

**River Place Owners' Association**  
Final Minutes from the Board of Directors' Meeting  
Thursday, December 19, 2024

**In Attendance – Board of Directors and Officers of the Board**

Pat Fairman - Vice President (West Representative)  
Lauren Hall – Secretary (South Representative)  
Andrew Spell - Treasurer (Non-Voting Officer) - joined at approximately 5:36 p.m. EST  
Hassan El Shazly- Director (East Representative)  
Richard Hess - Director (Parcel 5 Commercial Representative)  
Olivier Lombard - Director (North Representative) - left meeting at 6:30 p.m. EST  
Amy Rojas Kantorczyk - Director (Parcel 5 Commercial Representative)

**Absent – Board of Directors**

Matthias Mitman – President (Parcel 5 Commercial Village Representative)

**In Attendance – Property Management and Guests**

Terry Presmont - General Manager

- I. **Call to Order:** A meeting of the River Place Owners' Association Board of Directors was called to order by Pat Fairman at 5:31 p.m. EST.
  
- II. **Approval of Agenda:**  
**MOTION:** Ms. Hall moved to approve the agenda as amended. The motion carried unanimously (6-0-0).
  
- III. **Approval of Prior Meeting Minutes:**  
Draft meeting minutes for the November 21, 2024 monthly meeting.  
**DECISION:** The Board agreed to table approval of the November meeting minutes until Board members had a chance to review them, which was anticipated to be at the next meeting.
  
- IV. **President's Report:** Ms. Fairman reported on an addition to the Executive Session agenda.  
  
*At this juncture the Board decided to delay the Treasurer's Report until after the Manager's Report as Mr. Spell had not yet joined the meeting.*
  
- V. **Treasurer's Report:** At the end of the meeting following the Board's return to Regular Session, Mr. Spell gave a brief Treasurer's Report, reporting on the November financial report, specifically noting the reserves and operating account balances. The Balance Sheet, Statement of Operations, Cash Report, Reserve Report and Delinquency Report were not specifically cited.
  
- VI. **Manager's Report:** Ms. Presmont submitted her Manager's Report as written. There were no questions. A Community Inspection Report and a Parking Occupancy Report were not discussed.  
  
*At 5:36 p.m. EST Mr. Spell joined the meeting, however, due to technical difficulties, requested to defer the Treasurer's Report until later in the meeting.*

VII. **Committee Reports:**

- 1) **Parking:** Committee development of a Rules and Regulations document was reported.
- 2) **Finance:** Committee meetings, member engagement, and a written report were reported on.
- 3) **Community Safety:** An anticipated next meeting timeframe, creation of an incident log for analysis, and an update on the modernization project were reported.
- 4) **Landscape:** Anticipated proposals were reported.

VIII. **Old Business:**

- 1) **Committee Appointments:** The Board was due to appoint members of the Finance Committee and Community Safety Committee. It was noted that in the last meeting the Board approved charters for these committees that permitted Association staff to be committee members. Proposed members of the Finance Committee were listed on a roster presented to the Board that included the following names: Rick Hess, Andrew Spell, Amy Kantorczyk, Lauren Hall, Terry Presmont, and Aurelius Kitchens. Proposed members of the Community Safety Committee were listed on a roster presented to the Board that included the following names: Andrew Spell, Amy Kantorczyk, Lauren Hall, Marissa Fond, Terry Presmont, and Aurelius Kitchens. **MOTION: Mr. Hess moved that the Finance Committee and Community Safety Committee rosters be approved by the Board as presented to the Board. The motion carried unanimously. (6-0-0)**
- 2) **WP Garage Waterproofing Project Update:** This WP Garage terrace project completion was delayed a month already pending a stretch of warmer air temperatures and more dry air suitable for proper curing of necessary epoxy. A tenant wanted to regain their preexisting view, and access to their four preexisting parking spots and a building access point they were accustomed to that project mobilization equipment hindered. **ACTION: Ms. Presmont to inquire with the project contractor as to 1) how much it would cost to demobilize and remobilize the mobilization equipment when the weather became more favorable, and 2) whether the mobilization equipment could be moved somewhere else onsite until the project can be resumed.**  
**MOTION: Mr. Hess moved that the Board give Ms. Presmont discretion to respond to the tenant's concerns, following receipt of answers about demobilization costs and onsite relocation options. Response scenarios include: a) keeping equipment in place and working to complete the project at the next opportunity, and b) demobilize the equipment and remobilize it in the spring when the weather more reliably meets the criteria. The motion carried unanimously. (6-0-0)**
- 3) **FY 2025-2026 Operating Budget First Draft:** Clarification was needed regarding the recently finalized reserve study's recommended reserve contribution information following implementation of reserve component allocation data in finalizing the reserve study, but the timeframe to comment on the draft reserve study toward further revisions under the preexisting contract had passed. Proposals were received by incumbent Reserve Advisors for: a) a reserve study update without a site visit for \$1,650 and b) an optional Additional Funding Plan to separate components and funding recommendations for \$400. Without engaging the reserve study incumbent it was unclear whether the Additional Funding Plan option would be necessary as components were already separated. The Treasurer recommended authorizing an amount not to exceed the cost for both and for the Additional Funding Plan to be selected only if deemed necessary. **MOTION: Ms. Hall moved to engage Reserve Advisors for an amount not to exceed \$2,050 for their proposal for their Level 3 update without site visit, as well as for their proposed option to receive an Additional Funding Plan in case it is determined that the additional plan is necessary, in order to secure clarification and explore options toward a more palatable reserve contribution recommendation. The motion carried unanimously. (6-0-0)**  
**ACTION: Ms. Presmont to distribute to the Board the addendum to the reserve study plan once it is completed.**

*At approximately this juncture at 6:30p.m. EST, Mr. Lombard left the meeting.*

**IX. New Business:**

- 1) Quarterly PM Proposal for HVAC Equipment: Ms. Presmont provided a status update on securing proposals for a preventive maintenance agreement on the Association's HVAC equipment serving the Entertainment Center.
- 2) Level III Reserve Study Update without Site Visit Proposal: See section VIII.3, Old Business - FY 2025-2026 Operating Budget.

**X. Executive Session:**

**MOTION:** At 6:34p.m. EST, Ms. Fairman moved the Board to Executive Session to discuss the Executive Session agenda. The motion carried unanimously. (5-0-0)

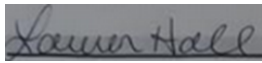
At approximately 7:01 p.m. EST the Board moved into Regular Session and returned to the Treasurer's Report, which had not yet been given.

**XI. Adjournment:**

**MOTION:** At approximately 7:04 p.m. EST, Ms. Hall moved to adjourn the meeting. The motion carried unanimously. (5-0-0)

**Attested By:**

**Board Approval Date:**



1/16/2025

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