

**River Place Owners' Association**  
Final Minutes from the Board of Directors' Meeting  
Thursday, February 20, 2025

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

Matthias Mitman – President (Parcel 5 Commercial Village Representative)  
Lauren Hall – Secretary (South Representative)  
Andrew Spell - Treasurer (Non-Voting Officer)  
Hassan El Shazly- Director (East Representative)  
Richard Hess - Director (Parcel 5 Commercial Representative)  
Amy Rojas Kantorczyk - Director (Parcel 5 Commercial Representative)

**Absent – Board of Directors**

Pat Fairman - Vice President (West Representative)  
Olivier Lombard - Director (North Representative)

**In Attendance – Property Management**

Terry Presmont - General Manager

- I. **Call to Order:** A meeting of the River Place Owners' Association Board of Directors was called to order by Mr. Mitman at 5:33 p.m. EST.

- II. **Approval of Agenda:**  
**MOTION: Mr. Hess moved to approve the agenda. The motion carried unanimously (5-0-0).**

- III. **Approval of Prior Meeting Minutes:**  
Draft meeting minutes for the January 16, 2025 monthly meeting.  
**MOTION: Mr. Hess moved to approve the meeting minutes for the January 16, 2025, monthly meeting. The motion carried unanimously (5-0-0).**

Draft meeting minutes for the February 5, 2025, Special Meeting to Adopt the FY 2025-2026 Operating Budget.  
**MOTION: Mr. Mitman moved to approve the meeting minutes as amended for the February 5, 2025 Special Meeting to Adopt the FY 2025-2026 Operating Budget. The motion carried unanimously. (5-0-0).**

- IV. **President's Report:** Mr. Mitman reported on an idea to help ensure proper management/maintenance/oversight of the reserves fund. .  
**DECISION:** At every Annual Meeting there is to be a one page report presented on the status of the reserve account that details, 1) at the beginning of the fiscal year: the reserve account balance, how much of the reserve account balance is allocated to parking needs, and how much of the reserve account balance is allocated to non-parking needs; 2) how much was contributed to each year from assessments on parking spaces vs from assessments on the buildings and the commercial properties; 3) how much was expended each year: on behalf of parking owners vs on behalf of buildings and commercial; and, 4) for the new fiscal year's budget, how much does each assessment category contribute, and how much will be spent out of reserves for the coming year (including for each assessment category).  
**ACTION:** Management to ensure the documentation in the above-described decision for this agenda item is presented at every Annual Meeting.

**BE IT SO RESOLVED.**

- V. **Treasurer's Report:** Mr. Spell reported on information from the January 2025 Financial Report and a question was raised about a delinquency that met the criteria to be turned over to legal collections but wasn't on the legal collections list.  
**ACTION:** Ms. Presmont to check with the Parking Office about why a particular delinquency listed on the Delinquency Report wasn't turned over to legal for collections.

- VI. **Manager's Report:** Ms. Presmont reported OA staff plan to attend the Community Associations Institute Washington DC Chapter trade show, and it was noted a concrete scanner was expected to be able to provide a more precise estimate than other methods of how much concrete would be needed for a project.  
**ACTION: Management to look for a concrete scanner at the upcoming community associations trade show management staff plan to attend.**

VII. **Committee Reports:**

- 1) **Parking:** Ms. Presmont reported a written report was circulated but an oral report was deferred as Chair Fairman was not present.
- 2) **Finance:** Chair Hess reported the Finance Committee has been very active.
- 3) **Community Safety:** Chair Spell shared a task intended to link the Committee with the campus modernization effort.
- 4) **Landscape:** Ms. Presmont reported on landscape ideas exchanged with West building shareholders, an amenity idea and reactivating an existing green space.

VIII. **Old Business:**

- 1) **WP Garage Waterproofing Project** Update: Ms. Presmont reported on the WP terrace repair work and exploration of scanning methodologies to determine concrete quantities needed for repair.
- 2) **Ratify the Adoption of the FY 2025-2026 Operating Budget:** The OA Board adopted the FY 2025-2026 budget increasing income from \$2,600,670 to 2,807,208. Operating expenses were approved at \$2,807,208 for a zero sum-based budget. The reserve contribution amount is \$460,025.
- 3) **Managing Agent RFP:** In discussing various aspects of the request for proposals for a financial managing agent, the schedule for and legal review of RFPs and of contracts were raised. There was an interest in verifying the schedule, and it was determined the Finance Committee should also have a deadline to review the proposals that respond to the RFP to make a recommendation to the Board, and the Board might need more than two weeks to do its due diligence, and therefore its deadline to review the proposals should be deferred to the next anticipated Board meeting. Regarding legal review of RFPs, it was noted that proposal content would not necessarily be confined to the scope of the RFP, and the Association's contracts are reviewed by the Association's Counsel.

**ACTION: Ms. Presmont to revise the RFP schedule.**

**DECISION: The Board decided not to have Counsel review RFPs. Final contracts will undergo legal review.**

IX. **New Business:**

- 1) **Asphalt RFP:** Ms. Presmont reported an RFP in development for asphalt repair work and noted the remaining restoration from the water and sewer line connection for the coffee shop as a priority area to be addressed on campus. An agreement between the Commercial Village owner and the Owners' Association established prior to utility work made clear that the Commercial Village owner is responsible for restoration of the asphalt after digging to install the utility connection. Some restoration was done but not to the preexisting condition.

**ACTION: Ms. Presmont to ensure the owner of the Commercial Village coffee shop is invoiced for the cost, estimated at about \$1,000.00, of restoring the asphalt to the condition prior to digging to install the water and sewer line connection to the coffee shop per agreement.**

- 2) **Patrol Contract Renewal:** An interest in having metrics in an upcoming patrol contract and determining where patrol should be parking the golf cart was raised.

**DECISIONS: It was decided feedback should be solicited from the buildings and shared with the Community Safety Committee to assess ahead of finalizing an upcoming agreement.**

**ACTIONS: Ms. Presmont to: 1) connect with building managers regarding locations for patrol to park the golf cart when servicing their building, and 2) lead the Community Safety Committee in reviewing the patrol contract for metrics.**

X. **Executive Session:**

**MOTION:** At 7:09 p.m. EST, Mr. Mitman moved the Board to Executive Session to discuss the Executive Session agenda. The motion carried unanimously.

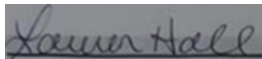
At approximately 7:26 p.m. EST the Board moved into Regular Session. It was then reported that in Executive Session the Board discussed several topics including a contract, a FOIA request that will be made to the County, and some issues related to the way collections are handled.

XI. **Adjournment:**

**MOTION:** At approximately 7:26 p.m. EST, Mr. Hess moved to adjourn the meeting. The motion carried unanimously.

**Attested By:**

**Board Approval Date:**

A rectangular box containing a handwritten signature in cursive script that reads "Lauren Hall".

3/20/2025

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