

River Place Owners' Association
Final Minutes from the Board of Directors' Meeting
Thursday, September 16, 2021

In Attendance – Board of Directors

Sabrina Faber – President (Director, North)
Lauren Hall – Secretary (Secretary, South)
Pat Fairman – Director (President, West)
Richard Hess – Director (Parcel 5 Commercial Representative)
James Marandi – Director (Director, South/Parcel 5 Commercial Representative)

Regrets - Board of Directors

Anthony Priest – Vice President (Director, East)
Jim Wolf – Director (Parcel 5 Commercial Village Representative)
Troy Dibley – Treasurer (Non-Voting Member)

In Attendance – Property Management

Terry Presmont – General Manager

I. Call to Order

A meeting of the River Place Owners' Association Board of Directors was held on Thursday, September 16, 2021. The meeting was convened via Zoom conferencing. Board President Sabrina Faber called the meeting to order at 6:05 p.m.

II. Approval of the Agenda

MOTION: Mr. Hess moved to approve the September 16, 2021 Board of Directors' Meeting agenda as amended with omission of the September 16, 2021 Executive Session; the addition of a note that an Executive Session will take place on Tuesday, October 5, 2021 at 11:00 a.m.; deleting the Treasurer's Report in the absence of Troy Dibley; and the addition of the June 17, 2021 Board Meeting minutes for approval. Ms. Hall seconded. The motion carried unanimously (5-0-0).

III. Approval of Prior Meeting Minutes

MOTION: Ms. Hall moved to re-approve the minutes from the June 17, 2021 Board of Directors' Meeting as amended by the Board. Mr. Marandi seconded. The motion carried by a vote of four in favor, zero opposed, and one abstained (Ms. Fairman) (4-0-1).

MOTION: Ms. Hall moved to approve the minutes from the July 1, 2021 Board of Directors' Meeting as amended by the Board. Mr. Marandi seconded. The motion carried by a vote of four in favor, zero opposed, and one abstained (Ms. Fairman) (4-0-1).

MOTION: Ms. Hall moved to approve the substantive changes recommended for the July 15, 2021 Board of Directors' Meeting minutes. Mr. Hess seconded. The motion carried by a vote of four in favor, zero opposed, and one abstained (Ms. Fairman) (4-0-1).

ACTION: The aforementioned sets of minutes will be posted in final form.

DECISION: The Board of Directors agreed by unanimous consent to defer approval of the August 19, 2021 Board of Directors' Meeting minutes to allow time for additional review.

Ms. Hall requested that OA investigate subscriptions and required number of licenses for electronic agreement management applications such as DocuSign or Adobe Acrobat to facilitate electronic signatures. This matter will be further discussed during the President's Report.

IV. Reports

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

1. New computers in the management office are enabling use of more efficient operating software.
ACTION: Ms. Presmont will obtain multi-user licensing information for OneDrive, DocuSign, and Adobe; and will present that information during the October 5, 2021 Special Meeting scheduled to facilitate progress on various items.
2. Board members have been gathering and familiarizing themselves with historical documents.
ACTION: Ms. Fairman agreed to share a 1999 operating agreement between the River Place Owners' Association, River Place South, and the various commercial spaces.

B. Management Report: Ms. Presmont highlighted the following information from the full Management Report:

1. Ms. Presmont has been familiarizing herself with the Association's contracts.
ACTION: During the next Board Meeting, Ms. Presmont will provide information concerning the OA's active contracts.
2. River Place South management requested an OA smoking area(s) be established on a grass patch behind the South building. Ms. Fairman reported being informed by the Fire Department that smoking areas would have to be in front of the building(s) because smoking near utility components behind the building(s) could pose a hazard.
ACTION: Ms. Presmont will consult with the fire department to ensure the proposed smoking areas do not pose a combustion hazard.

V. Committee Reports

A. Amenities Advisory Committee: The committee is interested in extended fitness center hours but they don't have a formal request prepared yet. Their next meeting was rescheduled for the week of September 20, 2021.

B. Parking Committee: Mr. Marandi reported Bob Porco of FSR has stated past and current parking account data is accessible.

C. Ground Lease Strategy Committee: The Board agreed to update and formalize a resolution reaffirming the Committee. The Committee had not been required to report to the OA Board.

ACTION: Ms. Presmont to oversee the uploading of the Resolution onto OneDrive. Resolution language to be fine-tuned before adoption by the Board. The Committee will formally report to the OA Board.

VI. New Business

A. Lockout Policy: Ms. Presmont briefed the Board on the lockout amenity patrol provides, including the fee of \$15 per occurrence that has been in place since September 1996. Ms. Faber relayed complaints received concerning the requirement to pay for the lockout service using cash rather than via an electronic means and asked the Board to evaluate process attributes considering this amenity is a primary use of patrol staff by residents and the Board has been considering how to improve efficiency of patrol services and recordkeeping. Mr. Hess requested board members provide feedback to Ms. Presmont by week's end.

ACTION: Ms. Presmont will investigate the use of Square to process the lockout service fee; and will verify the amount of time it takes the patrol team to provide the service before preparing a flow chart for the Board's consideration of an updated fee. Board members to provide feedback to Ms. Presmont regarding this policy. The Board will review the policy in the next meeting.

B. Annual Tree Maintenance: Management anticipates including a scope of work and competitive proposals in the October 2021 management report.

Plant Beds and Landscaping Site Plan: Management is working to locate the site plan that defines the plant materials and landscaping.

C. Resolution - Ground Lease Strategy Committee: Please see Section V.C of these minutes.

D. Gate Replacement Proposals:

1. Recent repairs to rear and front gate systems are not durable and a more permanent solution is needed.
2. Ms. Presmont requested input from the Board regarding the preferred style for the gate replacement. Mr. Marandi advised that we should find a permanent solution through a more durable product.

VII. Old Business

A. Reserve Study Update: The Falcon Group issued the second draft of the reserve study update.

ACTION: Ms. Presmont will review the changes and email the Board a summary of the revisions. Concurrently, management will obtain pricing for the major items.

B. Parking Space Audit/Survey: Board members previously determined a parking space audit/survey would be useful as part of their exploration of how to improve parking. Ms. Faber introduced Ms. Presmont to Parking Boss, a company that offers an innovative, cloud-based solution for parking management. At this time, it was mentioned that OA had just received a counter proposal from a parking spot lease assignee to establish an electric vehicle charging station in the assignee's parking space. Ms. Presmont indicated that the previous denial of this request did not specify a reason.

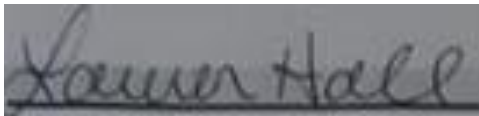
ACTION: Ms. Presmont will send the Parking Boss marketing materials to Board members for review and will arrange a demonstration for Board members to learn how the Parking Boss software could benefit River Place. Ms. Presmont will again deny the parking space lease assignee's request but include an explanation as to why the request was denied.

All other items noted on the agenda as "Old Business" were not orally addressed but were covered in writing via the Management Report as informational items.

VIII. Adjournment

MOTION: With no other business raised, Mr. Hess moved to adjourn the September 16, 2021 Board of Directors' Meeting at 7:23 p.m. Ms. Hall seconded, and the motion carried unanimously (5-0-0).

Attested By:



Board Approval Date:

10/28/2021

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