

**River Place Owners' Association**  
Final Minutes from the Board of Directors' Meeting  
Thursday, December 18, 2025

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

Matthias Mitman – President (Parcel 5 Commercial Village Representative)  
Lauren Hall – Secretary (Parcel 5 Commercial Representative)  
Andrew Spell - Treasurer (Non-Voting Officer) - joined at approximately 6:46p.m. EST  
Samir Hamdan - Director (North Representative)  
Richard Hess - Director (Parcel 5 Commercial Representative)  
Amy Rojas Kantorczyk - Director (South Representative)

**Absent –Board of Directors**

Pat Fairman - Vice President (West Representative (also alternate East Representative))  
Anand Hemraj- Director (East Representative)

**In Attendance – Property Management and Incoming Financial Managing Agent Representatives**

Terry Presmont - General Manager  
Katie Philips - Vice President of Accounting and Administration, Cardinal Management Group - left at approx. 6:04p.m  
Kimberly Grant - Admin. Department Manager & Transition Coordinator - left at approx. 6:04p.m

- I. **Call to Order:** A meeting of the River Place Owners' Association Board of Directors was called to order by Mr. Mitman at approximately 5:31 p.m. EST.
  
- II. **Approval of Agenda:**  
**MOTION: Mr. Hess moved to approve the agenda as amended. The motion carried unanimously (5-0-0).**
  
- III. **Cardinal Management Group Transition Kick-Off:** Katie Philips, Vice President of Accounting and Administration at Cardinal, introduced her team and discussed transition status.  
  
*At the conclusion of this item at approximately 6:04p.m. EST, representatives from Cardinal Management Group left the meeting and Mr. Mitman took up the President's Report.*
  
- IV. **Approval of Prior Meeting Minutes:**  
Draft meeting minutes for the: October 29, 2025 Special Meeting, November 10, 2025, Special Meeting, and the November 20, 2025, Monthly Meeting.  
**MOTIONS: Ms. Hall moved to approve the minutes for the October 29, 2025, Special Meeting as presented. The motion carried unanimously (5-0-0). Ms. Hall moved to approve the minutes for the November 10, 2025, Special Meeting as presented. The motion carried unanimously (5-0-0). Ms. Hall moved to approve the minutes for the November 20, 2025, Monthly Meeting as presented. The motion carried unanimously (5-0-0).**  
  
*At the conclusion of this item, Mr. Mitman moved to the Manager's Report as Mr. Spell had not yet arrived.*
  
- V. **President's Report:**Mr. Mitman reported on a meeting he and Mr. Spell attended with the landlord's representative regarding a variety of matters.  
  
*At the conclusion of this item, Mr. Mitman returned to the Approval of Prior Meeting Minutes.*
  
- VI. **Treasurer's Report:** Ms. Kantorczyk reported on the development of the next fiscal year's operating budget.

VII. **Manager's Report:** Ms. Presmont reported the Association's life safety alarm system incumbent was bought out by a company that wasn't handling the scope of work, so Management sought new providers to handle the Association's needs. Ms. Presmont noted the Entertainment Center has a burglar alarm and the garages have fire alarm systems. Management secured three bids for the alarm systems in the Entertainment Center and garages. Johnson Controls' proposal required purchase of equipment in year 1 that led to a year 1 cost of \$5200, but the service would only cost \$1800 in year 2. Ms. Presmont noted the Association budgeted \$30,000 for life safety monitoring under the incumbent's legacy agreement with broader scope of coverage and would now see substantial savings in a provider change in which previous scope of coverage would be absorbed by the campus housing corporations under new contracts. Management recommended the proposal by Johnson Controls for fire alarm monitoring for the first year. While not the lowest priced bid, Johnson Controls offers intrusion alarms and a dashboard for management visibility, and one of the other campus entities an Association covered structure is connected to is under contract with Johnson Controls. The vendor with the lowest price bid had a lot of unknowns and the other vendor was not viewed as local enough and, after interviewed by Management, Management wasn't comfortable with the proposal. At the end of the discussion, Ms. Presmont reiterated that she would like the Board to vote on Johnson Controls to be the new contractor for the Association's alarm monitoring.  
**MOTION: Mr. Mitman moved that Johnson Controls would be the new fire control monitor. The motion carried unanimously (5-0-0).**

