

**River Place Owners' Association**  
FINAL Minutes from the Board of Directors' Monthly Meeting  
Tuesday, January 15, 2019

**In Attendance – Board of Directors**

Pat Fairman – President (President, West)  
Douglas Clark – Secretary (Vice President, East)  
Troy Dibley – Treasurer (via telephone)  
Hashmat Ali – Director (President, North)  
Waqas Ali – Director (Vice President, South) (via telephone)  
Janice Mays – Director (President, South/Parcel 5, Commercial Village Representative)

**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, January 15, 2019 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 5:00 p.m.

**II. Approval of Meeting Agenda**

**MOTION: Ms. Mays moved to approve the January 15, 2019 Board meeting agenda as presented. Mr. Clark seconded, and the motion carried unanimously (6-0-0).**

**III. Approval of Minutes**

**MOTION: Ms. Mays moved to approve the December 4, 2018 Board meeting minutes as presented. Mr. Clark seconded, and the motion carried unanimously (6-0-0).**

**IV. Reports**

A. President's/OA Report: Ms. Fairman reported the following information:

1. **DECISION:** Following a discussion, the Board of Directors agreed that the burden of costs should be placed on the parking owners rather than on each River Place entity,
2. Electrical pigtail wiring will be installed in the MP garage on Wednesday, January 16, 2019. This will allow the contractor to operate their equipment.
3. **MOTION: Ms. Mays moved to approve the add on/leak testing at a cost not to exceed \$2,000. Mr. Clark seconded, and the motion carried unanimously (6-0-0).**

(Hashmat Ali arrived at this juncture at 6:10 p.m.)

The first payment for mobilization has been made for the MP garage project. A total of 10% will be withheld to ensure all work has been satisfactorily completed. The final payment will then be made.

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

1. The first town hall meeting concerning the MP garage project will be held on Thursday, January 31<sup>st</sup> at 6:30 p.m. A project overview will be given along with details of Phase I of the vehicle relocations. In advance of the town hall, Monday Properties will provide parking requirements to OA's management; and management will publish a flier announcing the meeting.
2. A dumpster with a lock was ordered for use by the OA, and will be placed on the contractor's lot. Pickups will occur twice weekly.
3. A candlelight vigil will be held on Wednesday, January 30, 2019 for the Mejia Family, who lost three children in a vehicular accident on December 30, 2018. The vigil will be held in the West Building. A donation box will be made available, and all funds collected will be sent to the Mejias. There is also a

Mejia Family GoFundMe account that is available via the OA's Facebook page. A family viewing will take place on Friday, January 18<sup>th</sup> at 7:00 p.m., and the OA will donate flowers for the funeral.

4. OA Management has begun walking the River Place campus to identify violations and areas of concern. A list of rules and regulations will be drafted for adoption so violations can be identified and addressed going forward.
  5. Mr. Smith stated the snow removal effort was successful during the recent snow event. Ms. Fairman also reported receiving two phone calls commending the snow removal effort.
  6. Mr. Smith spoke with a representative from C&L Contractors about HVAC work needed in the OA.
  7. New lounge chairs have been ordered for the pool. The old lounge chairs will receive new straps.
  8. Mr. Smith is working to secure several bids for the pool project, and will present them to the Board of Directors for consideration. It has been estimated that \$18,000 will be needed for tile work; \$22,000 will be needed for coping; and \$2,500 will be needed for caulking. Mr. Smith presented information about the concrete overlay.
  9. **DECISION: The Board of Directors agreed to have management order red carts.**
  10. A community lighting plan is being developed.
  11. New sensors were installed on some of the OA's common area doors.
  12. A battery was repaired for the sprinkler system.
  13. The staff continues to do a great job maintaining the River Place property.
  14. The equipment has been purchased to clean the floors, and a schedule is in place to clean the floors
- MOTION: Ms. Mays moved to purchase additional floor cleaning equipment once the garage is ready at a cost not to exceed \$25,000; and maintenance of the equipment will be factored into the budget. Mr. Ali seconded, and the motion carried unanimously (6-0-0).**

#### V. Board Approvals and Bids for Consideration:

##### A. Golf Carts for Gatehouse and Maintenance Staff:

**MOTION: Ms. Mays moved to approve the purchase of two new golf carts from McMichael's of Warrenton at a cost not to exceed \$14,300, with the amount to be paid from the reserves. Mr. Ali seconded, and the motion carried unanimously (6-0-0).**

##### B. Renewal – BlueCross Health Insurance:

**MOTION: Ms. Mays moved to approve renewal of the BlueCross health insurance plan at a 3% cost decrease. Mr. Ali seconded, and the motion carried unanimously (6-0-0).**

##### C. Additional River Place Signage:

**MOTION: Ms. Mays moved to approve a contract with Graphcom to provide two signs noting a prohibition on leaving electric rental scooters on the property, and one sign to address a prohibition on large trucks at a cost not to exceed \$2,000. Each sign will include an image to help better convey their messages. Mr. Ali seconded, and the motion carried unanimously (6-0-0).**

#### VI. Treasurer's Report

Mr. Dibley reported the following information:

- A. The OA's latest state and federal tax returns were submitted in November and December 2018, respectively.
- B. The Goldklang Group CPAs, P.C. provided their draft audit from the 2017-2018 fiscal year, and the final report is anticipated shortly. Goldklang also submitted a proposal to provide audit and tax filing services for the 2018-2019 fiscal year.
- C. A draft of the OA's 2019-2020 budget will be given to the OA Board by the end of January, and the Board will vote on the final budget during their February 2019 meeting. Board members discussed potential expenses and a possible increase in the parking fee as part of the OA's 2019-2020 budget.
- D. The OA's reserves total between \$2.8 million and \$3 million. However, as projected by the reserve study, the reserve amount will decrease by about \$1 million following completion of the MP garage project.

**VII. Project Reports**

The latest project reports were included in the January 2019 Board packet.

**VIII. Adjournment**

With no other business raised, the January 15, 2019 Board of Directors meeting was adjourned at 6:30 p.m.

These minutes were respectfully drafted and submitted by:

**The Professional Documents**  
■■■ Service

**Attested By:**

**Board Approval Date:**

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M.J. Schmelzer, Secretary  
River Place Owners Association Board of Directors