

River Place Owners' Association
FINAL Minutes from the Board of Directors' Monthly Meeting
Tuesday, May 8, 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)
Troy Dibley – Treasurer (via telephone)
Janice Mays – Director (Parcel 5, Commercial Village Representative)
Waqas Ali – Director (Parcel 5, Commercial Village Representative)
Hashmat Ali – 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, May 8, 2018 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 6:06 p.m.

II. Approval of Meeting Agenda

MOTION: Mr. Ali moved to approve the May 8, 2018 Board meeting agenda after repositioning the “Executive Session” to occur after “Approval of Meeting Agenda”. Ms. Mays seconded, and the motion carried unanimously (7-0-0).

III. Temporary Adjournment to Executive Session

The May 8, 2018 Board of Directors meeting was temporarily adjourned to Executive Session at 6:09 p.m. to discuss confidential Association matters.

IV. Reconvening of Regular Meeting

The Executive Session was adjourned at 6:44 p.m. The regular Board of Directors meeting was reconvened.

V. Approval of Prior Monthly Meeting Minutes

MOTION: Ms. Schmelzer moved to approve the minutes from the April 3, 2018 Board of Directors meeting with minor amendments. Ms. Mays seconded, and the motion carried by a vote of six in favor, zero opposed and one abstained (Mr. H. Ali) (6-0-1).

VI. Reports

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

1. Insurance agent Joe E. Rice met with the River Place managers in late April to review insurance coverages for each River Place entity.

ACTION: Mr. Smith will obtain information from the insurance agent about how to handle insurance claims; and will forward it to Board members for review.

2. Ms. Saafir apologized that the Association's lawyer could not attend the meeting as planned to present a delinquency report; and that the technician could not attend the meeting to discuss the network expansion project. However, Ms. Saafir reported the River Place managers discussed the network expansion project during their April 2018 meeting. The plan is to improve communication and

technology across the River Place entities. Discussions will continue on that topic during the next few Managers Meetings.

ACTION: Management will attempt to have the Association's lawyer and the network expansion technician attend the next possible OA Board meeting.

3. Delinquent accounts being handled in-house total \$8,753. The large delinquent accounts have been forwarded to legal counsel for collections processing with a total of \$21,093.21 owed by 17 accounts.
 4. The swimming pool will open on Saturday, May 26th; and a barbecue will be held. Operational hours will be 9:00 a.m. to 9:00 p.m.
 5. The first children's movie night of the season was held, and was attended by approximately 76 people. *Storks* was the feature film. A movie night will not be held in May because of the swimming pool opening and barbecue.
 6. Ms. Saafir has been walking the property with the Patrol Supervisor to better understand their route; and to identify areas of the property where additional lighting could be installed or that pose potential security hazards. One idea raised was to install a call box for use in case of emergency. A report will be produced of their findings. Ms. Schmelzer relayed areas at the East Building that pose potential safety hazards.
 7. Management, Ms. Fairman, Ms. Schmelzer and engineers from Engineering & Technical Consultants (ETC) held a pre-bid meeting with six companies for the MP garage project. The companies were asked to submit their bids by Friday, May 11th. A Special Meeting will be scheduled to discuss the bids; or the bids will be discussed during an upcoming Board meeting.
 8. C&L Contractor has begun their electrical work for the 10 garage doors. Once the conduit work is complete, the doors will be installed by DeRana in sets of two.
 9. The River Place roof replacement project is nearly complete. The last areas to be addressed include the doors and snow guards.
 10. A school bus struck the rear of the guard shack. Management obtained a police report, and spoke with the Association's insurance agent. However, a claim has not been filed.
 11. Mr. Smith highlighted a few miscellaneous items from the management report. Of note, tree trimming will take place on Friday, May 18th and Thursday, May 24th near the South Building; and a new FedEx drop box will be placed next to the convenience store.
- B. President's Report: In light of the information presented during Executive Session and throughout the Board Meeting, a President's Report was not presented.
- C. Treasurer's Report: Board Treasurer Troy Dibley reported the following information:
1. The Association's fiscal year ended on April 30, 2018. The year-end financial report for the 2017-2018 fiscal year is anticipated from Zalco Realty during the coming weeks. The Board will conduct a financial performance overview during their next meeting. The annual audit and tax return processes will then follow.
 2. The Association's investment advisor from Merrill Lynch will present during the June 2018 OA Board Meeting to relay information about the Association's reserve funds and investment policy. To date, the OA has approximately \$3 million in reserve funds. The Association is presently contributing to the reserves according to the levels recommended by the most recent reserve study; and the OA has sufficient funds to cover anticipated reserve projects. Mr. Dibley recommended having the investment advisor present to the Board on a regular basis – either annually or at a frequency determined by the Board of Directors.

D. Board Approvals and Bids for Consideration:

1. Postage Meter:

MOTION: Mr. H. Ali moved to approve the 48-month lease of a new postage meter and scale for the management office at a quarterly cost of \$237.35. Ms. Mays seconded, and the motion carried unanimously (7-0-0).

MOTION: Ms. Mays moved to approve an expense of up to \$5,100 to purchase postage for use with the new meter. Mr. H. Ali seconded, and the motion carried unanimously (7-0-0).

2. Landscaping Contract:

MOTION: Ms. Mays moved to approve a landscaping contract with Campbell & Ferrara to plant flowers in front of the four River Place buildings at a cost not to exceed \$60,000. Mr. H. Ali seconded, and the motion carried unanimously (6-0-0). The work will begin at the end of July 2018 and end at the end of August 2018.

VII. Project Reports

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

VIII. Adjournment to Executive Session

With no other business brought forward, the May 8, 2018 Board of Directors meeting was adjourned at 7:45 p.m.

The next OA Board of Directors meeting will be held on Tuesday, June 12, 2018 at 6:00 p.m.

These minutes were respectfully drafted and submitted by:

The Professional Documents
■ ■ ■ Service

Attested By:

Board Approval Date:

M.J. Schmelzer, Secretary

River Place Owners Association Board of Directors