

River Place Owners' Association
FINAL Minutes from the Board of Directors' Monthly Meeting
Thursday, September 19, 2019

In Attendance – Board of Directors

Pat Fairman – President (President, West)
Lauren Hall – Vice President (Parcel 5 Representative)
M.J. Schmelzer – Secretary (President, East)
Troy Dibley – Treasurer (via telephone)
Hashmat Ali – Director (President, North)
Janice Mays – Director (President, South/Parcel 5, Commercial Village Representative)
Sara Shahade – Director (Director, South)
Richard Villegas – Director (Director, Commercial Village Representative)

In Attendance – Property Management

Nafeesa Saafir – Assistant General Manager

I. Call to Order

A meeting of the River Place Owners' Association Board of Directors convened on Thursday, September 19, 2019 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 6:01 p.m.

II. Approval of Meeting Agenda

MOTION: Ms. Hall moved to approve the September 19, 2019 meeting agenda as presented. Mr. Ali seconded, and the motion carried unanimously (8-0-0).

III. Approval of Board Meeting Minutes

MOTION: Ms. Schmelzer moved to approve the minutes from the July 18, 2019 Board of Directors meeting as amended. Ms. Hall seconded, and the motion carried unanimously (8-0-0).

IV. President's Report

- A. Reserve Study: The OA's next reserve study will not be due for another few years. Quentin Casper, the Chief Engineer from River Place West, will assist the Owners Association with walking the property and compiling a reserve project list.
- B. Project Manager Extension: This matter was listed on the Board meeting agenda, but was not discussed.
- C. Human Resources/Employee Reviews: Ms. Fairman and Ms. Saafir reported employee reviews will take place in October or November 2019. Any issues noted during the past year will be discussed during the reviews.
- D. Liability Insurance Certificates for All Commercial Tenants:
 1. An insurance walkthrough of each River Place building will take place in early October 2019.
 2. OA management will enforce the requirement for every commercial tenant to provide a copy of their certificate of liability insurance.

V. Management Report

A. Operations:

1. Delinquencies and Assessments: The year-to-date total for delinquent accounts that have not been sent to legal counsel is \$5,097. In addition, a total of 13 accounts are with the OA's attorney. The confiscation of parking spaces will occur more quickly and easily since the collections process has been more clearly defined.
2. AMF Insurance Walkthrough:
 - a. An insurance walkthrough of all River Place buildings will occur on Tuesday, October 8, 2019. As part of the process, the River Place managers will work with the insurance company to establish an emergency plan. Going forward, the walkthroughs may be separately coordinated by each building to ensure there are no delays.
 - b. Joe Rice will attend the October 2019 OA Board of Directors meeting to discuss insurance-related matters.
3. Monday Properties: Monday Properties has requested a date for vehicles to be removed from the back side of the property to accommodate crane work that needs to be done. Ms. Saafir is working with Monday Properties to select a date that works for both entities.
4. Legal – Comfort Animals and Service Animals: The process of securing authentic documentation from shareholders and renters for comfort animals and service animals has become problematic for management. Ms. Saafir raised examples of incidents she has experienced, and indicated she is working with the OA's attorney to draft guidelines regarding comfort animals and service animals. ***Once the information has been compiled, it will be presented to the River Place managers and to the OA Board of Directors.***

B. Parking:

1. It has been decided to create a parking office that is separate from the gym area. The parking office will open up to the main entrance hallway, and will operate according to set hours. The process has begun to lay the floor, install a cubicle, and take other actions necessary to set up the parking office.
2. An agreement and form are being drafted for those who wish to rent a River Place parking space on a weekly basis.
3. Some shareholders have expressed opposition to temporary parking passes to the MP Garage being released to their tenants without prior knowledge. Therefore, a form has been created that must be signed by shareholder and their tenant for authorization to obtain the temporary passes.

C. Reserve Projects:

1. MP Garage Project:
 - a. The project is taking longer than originally expected, as additional matters have been identified that need to be addressed. The new estimated deadline for the MP Garage project is the end of December 2019. Quentin Casper continues to assist the OA with the project.
 - b. The Board of Directors ***agreed by unanimous consent*** to approve a contract with CWI to address work needed on the expansion joint at a cost of \$3,760.
 - c. As a matter of life safety, Ms. Fairman approved a contract with CWI totaling \$1,850 to modify the fence to close the gap between the East and North buildings and the fence.
2. Fitness Facility – Ceiling and Carpet:
 - a. Ms. Schmelzer ***moved*** to approve a contract with Roy Flores to repair the gym ceiling and address the fire insulation at a cost not to exceed \$75,000, given that references are requested and check out favorably; and the company's professional qualifications can be verified. Ms. Fairman ***seconded***, and the motion carried unanimously (8-0-0).
 - b. Ms. Saafir stated it is time to replace the carpeting in the gym, as it is difficult to keep it clean; and it creates shorts in the office computer equipment due to static electricity. ***Ms. Fairman stated the carpeting replacement will be added to the reserve project list.***

3. IT Upgrade: Ms. Saafir walked the building with an electrician and an IT professional to plan for an upgrade of the management office's IT systems.
4. HVAC: *Ms. Saafir recently met with the HVAC contractor to review recent work that was performed, and to gain a better understanding of the warranty.*

D. Events:

1. River Place Socials: The final cookout of the year was recently held, and was well attended. Ms. Hall raised comments from various shareholders that the food did not last as long as the July 2019 cookout; that the music was too loud; and that the music was not family-friendly. Ms. Saafir explained the final cookout was more heavily attended than the one in July, and the caterer prepared less food for the event than usual due to a recent surgery. Board members discussed ideas to ensure the food lasts longer during future events, including the possibility of implementing a ticket system; asking the servers to limit portion sizes; and posting signage to encourage participants to consider others when requesting food. Ms. Hall suggested circulating a survey to gather shareholders' feedback concerning past and future events.
2. Collaborations with Lutheran College: This matter was listed on the Board meeting agenda, but was not discussed.

VI. Treasurer's Report

Mr. Dibley reported the draft audit was received for the previous fiscal year, and a copy was included in the September 2019 Board book. The OA received a clean/unqualified opinion, but recommendations were raised by the auditor concerning the Association's credit card payments; the method used to file the Association's taxes; and the reserve study. Those recommendations will be implemented by the Owners Association.

The OA's account with Lafayette Federal Credit Union was closed, as it had not been used for several years. The funds in the account (approximately \$10,000) were rolled into the reserves. This leaves the OA with two types of accounts – an operating account with Capital One, and reserve funds held with Merrill Lynch. The Association's accounts are all maintained under FDIC limitations.

As the OA's Certificates of Deposit mature, management works with Mr. Dibley and the representative from Merrill Lynch to ensure money is available for the MP Garage project.

VII. Board Approvals

Please see Sections V.C.1.b and V.C.1.c of these minutes.

VIII. Adjournment to Executive Session

With no other business raised, the September 19, 2019 Board of Directors meeting was adjourned at 7:25 p.m.

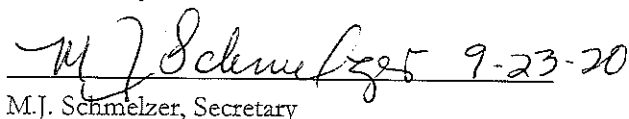
The next OA Board of Directors meeting will be held on a date and time to be determined and publicized to shareholders.

These minutes were respectfully drafted and submitted by:

The Professional **Documents**
 ■ ■ ■ Service

Attested By:

Board Approval Date:

 9-23-20
 M.J. Schmelzer, Secretary

River Place Owners Association Board of Directors