

**River Place Owners' Association**  
FINAL Minutes from the Board of Directors' Monthly Meeting  
Tuesday, April 3, 2018

**In Attendance – Board of Directors**

Pat Fairman – President, (President, West)  
David Williams – Vice President (Parcel 5, Commercial Village Representative)  
M.J. Schmelzer – Secretary (President, East)  
Janice Mays – Director (Parcel 5, Commercial Village Representative)  
Waqas Ali – Director (Parcel 5, Commercial Village Representative)  
Sara Shahade – Director (Director, South)  
Shai Steinberg – Director (Director, North)

**In Attendance – Property Management**

Bill Smith – General Manager  
Nafeesa Saafir – Assistant General Manager

**I. Call to Order**

A meeting of the River Place Owners' Association Board of Directors convened on Tuesday, April 3, 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. Schmelzer moved to approve the April 3, 2018 Board meeting agenda as amended. Mr. Williams seconded, and the motion carried unanimously (7-0-0).**

**III. Temporary Adjournment to Executive Session**

The April 3, 2018 Board of Directors meeting was temporarily adjourned to Executive Session at 6:01 p.m. to hear a report from Waqas Ali regarding Monday Properties; and a development update from M.J. Schmelzer.

**IV. Reconvening of Regular Meeting**

The Executive Session was adjourned at 6:39 p.m. The regular Board of Directors meeting was reconvened.

**V. Approval of Prior Monthly Meeting Minutes (February 13, 2018)**

**MOTION: Mr. Williams moved to approve the minutes from the February 13, 2018 Board of Directors meeting as presented. Ms. Shahade seconded, and the motion carried by a vote of four in favor, zero opposed and three abstained (Mr. Ali, Ms. Mays and Mr. Steinberg) (4-0-3).**

**VI. Election of Officers**

**MOTION: Ms. Shahade moved to approve the same slate of officers for the 2018-2019 OA Board as was in place in 2017-2018 with two changes: Dave Williams will serve as Vice President and M.J. Schmelzer will serve as Secretary. Ms. Mays seconded, and the motion carried unanimously (7-0-0).**

## VII. Presentation – MP Garage Project

Chris Upperman, Project Manager with Engineering & Technical Consultants (ETC), presented draft designs for the work to be done in the MP garage; and requested approval from the Board of Directors to circulate the designs to multiple contractors as part of an RFP process.

**DECISION: The Board of Directors agreed by unanimous consent to approve the draft designs for the MP garage project as submitted by Engineering & Technical Consultants; and to put the project out to bid to multiple contractors.**

## VIII. Reports

A. Management Report: Mr. Smith and Ms. Saafir reported the following information:

1. Mr. Smith reported the North Building has a new Manager, Ms. Daisy Angelino.
2. Mr. Smith reported the East Building is wrapping up their elevator modernization project; and will soon begin the process of having their penthouse windows replaced.
3. Ms. Saafir presented a delinquency update regarding parking spaces. Payments have been received on four or five of the major accounts in arrears; and four new accounts have been sent to legal counsel for collections processing. The OA may see higher than normal legal fees, as the Board is becoming more aggressive about recouping delinquent fees.

**ACTION: Ms. Saafir will have Attorney Mike Gartner of Whiteford, Taylor & Preston attend a future Board of Directors meeting to present a delinquency report.**

4. Ms. Saafir reported a shareholder is interested in purchasing two OA parking spaces.

**MOTION: Mr. Ali moved to approve selling OA parking spaces within a range of \$8,500 to \$10,000 each. Ms. Schmelzer seconded, and the motion carried unanimously (7-0-0).**

5. Ms. Saafir is in the process of revamping some of the Association's HR forms with assistance from legal counsel.

6. Ms. Saafir explained improved communication systems are needed for linking the River Place buildings and sharing vital information, along with customer service and computer training. Ms. Saafir presented information about software that could potentially be used.

**ACTION: Ideas regarding communication systems and trainings will be discussed during the next River Place Manager's Meeting.**

B. President's Report: In light of the information presented throughout the meeting, a President's Report was not presented.

C. Treasurer's Report: In the absence of Board Treasurer Troy Dibley, Mr. Smith reported the Association received a clean audit. Mr. Dibley will present an end-of-year financial report during the next OA meeting.

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

E. Board Approvals and Bids for Consideration:

1. Garage Door Electric Work: Bids were received from three companies – C&L Contractors, MONA Electric and Kolb Electric – to perform electric work on 10 garage doors.

**MOTION: Ms. Mays moves to grant management the authority to spend up to \$34,000 for work to be performed on 10 garage doors; and for management to use its discretion to select a contractor. Ms. Schmelzer seconded, and the motion carried unanimously (7-0-0).**

2. Landscaping Work: Estimates are anticipated for plantings and tree work.

3. Potential Tree Crowning Work Adjacent to South Building: A shareholder requested the pruning of a tree near the South Building. A professional arborist advised that the tree can be pruned at the top. However, it will only grow wider. Another option is to remove the tree and plant a new one in its place. However, the tree is quite old, and the Board expressed hesitancy about removing such an old tree.  
**ACTION: Mr. Smith will obtain the price to have the tree removed and the stump ground down. The Board will then consider replacement options for the tree.**
4. Potential Placement of Bike Racks: The Board of Directors discussed the potential placement of bike racks on the River Place property.
5. Roofing: The roof replacement project is progressing favorably. No issues or rotten rafters have been noted to date.
6. Fitness Center: New belts were installed on four of the existing treadmills. A new bike and a new treadmill was placed in the fitness center. Board members discussed how the gym can be improved.
7. MP Garage Leak: Water was leaking out of the side of the MP garage during the recent weekend. The matter was quickly assessed; the garage was cleaned; and it was determined that a sprinkler alarm valve needs to be replaced. The repairs will be completed by Friday, April 6<sup>th</sup>.

(Ms. Mays exited the meeting at this juncture at 8:33 p.m.)

8. Newsletter: The latest newsletter was recently published.
9. Future Board Meetings:  
**DECISION: The OA Board of Directors agreed by unanimous consent to hold their meetings on the second Tuesday of each month at 6:00 p.m. Therefore, the next meeting will be held on Tuesday, May 8<sup>th</sup>.**

**IX. Project Reports**

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

**X. New Business**

No matters of “New Business” were raised.

**XI. Adjournment to Executive Session**

With no other business brought forward, the RPOA Board of Directors adjourned its April 3, 2018 meeting at 8:37 p.m.

These minutes were respectfully drafted and submitted by:

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

**Attested By:**

**Board Approval Date:**

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M.J. Schmelzer, Secretary  
River Place Owners Association Board of Directors