

River Place Owners' Association
FINAL Minutes from the Board of Directors' Monthly Meeting
Tuesday, January 9, 2018

In Attendance – Board of Directors

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

In Attendance – Property Management and Others

Bill Smith – General Manager

I. Call to Order

A meeting of the River Place Owners' Association Board of Directors convened on Tuesday, January 9, 2018 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 6:00 p.m.

II. Approval of Meeting Agenda:

MOTION: Ms. Mays moved to approve the January 9, 2018 Board meeting agenda. No second was voiced. However, an all-in-favor vote was conducted, and the motion carried unanimously (6-0-0).

III. Approval of Prior Monthly Meeting Minutes (November 8, 2017)

MOTION: Ms. Schmelzer moved to approve the minutes from the November 8, 2017 Board of Directors meeting as presented. No second was voiced. However, an all-in-favor vote was conducted, and the motion carried by a vote of four in favor, zero opposed and two abstained (Ms. Mays and Ms. Shahade) (4-0-2).

IV. Reports

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

1. Ms. Fairman expressed appreciation for Mr. Smith, Mr. Dibley and Assistant General Manager Nafeesa Saafir working through the holidays on several items (e.g., the 2018-2019 operating and capital budgets; the updated reserve study as prepared by Reserve Advisors; a list of reports for the Board packet; and obtaining several bids). Ms. Fairman was not pleased with the reserve report provided by Reserve Advisors, as the projected costs for some expenses were underestimated. However, Reserve Advisors has agreed to revise the report at no cost to the Association over the coming six months.
2. Ms. Fairman met with the Project Manager of Monday Properties on Tuesday, January 9th to discuss parking issues experienced during Monday Property's roof project, and ways to prevent future issues. The Project Manager assured Ms. Fairman that the issues will be addressed.

B. Managers' Monthly Meeting: The monthly meetings of the River Place managers are ongoing.

C. Board Approvals:

1. Monday Properties Project: Please see Section IV.A.2 of these minutes.
2. Draft Audits: Please see Section IV.F.1 of these minutes.

D. Management Report:

1. The OA's year-to-date delinquency total stands at approximately \$28,000 through November 30, 2017.
2. The income line for "Late Fees" is listed as \$250 in the budget. However, the governing documents indicate the OA should be collecting an 18% late fee for assessments paid 11 days or more after the due date. Therefore, adjustments will be made in the budget.
ACTION: Mr. Dibley will speak with Zalco Realty about the implementation of late fees associated with delinquent assessment payments.
3. Engineering & Technical Consultants, Inc. (ETC) submitted a proposal to provide professional engineering services associated with MP garage repairs. Phase I has been completed, and involved the performance of a pre-design survey. Phase II would involve design services at a cost of \$7,000. Phase III would involve sending the project out for bid at a cost of \$3,000. The fourth and final phase would involve construction administration at a cost of \$130,000. Mr. Smith recommended moving forward with the design phase of the project (Phase II) at a cost of \$7,000.
MOTION: Dr. Ali moved to approve Phase II of the ETC proposal to provide design services for MP garage repairs at a cost not to exceed \$7,000. Ms. Mays seconded, and the motion carried unanimously (6-0-0).
4. The Board of Directors discussed adding a piece of equipment to the gym.
DECISION: The Board of Directors agreed to table a decision concerning this matter to allow the gathering of additional information and planning.

