

River Place Owners' Association
FINAL Minutes from the Board of Directors' Monthly Meeting
Tuesday, June 25, 2019

In Attendance – Board of Directors

Pat Fairman – President (President, West)
Lauren Hall – Vice President (Parcel 5 Representative)
M.J. Schmelzer – Secretary (President, East)
Troy Dibley – Treasurer (via telephone)
Hashmat Ali – Director (President, North)
Janice Mays – Director (President, South/Parcel 5, Commercial Village Representative)
Vikram Reddy – Director (Parcel 5 Representative)
Sara Shahade – Director (Director, South)

In Attendance – Property Management and Guest Presenter

Bill Smith – General Manager
Nafeesa Saafir – Assistant General Manager
Quentin Casper – Chief Engineer from River Place West

I. Call to Order

A meeting of the River Place Owners' Association Board of Directors convened on Tuesday, June 25, 2019 in the South Building's Entertainment Center. Board President Pat Fairman called the meeting to order at 6:08 p.m.

II. Approval of Meeting Agenda

MOTION: Mr. Ali moved to approve the May 14, 2019 meeting agenda as presented. Ms. Mays seconded, and the motion carried unanimously (8-0-0).

III. Approval of Prior Monthly Meeting Minutes

MOTION: Mr. Ali moved to approve the minutes from the May 14, 2019 Board of Directors meeting as amended. Ms. Schmelzer seconded, and the motion carried unanimously (8-0-0).

MOTION: Ms. Mays moved to approve the minutes from the January 15, 2019 Board of Directors meeting as amended. Mr. Ali seconded, and the motion carried by a vote of six in favor, zero opposed and two abstained (Dr. Reddy and Ms. Hall) (6-0-2).

MOTION: Ms. Mays moved to approve the minutes from the February 12, 2019 Board of Directors meeting as amended. Ms. Schmelzer seconded, and the motion carried by a vote of six in favor, zero opposed and two abstained (Dr. Reddy and Ms. Hall) (6-0-2).

IV. Presentation – MP Garage Project

Quentin Casper, Chief Engineer from River Place West, presented an update on the MP Garage project. He invited interested Board members to look at the finished product from Phase 1, and indicated photographs will be presented during the next OA Board of Directors meeting.

V. Reports

A. President's Report: A report was not presented.

B. Managers' Monthly Meeting Report: Ms. Saafir reported the most recent Managers' Monthly Meeting was held in May. The group is discussing whether to switch to a bi-monthly meeting schedule.

- C. Treasurer's Report: Mr. Dibley reported the following information:
1. The Association closed the 2018-2019 fiscal year on April 30, 2019. The Association was under budget for operating income by approximately \$96,000 (a negative variance compared to the budget), with the primary driver being the deferment of selling OA parking spaces. Other contributors included transfer and legal issues with commercial parking owners. The Association was under budget for operating expenses by approximately \$37,000 (a favorable variance compared to the budget), with the primary drivers being "Payroll", "Repairs & Maintenance" and "Utilities" expenses.
 2. Mr. Dibley presented a chart to show how the OA's operating expenses have grown over the last five years using a CAGR (Compound Annual Growth Rate) metric. The average growth in operating expenses has been 3% per year when factoring in the last five years. However, the average growth per year has only been 1% when factoring the last three years. Board members discussed upcoming expenses that will affect the OA's reserve funds, and noted the most recent reserve study was performed in 2017.
- D. Manager's Report: Mr. Smith and Ms. Saafir presented the following information:
1. Payment Processing Issues: Board members discussed invoice payment issues being experienced with First Service Residential (FSR) (formerly Zalco Realty). Ms. Saafir reported speaking with Bob Porco and Don Perper from FSR in mid-June 2019 to express management's dissatisfaction and frustration with the payment processing system. The three will meet again on Friday, June 28th to discuss options for rectifying the issues. In the meantime, Board members discussed potential next steps.
ACTION: A meeting will be arranged for representatives from each of the River Place entities served by FSR to relay a combined list of concerns. Mr. Dibley volunteered to be a part of those discussions.
 2. Recommended Meetings: Management recommended setting up an annual or semi-annual meeting with the River Place staff to review employee rights information. Management also recommended setting up an annual or semi-annual community town hall meeting to discuss safety issues and emergency procedures.
 3. Delinquencies: Ms. Saafir provided a delinquency update. The OA has delinquencies totaling \$33,948.11, and there are five accounts with legal counsel for parking. Resolutions are anticipated for the OA to take back the parking spaces associated with the delinquent accounts.
ACTION: Ms. Fairman will visit the Arlington County government on Thursday, June 27th concerning an issue the Owners Association is having with a commercial delinquency.
 4. Parking: Temporary guest parking will be implemented in July 2019. Management and the Board of Directors for each River Place entity will receive information concerning the arrangement.
ACTION: Numbers will be obtained for review by the Board of Directors.
 5. Maintenance: A new maintenance technician started with the OA on Monday, June 24th. He will undergo training for approximately one week to ensure he understands all requirements of the job.
 6. Electrical Panel: Research is being done to determine what is hooked into an electrical panel that belongs to the Owners Association. This will ensure billing is accurate.
 7. Gym Insulation: The fireproof insulation in the gym ceiling is beginning to fall. OA management spoke with representatives from C&L as well as Quentin Casper about the issue, as it must be addressed as a safety issue.
ACTION: Management will continue their discussions with C&L and Quentin Casper to determine what should be done to address the gym insulation. The fire marshal will be contacted, if necessary.
 8. River Place Events: Ms. Saafir provided a River Place events update. The next event will be a cookout on Saturday, July 6th to celebrate Independence Day.

9. Gym Hours: The gym is currently open from 6:00 a.m. until midnight. Management inquired whether the hours can be changed to alleviate some of the burden from the staff.
DECISION: The Board of Directors agreed to change the hours of operation for the gym as follows: 6:00 a.m. to 10:30 p.m., Monday through Friday; and 9:00 a.m. to 10:30 p.m. on Saturdays and Sundays. The Board of Directors will revisit the arrangement prior to the end of the calendar year. The various River Place managers and shareholders will be notified of the change in gym hours.

10. Pool Passes:
ACTION: A sign will be placed at the pool about the pool passes and pool rules.

11. Web Site: The list of Board members has been changed on the log-in portion of the web site – a section that also contains the approved minutes, resolutions, the latest reserve study, newsletters and other documents.

12. Community Reports: Mr. Smith offered information about community projects involving the areas addressed in a PowerPoint presentation, including the new playground gate; signage replacement at the North Building; bollard lighting repair; the pool project; newsletter; the HVAC project; rear gates; landscaping matters; and gym maintenance.

VI. Board Approvals and Bids for Consideration

No Board approvals or bids were presented for consideration.

VII. Project Reports:

Please see Sections IV and V.D of these minutes.

VIII. Adjournment to Executive Session

With no other business raised, the June 25, 2019 Board of Directors meeting was adjourned at 8:16 p.m.

The next OA Board of Directors meeting will be held on a date and time to be determined and publicized to shareholders.

These minutes were respectfully drafted and submitted by:

The Professional Documents
 ■ ■ ■ Service

Attested By:

Board Approval Date:

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