

River Place Owners' Association
Final Minutes from the Board of Directors' Meeting
Thursday, August 19, 2021

In Attendance – Board of Directors

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

Regrets - Board of Directors

Pat Fairman – Director (President, West)

In Attendance – Property Management

Terry Presmont – General Manager

I. Call to Order

A monthly meeting of the River Place Owners' Association Board of Directors was held on Thursday, August 19, 2021. The meeting was convened via Zoom conferencing. Board President Sabrina Faber called the meeting to order at 6:05 p.m.

II. Approval of the Agenda

There was an interest in the Board scheduling a separate Special Meeting for an annual orientation regarding Executive Session matters in advance of final approval of outstanding minutes. The July 1, 2021 Special Meeting Minutes had not yet been approved.

MOTION: Mr. Hess moved and Mr. Priest seconded approval of the August 19, 2021 Board of Directors' Meeting agenda as amended to include deferral of the approval of the July 15, 2021 minutes and deferral of what was described to be the amendment to the approved July 1, 2021 minutes to Executive Session, and the deferral of Executive Session to later in the month. The motion carried unanimously (6-0-0).

III. Approval of Minutes: See Approval of Agenda, above.

IV. Reports

A. President's Report: Ms. Faber reported the request to meet with counsel in Executive Session for an annual orientation was agreed upon for August 24, 2021 at 6:00 p.m. via Zoom conferencing.

B. Management Report: Ms. Presmont highlighted the following information from the full Management Report:

1. Staff are working on response to auditor's request for information.
2. The assistance animal waste area is developing with fence delivery anticipated August 20, 2021; installation anticipated over two days; and in-house laying of Astro turf (to encourage use and ease in cleaning) planned.
3. The grounds staff were commended on their work.
4. As RPOA's key stakeholders, the first building managers' meeting as mandated by the current board of directors was held on August 4, 2021. As per board's request, the meeting focused on a presentation by and Q&A session with the Owners' Association umbrella insurance agent. Building managers have requested next month's meeting focus on camera monitoring.

C. Committee Reports:

1. Parking Committee: Mr. Marandi presented that the Committee (established during the June 3, 2021 Special Meeting) now has four members: James Marandi (Committee Chair as determined upon establishment), Pat Fairman, Joette Waters (River Place South General Manager), and Terry Presmont. Another call was made for

membership in the meeting, and Sabrina Faber requested permission to join the Committee. Mr. Marandi stated that no meetings have been held but that the Committee recommends a parking audit and requests for information are in process. Mr. Dibley noted that FirstService Residential was provided the Committee's request for parking details. The Board was provided scanned copies of available RPOA maps as a starting point.

ACTION: Ms. Presmont to: 1) connect with MP Garage contractor ETC to determine whether 2019 maps produced for the MP Garage can be provided to OA in a format that is both to-scale and in standard 8.5x11" letter size; and 2) look into finding any source documents.

2. Amenities Advisory Committee: Ms. Faber reported that the Amenities Advisory Committee met by email and following: 1) both verbal and written complains about the inconsistent use of masks in the fitness center; and 2) a review of CDC guidance, the Committee recommends that a mask mandate be reinstated until Arlington County's COVID-19 transmission risk is reduced from the "substantial" risk category. Restrictiveness relative to the previous mandate was discussed. The Committee also recommends a messaging campaign to encourage compliance.

MOTION: Mr. Hess moved that the Board approve a mask mandate with exceptions for religious and health reasons. Mr. Wolf seconded it. After discussion the motion was amended by Ms. Hall to reflect the applicable duration of the requirement, resulting in an end date once Arlington's risk of transmission is reduced from "substantial". The motion carried (5-1-0) five in favor and one opposed (Anthony Priest).

ACTION: OA to consider Committee's recommendation on a messaging campaign and at least communicate the policy change in advance with signage and notice to all four buildings.

No other committee submitted or presented reports to the Owners' Association.

D. Treasurer's Report:

As follow up to the GM written report that all comments from board members on the reserve study were collected and submitted to The Falcon Group, Mr. Dibley reported that The Falcon Group expects to have a revised draft reserve study in time for the OA's September 16, 2021 monthly meeting.

