cleaning space, as that would open the space for many potential uses. There is also no bathroom currently in the space.

**ACTION: Once a new manager is in place proposals will be requested to determine the cost to bring water and drainage into the old dry-cleaning space.**

B. 2021-2022 Board Meeting Schedule:

**MOTION: Ms. Hall moved for the OA Board of Directors to meet on the third Thursday of each month going forward. Ms. Faber seconded. The motion carried unanimously (7-0-0).** Ms. Faber commented that additional Board Meetings can be held, as necessary.

**IX. Board Proposals/Action Items**

No proposals were presented for the Board's consideration. However, please see the action items noted in bold throughout these minutes.

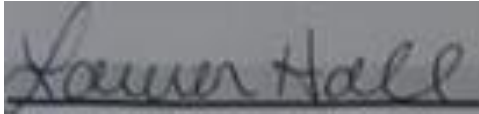
**X. Adjournment to Executive Session**

With no other business raised, the May 20, 2021 Board of Directors meeting was adjourned to Executive Session at 8:14 p.m. to discuss personnel matters. No votes on those matters were had. It was also determined that: 1) currently, without a general manager, there was too much to do with just once-a-month-meetings; and, 2) the Board would meet again for a Special Meeting on Thursday, June 3, 2021 at 6pm EDT to facilitate progress. Ms. Fairman welcomed the Board to conduct their Special Meeting then but informed the Board that she would be out of town then. The Executive Session was then adjourned at 8:37pm.

These minutes were respectfully drafted and submitted by:

The Professional **Documents**  
■■■ Service

Attested By:



Board Approval Date:

\_\_\_\_6/17/2021\_\_\_\_\_

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