

River Place Owners' Association  
FINAL Minutes from the Board of Directors' Special Meeting  
Thursday, June 3, 2021

**In Attendance - Board of Directors**

Sabrina Faber, President (Director, North)  
Lauren Hall, Secretary (Secretary, South)  
Troy Dibley, Treasurer (Non-Voting Member)  
Jim Wolf, Parcel 5 Commercial Village Representative  
James Marandi, Director, South/Parcel 5 Commercial Representative  
Richard Hess, Parcel 5 Commercial Representative

**Regrets**

Anthony Priest – Vice President (Director, East)  
Pat Fairman – Director (President, West)

**I. Call to Order** A River Place Owners' Association Board of Directors' Special Meeting was held Thursday, June 3, 2021 (6pm) due to Board Member interest in: i) making progress on various action items; ii) more frequent meetings that are shorter, both as articulated in the May 20, 2021 Board of Directors' Monthly Meeting. All board members in attendance were via Zoom conferencing. President Sabrina Faber called the meeting to order at 6:01 p.m.

**II. Approval of the Agenda**

**A. MOTION: Secretary Lauren Hall moved to approve the June 3, 2021 Board of Directors' Meeting agenda, which had been distributed via email prior to the meeting, as amended. Commercial Village Representative Jim Wolf seconded. The motion carried unanimously (5-0-0).**

**III. Reports**

A. President's Report: Ms. Faber reported updates from staff.

1. The pool opened as scheduled. Residents are to sign up following the reservation system that is also being used for the Fitness Center until new keytags come in and all users can use keytag entry as in previous years.
2. The gym is still open for shorter hours than planned due to unsuccessful recruitment of additional staff to help carry out the COVID-19 guidelines.

**ACTION: Ms. Faber and Ms. Hall to connect with staff week of June 7th to work through recruitment challenges.**

3. In the summer of 2020, after losing some patrol staff due to COVID-19, Axiom was contracted to 'fill gaps,' creating a hybrid system of both in-house patrol employees and Axiom contractual support, primarily weekends. AXIOM's supervisors are training the in-house employees based on their experiences consulting at River Place over the last 11 months. The Board believes the current operation is not tenable in the long run.
4. The North building Board inquired about the OA's tree trimming plans for this year.

**ACTION: Bids are needed for tree trimming.**

5. Parking spaces insufficient for the vehicle assigned them considering need to accommodate neighboring vehicles, traffic flow have evolved from OA and parking space assignee decisions. Ms. Faber recommended creating premium spots for larger vehicles that would be priced accordingly. She shared OA's pricing scheme, which is location-based, and requested a Parking Committee be established to revisit pricing and address other parking issues. In response to Mr. Wolf's question to Mr. Dibley regarding the failure to sell spots that were planned to be sold as reported in the yearend financial report shared ahead of the meeting, Mr. Dibley noted OA saw income and flexibility with the spaces they oversee. Director James Marandi agreed to lead the Parking Committee.

**ACTION: Staff to provide a current, detailed inventory of parking spaces in map form. Parking Committee to investigate: 1) inventory & determine pro/cons associated with selling off some of the spaces; 2) use of electronic applications to support dynamic pricing, to identify available spaces, and**

to facilitate payments, including parking-specific applications and Square, VENMO, Zelle; 3) contracting out parking management.

6. The OA's website contents are being moved to the platform that hosts the amenity reservation system. After the transfer the amenity reservation feature and the website contents will be accessible on the same platform through OA's url: riverplacecommunity.com, and the old platform will be retired. The OA is mindful of the need for digital security practices. A premium service with an SSL security certificate to authenticate the website has been secured. Director Hess underscored the need to ensure the OA's digital security as its use of digital technology expands.

**ACTIONS: Ms. Faber or Ms. Hall will notify the Board when the site contents have been moved over to the platform with the reservation system.**

B. Treasurer's Report: Deferred to the following meeting. A written report was distributed to the Board prior to the meeting.

**ACTION: The Board will discuss the reserves study in the next meeting.**

**IV. Adjournment to Executive Session:** With no other business raised, the Regular Session of the June 3, 2021 Board of Directors' Special Meeting was adjourned at 6:34pm to discussions of the following personnel subjects:

A. A discussion was had about the status of management. A status of the candidate search was shared. Mr. Wolf raised the possibility that the new manager also oversee additional services that may be added if the OA were to rent the vacant former drycleaner space in the Commercial Village.

**DECISION: At least two more candidates should be interviewed. Building managers will be invited to join board members in participating in second round interviews but there will not be a staff meet and greet component. Further discussion of how the OA may be able to make use of the former drycleaner space was tabled until the next opportunity due to being out-of-scope for the meeting, which was also on a tight timeline.**

**ACTIONS: Ms. Hall will extend a second-round interview to one candidate and provide the Board with other candidate resumes to prioritize for interview invitations. The Board will discuss whether and how to make use of the former drycleaner space at the next opportunity.**

Sabrina Faber left meeting at 7:15PM.

**VOTES: A unanimous (4-0-0) vote was taken regarding transitioning personnel.**

B. In the process of conducting the General Manager search it was discovered that the OA's employee benefits package may not be sufficiently diversified to ensure the OA's competitiveness in the market.

**ACTION: Board to explore diversifying offerings to prospective employees.**

C. The idea of contracting with an independent contractor to help with management was floated as a stopgap and transitional measure.

**ACTION: Board to revisit as needed in a future meeting.**

**V) Adjournment:** Meeting was adjourned at 7:32PM.

Attested by:



Prepared by R.Hess on 6Jun2021

Approved on: 6/17/2021

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