

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

In Attendance – Board of Directors

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

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, October 9, 2018 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 6:01 p.m.

II. Approval of Meeting Agenda

MOTION: Ms. Mays moved to approve the October 9, 2018 Board meeting agenda with the addition of a discussion concerning “Classes” under Board Discussion/Approvals; and the addition of an “A/C” discussion during the Management Report. Ms. Schmelzer seconded, and the motion carried unanimously (8-0-0).

III. Approval of Prior Monthly Meeting Minutes

MOTION: Ms. Schmelzer moved to approve the minutes from the September 11, 2018 Board of Directors meeting as amended. Mr. Williams seconded, and the motion carried unanimously (8-0-0).

IV. MP Garage Project Presentation

Ms. Fairman reported a meeting was held with the company that will perform the MP garage project. The proposed contract has been sent to legal counsel for review, and the engineering company is prepared to sign off on the required permits.

Quentin Casper, Building Engineer from River Place West, reported on the work he did to negotiate the MP garage contract; and the work that will be done during the project. Mr. Casper will ensure all of the proper warranties are included with the contract. Insurance agent Joe Rice commented it is not necessary to add coverage to the Association's insurance policy for the project, as the contractor typically handles the insurance requirements. Mr. Rice offered to review the MP garage contract from an insurance perspective.

ACTIONS: (1) Attorney Gartner will be asked to submit his comments concerning the contract by Friday, October 12th. (2) Ms. Fairman and Ms. Schmelzer will plan town hall meetings to relay information about the MP garage project to shareholders, with the first town hall to occur sometime in January 2019. (3) Notices will be drafted to provide information to shareholders in advance of and during performance of the project.

(Mr. Casper exited the meeting at this juncture at 6:24 p.m.)

V. Insurance Presentation

Joe E. Rice, Agent from the Joe Rice Insurance Agency, presented an annual insurance review that summarized the coverages, deductibles and limitations for all five River Place entities. Some of the highlights included a \$10,000 deductible; a flood insurance limit of \$250 million; earthquake coverage of \$250 million; a \$15 million umbrella coverage; and coverages for building ordinance, workers compensation coverage, D&O, crime, fidelity, computer and wire fraud coverage. The total premium is \$271,685.

ACTION: Mr. Rice will work with the OA to plan a meeting with the River Place managers to discuss loss control.

(Mr. Rice exited the meeting at this juncture at 7:03 p.m.)

VI. Reports

A. President's Report: A report was not presented.

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

1. The OA's delinquency total has been reduced as a result of consistent effort from the OA management staff. The delinquency total currently stands at about \$2,200. First Service Residential (formerly Zalco Realty) has been sending late notices as requested.
2. Management is working on a seasonal/quarterly social schedule for River Place. The events will be held outdoors, weather permitting. The autumn social event is being planned for Thursday, October 25th. Information will be published to the shareholders. Kids movie nights will continue in addition to the seasonal/quarterly social events. River Place will offer a small Halloween event in October 2018 in deference to Lutheran College. A larger Halloween event may be planned for future years in coordination with the college.
3. A contractor will visit the building on Wednesday, October 10th to assess an electricity shortage that occurs in some areas and to recommend a solution.
4. The height of the sun sometimes triggers the sensor on the rear gate, causing it to open.
ACTION: The rear gate will be removed for repair.
5. **ACTION: Management will work with Mr. Dibley to address issues with processing payments via the Association's credit card.**
6. Mr. Smith reported on landscaping efforts performed at each of the buildings, including seeding, sodding and the installation of new plants.
7. Shareholder Brian Fredericks was informed that the parking space switch he requested was approved by the OA Board of Directors and executed.
8. Generator maintenance will be performed on Wednesday, October 10th.
9. The references for A&T Heating & Air Conditioning checked out favorably, and A&T agreed to a decreased contract cost. A representative from A&T offered to meet with the OA Board to discuss the project prior to starting in a few weeks.

C. Treasurer's Report: **ACTION: Mr. Dibley will sign the draft audit report and send it back to the auditing firm.**

D. Board Approvals and Bids for Consideration:

1. Classes: Ms. Schmelzer raised the idea of each River Place building holding a social event to inform shareholders about the exercise classes.
2. Additional Yoga Class:
MOTION: Ms. Schmelzer moved to approve the addition of a Tuesday morning yoga class that will run from 10:00 a.m. to 11:00 a.m. Ms. Mays seconded, and the motion carried unanimously (8-0-0).
3. Snow and Ice Removal Contract:
MOTION: Ms. Mays moved to approve a two-year snow and ice removal contract with Rasevic Snow Services, Inc. Ms. Shahade seconded, and the motion carried unanimously (8-0-0).
4. New Pool Covers:
MOTION: Ms. Schmelzer moved to approve contract Option 2 with Deep Blue Aquatics, Inc. to install a Meyco, two-piece mesh safety cover over the pool; remove the existing cover; and install anchors at a cost of \$22,555. Ms. Mays seconded, and the motion carried unanimously (8-0-0).

VII. Project Reports

The latest project reports were included in the October 2018 Board packet. Mr. Smith provided updates concerning the various items.

VIII. Adjournment to Executive Session

With no other business raised, the October 9, 2018 Board of Directors meeting was adjourned at 8:01 p.m. The Board then held an Executive Session to discuss confidential Association matters.

The next OA Board of Directors meeting will be held on a date and time to be determined and publicized to shareholders.

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