E. Bids for Consideration:

1. Meeting Minutes Contract Renewal: The OA's meeting minutes contract with The Professional Documents Service (PDS) expired on December 31, 2017. PDS submitted a renewal proposal to provide minutes services for one or two years, with the Board to select options for In-Person Service vs. Digital/Remote Service; and payments monthly or bi-annually.
MOTION: Ms. Schmelzer moved to approve a meeting minutes contract renewal with The Professional Documents Service for a two-year period (effective January 1, 2018 through December 1, 2019), with service to be provided in person; payments to be made bi-annually; and the audio recording to be sent from each meeting. Ms. Mays seconded, and the motion carried unanimously (6-0-0). A 3.5% discount will be extended as a result of the selected options.
ACTION: Mr. Smith will remove any draft sets of minutes from the OA web site; and ensure only final/approved minutes are posted to the web site going forward.
2. Roof Replacements: Bids were received from Virginia Roofing (\$113,128), Monarc Construction (\$173,772), and C&L Construction (\$61,545) to install new roofs on the barber shop, bathhouse, salon, the small and large gazebos, and the gatehouse.
MOTION: Ms. Mays moved to approve a contract with C&L Contractors at a cost not to exceed \$71,545 to replace the roofs at the aforementioned locations, with the Board's stipulations concerning square footage and treated plywood to be implemented. Ms. Schmelzer seconded, and the motion carried unanimously (6-0-0).
3. MP Garage Door Replacements: Bids were received from DeRana (\$189,148.21), Just Rite Equipment (\$266,800), and Overhead Door (\$87,571 for only four doors) to replace the doors and operators on the MP and WP garages.
MOTION: Ms. Schmelzer moved to approve a contract with DeRana to replace the doors and operators on the MP and WP garages at a cost not to exceed \$189,148.21. Ms. Mays seconded, and the motion carried unanimously (6-0-0).

4. Health Insurance Renewal: Care First provided renewal rates to continue health insurance coverage for the OA staff. The plan will cover dental services at no cost increase; vision services at no cost increase; and medical services at a rate increase of 1.7%.

MOTION: Dr. Ali moved to approve a health insurance plan renewal with Care First as outlined above. Ms. Mays seconded, and the motion carried unanimously (6-0-0).

5. Security Cameras: Bids were received from Electronic Security Services, Inc. (ESSI) (\$11,179) and Stanley Security (\$11,150) to replace 15 security cameras in various locations on the River Place property and upgrade the DVR system.

ACTION: Mr. Smith will ensure the bid from ESSI includes cameras with a high resolution. If not, he will determine the cost to upgrade the cameras to a higher resolution. He will also ensure the proposal includes adequate storage capacity to retain captured footage.

DECISION: The Board of Directors granted Mr. Smith the authority to spend up to an additional \$8,000 to procure security cameras of a higher resolution if high resolution cameras were not included in the bid from ESSI.

6. Chart for Expenditures: Mr. Smith summarized a chart of anticipated reserve expenditures for the OA.

F. Treasurer's Report: Mr. Dibley presented the following information:

1. The OA received another clean audit from the Goldklang Group, CPAs for fiscal years ending April 30, 2016 and April 30, 2017. Federal taxes were filed on January 9, 2018, and the OA owed no money. Goldklang will file the state taxes prior to the deadline on January 15, 2018. The Association owes a minor amount of state taxes, but will instead receive a small refund since pre-payments were made. Upon reviewing the audit report, Mr. Dibley noted delinquencies have increased to 4% of annual assessments. However, Mr. Smith, Ms. Fairman and Mr. Dibley are working with legal counsel to ensure overdue accounts are addressed in a timely manner.
2. Mr. Dibley summarized the 2018-2019 operating budget, with views provided by component and by account. He then summarized the 2018-2019 capital budget.

(Ms. Schmelzer exited the meeting in the midst of the budget review at 7:30 p.m.)

MOTION: Dr. Ali moved to approve the 2018-2019 operating budget as presented; a 1% increase in the assessments to be applied to the reserves for the buildings and parking owners; and the sale of 16 OA parking spaces. Ms. Shahade seconded, and the motion carried unanimously (5-0-0).

V. Project Reports

The latest project reports were included in the January 2018 Board packet.

VI. New Business

Please see the items listed under Section IV of these minutes.

VII. Adjournment to Executive Session

With no other business brought forward, the RPOA Board of Directors adjourned its January 9, 2018 meeting at 7:45 p.m. The next Board of Directors meeting will be held in January 2018.

These minutes were respectfully drafted and submitted by:

The Professional *Documents*
■ ■ ■ **Service**

Attested By:

Board Approval Date:

David Williams, Secretary
River Place Owners Association Board of Directors