VIII. **Old Business:**

1) **T4 Architectural Change Request Update:** The owners of a commercial unit ("T4") within the South building sought the addition of curb cuts along with existing sidewalk and entry flagstone maintenance in accordance with ADA requirements to establish its desired use with the County. Competitive bids were received, including by an incumbent vendor whose work is trusted, and Ms. Presmont recommended the lower-priced bid of the incumbent's competitor (Avanza Landscaping and Maintenance for \$9,604.77) as the scope of work was standard. Cost sharing was expected, but perceived understanding of governing documents deemed not "crystal clear" on the maintenance responsibility of the subject commercial structures gave Board members varied comfort in leaning on them for cost sharing guidance for the maintenance expense. It was reported the South Board was shared an articulation expressed by some Association leaders of the governing documents' guidance on the matter. There was also little appetite to spend funds to engage Counsel's assistance (nor time on Board member's further scrutiny) on determining responsibility for an expense of the subject size. It was reported a proposal had been agreed upon by T4 and the South Board such that they would each pay 25% (and with T4 agreeing to pay up to \$3250, which was 25% of an earlier proposal) of the proposed cost (with the South asserting it would not pay for any future maintenance costs for the same structures and that it would only pay its agreed upon share once T4 paid their agreed upon share) leaving the Association to pay the remaining 50%. It was also noted that the Association would contract with the vendor and oversee the work, and Management would invoice T4 and South for its share of the payment. A Parcel 5 Commercial Representative noted there was not enough information articulated in the discussion of this item to discern whether the cost sharing distribution would be different if it followed funding maintenance responsibility as communicated through the governing documents.

**MOTION: Mr. Mitman moved the Board approve the contract with Avanza Landscaping and Maintenance for \$9604.77 and that the payment be divided as earlier spoken, that the South Housing Corporation has agreed to pay 25%, T4 has agreed to pay 25%, and the Association to pay the remaining 50%. The motion passed with one abstention (4-0-1).**

*Mr. Spell arrived at approximately 6:46p.m. EST during the Old Business discussion on T4. Following the discussion on T4, the Board took up the Treasurer's Report.*

2) **Modernization Project:** The Association is implementing new technology for vehicle access to the garages and has been notified of a concern that a certain car length would lead to difficulty accessing garage entry technology with a fob. The vendor informed Management that there are complimentary technology alternatives.

**ACTION: Ms. Presmont to notify all residents that if they are uncomfortable using the fob for vehicle entry into the garage(s) they should contact the Association for an alternative option.**

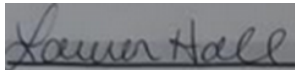
**IX. New Business:**

- 1) Spa circulation system repair proposal: Discussion on this item was deferred to the January meeting to clarify whether the expense would be operational or reserves.
- 2) 2026 pool season proposal from Deep Blue Aquatics: It was noted that while additional bids weren't provided, historically this vendor was the best fit as they were the longstanding vendor that proposed scope of work most complimentary to the Association's existing operations and were also typically most affordable.  
**MOTION: Ms. Hall moved to approve the Deep Blue Aquatics proposal for the 2026 pool season for the amount of \$91,718. The motion carried unanimously (5-0-0).**
- 3) First draft of the FY 2026 – 2027 operating budget: This item was taken up during the Treasurer's Report.
- 4) Landscape Committee Charter Amendment: A proposed amended Landscape Committee Charter was circulated to share the proposed inclusion of language used previously to enforce the practice of not sharing vendor confidential business information as a precautionary measure in light of the consideration of vendor proposals by Committee members who may not be accustomed to the practice.  
**MOTION: Ms. Hall moved the Board approve the circulated proposed amended Landscape Committee charter. The motion carried unanimously (5-0-0).**

**X. Executive Session:** There was an Executive Session agenda. When the Board returned to Regular Session, Mr. Mitman reported on the outcome of discussion of two staff compensation matters.  
**DECISIONS: At 8:06p.m. EST Mr. Mitman moved the Board into Executive Session. The Board returned to Regular Session later that same hour. The Board agreed on the budget for salaries for the upcoming fiscal year and on a way forward regarding compensating three employees for unused leave that can not be carried over, both of which will be detailed in an email Mr. Mitman will send to Ms. Presmont and cc: the Board.**

**XI. Adjournment:** Mr. Mitman announced the meeting was adjourned later that same hour. There was no opposition.

Attested By:



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

Board Approval Date:

1/15/2026