

**River Place Owners' Association**  
Final Minutes from the Board of Directors' Meeting  
Thursday, October 28, 2021

**In Attendance – Board of Directors**

Sabrina Faber - President (Director, North)  
Anthony Priest – Vice President (Director, East)  
Lauren Hall – Secretary (Secretary, South)  
Troy Dibley – Treasurer (Non-Voting Member)  
Pat Fairman – Director (President, West)  
Richard Hess – Director (Parcel 5 Commercial Representative)  
James Marandi – Director (Parcel 5 Commercial Representative) (Arrived at 6:17 p.m.)  
Jim Wolf – Director (Parcel 5 Commercial Village Representative)

**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, October 28, 2021 via Zoom conferencing. Board President Sabrina Faber called the meeting to order at 6:03 p.m.

**II. Approval of the Agenda**

**MOTION: Mr. Hess moved to approve the October 28, 2021 Board of Directors' Meeting agenda as amended with the addition of a Compensation Committee Report and the addition of October 5, 2021 Minutes Approval. Mr. Wolf seconded. The motion carried unanimously (6-0-0).**

**III. Approval of Prior Meeting Minutes**

Ms. Faber reported an Informational Session occurred on October 21, 2021 with a representative from AIM. (The session was intended to be a Special Meeting of the Board on the same topic, but a quorum of the Board was not achieved.) Insurance Broker Joseph E. Rice offered a presentation regarding umbrella insurance options for the coming year.

**MOTION: Mr. Hess moved to approve the minutes from the August 19, 2021 Board of Directors' Meeting as presented. Ms. Hall seconded. The motion carried by a vote of four in favor, zero opposed, and two abstained (Ms. Fairman and Mr. Wolf) (4-0-2).**

**MOTION: Mr. Hess moved to approve the minutes from the September 16, 2021 Board of Directors' Meeting as presented. Ms. Hall seconded. The motion carried by a vote of four in favor, zero opposed, and two abstained (Ms. Fairman and Mr. Wolf) (4-0-2).**

(Mr. Marandi arrived in the midst of the October 5, 2021 minutes vote below at 6:17 p.m.)

**MOTION: Ms. Hall moved to approve the minutes from the October 5, 2021 Board of Directors' Special Meeting as presented. Mr. Hess seconded. The motion carried by a vote of four in favor, zero opposed, and three abstained (Mr. Priest, Ms. Fairman, and Mr. Wolf) (4-0-3).**

#### IV. Reports

A. President's Report: In the runup to Ms. Presmont and Mr. Dibley's mid-year review report planned for the November 2021 monthly meeting, Ms. Faber reported on a variety of OA accomplishments and associated items. Of note:

1. There is concern that resident and shareholder engagement opportunities (e.g., use of chat function, proper use of calendar functions to enable accurate display of information, identification of staff roles) associated with the new Owners' Association web site are being overlooked to the detriment of improved customer relations.

**ACTION: Ms. Presmont will work with the staff to learn more about the functionality of the website, including how to establish email accounts containing the domain name and how to set a proper end date for a calendar listing. Ms. Presmont will also lead the staff in determining whether the chat feature will be monitored or disabled.**

2. The Compensation Committee recommends a best practice-informed process to assess each of the staff positions. The Committee recognizes the staff assessment process envisioned to benefit the Association will be a change for staff.

**ACTION: Ms. Presmont to explain the staff position assessment process to staff and be responsible for its successful implementation.**

3. An air ionization system was installed in the fitness center in late 2020.

**ACTION: Ms. Presmont will have the installation company visit the property to review the system and report on its condition; and to provide a schematic map that shows the areas being covered by the four subsystems. Ms. Presmont will also research the use of standalone air purifiers that purify air with UV lights for the fitness center.**

4. Ms. Faber discussed the anticipated process to upgrade monitoring in the fitness center and encouraged staff to identify fiscally-responsible ways to facilitate project management steps.

**ACTION: Staff to secure signage that can be posted indicating cameras are present within the fitness center.**

#### V. Committee Reports

A. Parking Committee: Mr. Marandi reported the Parking Committee is in the information gathering phase.

**ACTION: A kickoff meeting will be scheduled for the Parking Committee. The committee will discuss and recommend a process for responding to parking-related inquiries. Mr. Marandi will report back during the next Board of Directors' Meeting.**

B. Ground Lease Strategy Committee: It was recommended that the Board reaffirm the Ground Lease Strategy Committee resolution.

