

River Place Owners' Association
Final Minutes from the Board of Directors' Meeting
Thursday, January 16, 2025

In Attendance – Board of Directors and Officers of the Board

Matthias Mitman – President (Parcel 5 Commercial Village Representative)
Pat Fairman - Vice President (West Representative) - joined at 6:02p.m. EST
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)- left meeting by 8:11 p.m. EST
Richard Hess - Director (Parcel 5 Commercial Representative)
Olivier Lombard - Director (North Representative) - left meeting by 8:11 p.m. EST
Amy Rojas Kantorczyk - Director (Parcel 5 Commercial 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 Matthias Mitman at 5:34 p.m. EST.
- II. **Approval of Agenda:**
MOTION: Mr. Hess moved to approve the agenda as amended. The motion carried unanimously (6-0-0).
During discussion of this agenda item and before the vote at 5:36 pm EST, Mr. Spell joined the meeting.
- III. **Approval of Prior Meeting Minutes:**
Draft meeting minutes for the November 21, 2024 monthly meeting.
MOTION: Mr. Mitman moved to approve the revised draft minutes for the November 21, 2024 monthly meeting that Ms. Hall circulated. The motion carried unanimously (6-0-0).

Draft meeting minutes for the December 19, 2024 monthly meeting.
MOTION: Mr. Hess moved to approve the draft minutes for the December 19, 2024 monthly meeting. The motion carried unanimously (6-0-0).

December 19, 2024 post-Executive Session report.
While the Board approved this report to be heard during this agenda item, it was then determined there was an interest in Ms. Fairman being present and it was better suited for Old Business.
DECISION: The Board agreed to hear the December 19, 2024 post-Executive Session report in Old Business.
- IV. **President's Report:** Mr. Mitman reported on management's response to the recent snowfall, an interest in keeping meetings to 90 minutes, an approach to the budget, and a County Notice of Violation.
- V. **Treasurer's Report:** Mr. Spell reviewed the financial managing agent's December 2024 financial report summary memo and Delinquency Report with the Board. The Balance Sheet, Statement of Operations, Cash Report, and Reserve Report were not separately reviewed during the Treasurer's Report.
Ms. Fairman joined the meeting during this item at 6:02 p.m. during the Delinquency Report discussion.
- VI. **Manager's Report:** Ms. Presmont reported on staff burden to drain the MP garage drum drips toward ensuring the North building alarm is not triggered. Because draining the drum drips is a necessary seasonal task in cold weather and there are challenges with planning of staff tasks, there were inquiries as to whether this task is among those in staff job descriptions and regarding how many man hours were staff burdened with this task.

Board member review of the written Management Report revealed clarity was needed in separating out the attachments for different projects.

Regarding parking transfers: 1) language used in the Management Report describes parking spaces as being sold when they only went to settlement, but then there were complications and the spaces did not sell; and 2) two recommendations were made in a memo from Banner Title. The second recommendation references a former parking space owner of record. A Parking Occupancy Report was not discussed.

MOTION: Ms. Hall moved the Board act on the first Banner recommendation. The motion carried unanimously (7-0-0).

DECISIONS: The Board decided to seek advice from Counsel regarding the second Banner recommendation.

ACTIONS: Ms. Presmont to report back how many man hours/day it may take staff to drain the MP garage drum drips. Management to implement the use of cover sheets when creating the Management Report to make it more clear what attachments go with what projects. Management to be more precise in report language, such that parking spaces are not noted as being sold when they have only gone to settlement.

VII. **Committee Reports:**

- 1) **Parking:** Committee members discussed needing to secure documentation from the County regarding parking space widths.
ACTION: Management to pursue a FOIA request through Arlington County to secure documentation of approved parking space widths for the campus.
- 2) **Finance:** It was noted Committee members were due to report on various Committee topics already on the agenda and no separate Committee report was needed during this item.
- 3) **Community Safety:** Mr. Spell reported on the monitoring modernization kickoff meeting.
- 4) **Landscape:** It was reported this Committee is working on an RFP for the spring planting.

VIII. **Old Business:**

- 1) **WP Garage Waterproofing Project Update:** Ms. Presmont updated the Board on this project.
- 2) **FY 2025-2026 Operating Budget:** While there was an interest in determining assessment increases, there was also an interest in determining the payroll budget and reserve contributions ahead of determining the assessment increases, and the payroll budget and reserve contributions had not yet been determined. Due to the need to notify the housing corporations in sufficient time for them to prepare their budgets and notify shareholders ahead of their annual meetings, the assessment increases were viewed to need to be decided on or before the February monthly meeting.
MOTION: Mr. Mitman moved to table budget action until after the Finance Committee meets to produce a recommendation for the Board, and to have a Special board meeting to vote on the assessment increases no later than February 5, 2025. The motion carried unanimously (7-0-0).
- 3) **Meeting with County Assessors:** Ms. Fairman briefed the Board on this meeting.
- 4) **Sentry Force Golf Cart** - The patrol contractor requested use of a golf cart that they purchased for traveling on the property and requested the Association pay a fee of \$8500 for its use. The patrol contractor had been sought and hired on the notion that they would patrol the 16-acre property by foot. However, patrol experienced that carrying the vehicle boots by hand was too difficult and it was believed they would be more efficient in booting vehicles when traversing the property by golf cart. The Board was informed that the patrol contractor would still patrol by foot and that the golf cart would be an accessory. Ms. Presmont noted that she thought that the Board supported use of the golf cart from previous discussion and that the fee could be paid during the current fiscal year and not impact the next fiscal year's budget. There remained unanswered questions from the Board's previous discussion on this matter. It was also noted it was unclear how much purchasing the golf cart cost the contractor.
MOTION: Mr. Hess asked whether the Board thinks the Association should reimburse the security company \$8500 for the golf cart, and affirmed that was his motion, and it was seconded. Mr. Mitman then amended the motion to clarify that the patrol company asked the Association to pay a one-time fee, and called the vote. The motion carried with six in favor and one opposed (6-1-0).

IX. **New Business:**

- 1) **Managing Agent RFP:** The Board had developed a Request for Proposals for a competitive process for the financial managing agent for the Association. The Board had wanted to open the process to the housing corporations as well to generate economies of scale. Two housing corporations were interested in joining the RFP process but were not listed on the RFP.
MOTION: Mr. Hess asked the Board whether the Board accepted Treasurer Spell's Plan of Action and Milestones document to look for a new Finance Advisor, affirmed that was his motion, and it was seconded. The motion carried with five in favor and two opposed (5-2-0).
After the vote, suggestions were made to accommodate housing corporations that hadn't yet been considered in the RFP, and some other changes to the RFP were noted to be made.
DECISION: The Finance Committee would fine-tune a second draft for the Board to approve.

- 2) Snow Removal: The Association had planned to handle winter weather clearing in-house but the mid-January snowstorm proved to be more than the in-house team could clear in what the residents deemed an appropriate timeframe. A contractor was sought to help clear the property after the in-house team attempted to go it alone.
MOTION: Ms. Hall moved the Board approve an invoice for \$4600 to help clear the property after the mid-January snowstorm. The motion carried unanimously (7-0-0).
- 3) Assistance Animal Policy Update: Residents of the South Housing Corporation have been inquiring about why there appeared to be so many pets on the property. Board members on both the South board and the OA sought to identify whether the OA's policy and/or campus entity procedures needed an update. There was an interest in seeking feedback from the building managers on how the policy was being administered at the building level. There was also interest in understanding how well the policy was working at the Association level.
MOTION: Mr. Mitman moved for Ms. Presmont to raise at the next Building Managers' meeting how the buildings administer this policy and report back to the Board regarding additional guidance building managers need.
ACTION: Management to report back on any procedural compliance matters concluded from an audit on the Association's role in the policy after the dust settles on the budget.
- 4) Report out following 12/19/24 Executive Session: At this juncture, Ms. Hall gave the post-December 19, 2024 Executive Session report. She reported that in the Executive Session, the Board discussed a contract and personnel among other items on the Executive Session agenda.
DECISION: It was then reported that the Board has decided to approve Management's proposal permitting three staff members (both groundsman and the Assistant General Manager) to carry over vacation time (beyond the allowed 40-hours under the current policy) into calendar year 2025, but the vacation time must be used by March 31st.
ACTION: In addition, Ms. Presmont to develop and share with the Board a plan, shortly after March 31, 2025, to demonstrate that such carry over of vacation time will not happen again.

X. Executive Session:

MOTION: At 7:50 p.m. EST, Mr. Mitman moved the Board to Executive Session to discuss the Executive Session agenda. The motion carried unanimously. (7-0-0)

At 8:09 p.m. EST, the Board returned to Regular Session. It was reported the Board approved wage and salary increases for the next fiscal year. The Board approved a \$12k increase for the General Manager and for the remaining payroll, the Board agreed on a 7% increase for the pool of staff, with the allocation of the increases among the staff to be determined by the General Manager. The Board also agreed on the 6.5% increase for the renewal of staff health insurance with the incumbent provider.

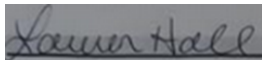
When the Board returned to Regular Session, Mr. Lombard and Mr. El Shazly were no longer in the meeting.

XI. Adjournment:

MOTION: Ms. Hall then moved to adjourn the meeting at 8:10pm. The motion carried unanimously (5-0-0).

Attested By:

Board Approval Date:



2/20/2025

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