**MOTION: Mr. Marandi moved to reaffirm the resolution dated June 3, 2018 regarding the Ground Lease Strategy Committee. Ms. Fairman seconded. The motion carried unanimously (7-0-0).**

C. Fitness Advisory Committee: Please see various information under Section IV.A of these minutes. In addition, Ms. Faber stated the committee put forth a September 2021 report expressing concern about mask use in the gym. They suggested removing a few pieces of equipment from the gym and placing them into the activities room for use by those who do not want to wear a mask.

D. Compensation Committee: Mr. Hess reported the Compensation Committee met on October 27, 2021. Mr. Hess provided a one-page document that references their discussions and recommendations for the Board's approval. Ms. Presmont added information was provided to the Compensation Committee regarding staff health plans. A Board discussion ensued.

**MOTION: Mr. Hess moved to accept all Compensation Committee recommendations. Mr. Wolf seconded. The motion carried by a vote of six in favor, one opposed (Ms. Hall), and zero abstained (6-1-0).**

## VI. New Business

### A. Master Insurance Policy Renewal:

The Board is interested in exploring options through which it secures the Association's master insurance policy.

**MOTION: Mr. Wolf moved to extend the master insurance policy with Traveler's for one year (effective November 1, 2021 to November 1, 2022), but to put the insurance out for bid the following year with input from Joe Rice. Mr. Marandi seconded. The motion carried unanimously (7-0-0).**

**ACTION: The OA to explore hiring an independent consultant to review all aspects of the OA's insurance needs for subsequent years in spring 2022.**

(Mr. Marandi exited the meeting at this juncture at 7:33 p.m.)

- B. FY2020-2021 Draft Audit Report: Ms. Presmont reported that the audit has been finalized and the same firm is engaged to conduct the next annual audit.
- C. Cash Receipts: Management recommends using Square for processing cashless transactions at the gatehouse and in the entertainment center.

## VII. Old Business

- A. Reserve Study Update: The Falcon Group issued the second draft of the 2021 reserve study, and management plans to put forth recommendations during the November 2021 Board Meeting so that the reserve study can be finalized by the end of the calendar year.
- B. Aeration, Overseeding, and Fertilization Proposals: This work was deferred along with annual tree maintenance until spring 2022.
- C. Cameras and Access Control: Ms. Presmont sent out a bid matrix, but the proposals are under review to ensure the scopes are comparable.  
**ACTION: Management anticipates requesting a vote on this during the November 2021 Board of Directors' Meeting.**
- D. Annual MP Garage Fire System Components Inspections:
  - 1. Fire extinguishers and sprinkler alarms in the MP garage were inspected. The OA failed the sprinkler inspection, but the replacement of six water gauges and nine air gauges in the sprinkler room (approved; within the manager's spending authority) is all that is needed to bring the system into compliance.
  - 2. The fire alarms in the MP Garage will need to be inspected for compliance with the county's annual inspection requirements.
- E. Parking Space Audit/Survey: Ms. Faber introduced the OA to Parking Boss, software that would modernize the OA's use of parking information. A demonstration will be scheduled for Board members.
- F. Gate Replacement Proposals: The rear and front gate arm systems are due for durable replacements after a temporary fix to make them operable was implemented.  
**MOTION: Mr. Priest moved to approve a contract with Autogate to replace the rear and front gate arms and the gate operators at a cost of \$33,879.88. Mr. Wolf seconded. The motion carried by a vote of five in favor, zero opposed, and one abstained (Ms. Hall) (5-0-1).**
- G. Electric Vehicle Charging Stations: Management reported vendors for implementing this service were shared with the Board and indicated an explanation to a River Place East shareholder requesting to transition his parking space to add this use was still due.

H. Patrol: As a cost saving measure it was recommended additional staff be hired rather than having staff work (and be paid) overtime.

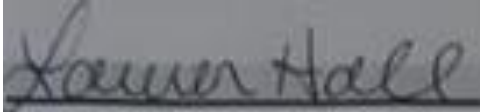
**MOTION: Mr. Wolf moved to approve the request of the Patrol Site Manager to hire two new patrol officers on a 90-day, probationary basis. Mr. Hess seconded. The motion carried unanimously (6-0-0).**

**VIII. Adjournment**

**MOTION: With no other business raised, Mr. Priest moved to adjourn the October 28, 2021 Board of Directors' Meeting at 7:51 p.m. Mr. Hess seconded, and the motion carried unanimously (6-0-0).**

Attested By:

Board Approval Date:



1/20/2022

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