Mr. Dibley requested updates from building management and OA regarding the financial management service. Ms. Presmont noted that the service will be providing its monthly financial report to OA on the 15th of the following month per its contract. Ms. Faber noted that this means all of the monthly RPOA meetings scheduled on the third Thursday of the month will see the report for the previous month. Ms. Presmont noted that the service is scheduling training for Ms. Presmont on its financial system at the end of August.

Mr. Hess asked Mr. Dibley for information on the key month-to-month changes board members should expect. Mr. Dibley requested that Mr. Hess provide him with top-level items of interest so that he can investigate his request.

ACTION: Mr. Hess to provide Mr. Dibley with top-level key month-to-month changes Mr. Hess identified.

Board members and management asked and responded to questions about the July financial report. Mr. Marandi asked whether each building is separately metered. Ms. Faber noted line items indicating each building invoices OA for reimbursement for electrical charges and alerted South and East representatives to check with their respective building's management as to whether they are up to date on invoicing the OA for reimbursement of utility expenses as applicable. Mr. Marandi asked whether there is a formula(s) to determine reimbursement.

ACTIONS: Ms. Presmont noted that she will review all line items and report back at the September meeting. South and East representatives to check with their respective building's management as to whether they are up to date on invoicing the OA for reimbursement of utility expenses as applicable.

V. Financials – July 2021: See Treasurer's Report above.

VI. New Business

A. Designated Smoking Areas: Ms. Presmont noted that now that the managers of three buildings have reported that the building they manage has become a "no smoking" building, OA should support one or more designated

smoking stations 25 feet from buildings. Ms. Presmont also stated that OA will prepare a smoking area on the grounds near Route 50.

- B. Electric Vehicle Charging Stations: Ms. Presmont noted that RPN building manager submitted a request for permission for RPN to investigate implementing electric vehicle charging in two RPN parking spots. Additionally, Ms. Presmont noted that RPE submitted a request for an individual parking space lease assignee to develop his own electric vehicle charging spot. Ms. Presmont thought it wise to study how to best provide electric vehicle charging stations for the campus rather than allowing individual parties to establish their own electric vehicle charging stations, which, Mr. Marandi pointed out, could cause problems for the individual party and the property. **Motion: Mr. Marandi moved that the Board approve Ms. Presmont's recommendation to decline the request and to inform the requestors that the OA will study how to meet this demand with OA-managed parking spots. Mr. Priest seconded Mr. Marandi's motion. The motion carried unanimously (6-0-0).** **ACTION: Ms. Presmont will draft a response to RPN and RPE with Ms. Faber declining the request but informing the building managers that the OA is working on developing an electric vehicle charging bank for the property and that the OA Parking Committee welcomes any feedback from them on parking.**

(Mr. Priest departs meeting at this juncture at 7:26 p.m.)

- C. Parking Space Audit/Survey: See Parking Committee above.
- D. Asphalt & Crack Filling: Ms. Presmont reported that the asphalt on the property is due for servicing, particularly to fill cacks that could affect the garages if the cracks are otherwise filled with water, snow, ice, sand. Contractors are being polled on best practices to meet OA's needs. Ms. Presmont anticipates presenting bids and recommendations at the September monthly meeting to expedite inclusion into the revised draft reserve study.
- E. Landscaping Proposals: Ms. Presmont noted that two ground staff conduct all grounds work and they are to be commended. However, the ground staff are not trained for best practice tasks like fertilizing, aeration, overseeding and de-weeding and the OA doesn't have the tools for the ground staff to trim tree limbs higher than 10 feet above the ground. Accordingly, contractors are being sought to fill the void. Ms. Presmont also noted that Knockout Roses onsite appear to be suffering from roseate disease and the only solution according to area academic agriculture programs is to remove, bag and burn them. Ms. Presmont confirmed that the disease can infect other plants. **MOTION: Mr. Marandi moved OA should remove all Knockout Rose bushes and replace with a better variety. The motion carried unanimously (5-0-0).**
- F. Cameras: Bidders have viewed the property and will attend the next Manager's meeting, which will focus on the scope for a streamlined monitoring system.
- G. Pool Extension Option: OA's contractor has offered an amendment for up to two weekends (for the same weekend hours as immediately previous) following Labor Day, subject to lifeguard availability. Ms. Presmont noted that the River Place pool is typically opened for these extra days. **MOTION: Ms. Hall moved, Mr. Hess seconded, and the Board unanimously approved (5-0-0) a pool season extension for two weekends after Labor Day (September 11 and September 18) subject to lifeguard availability.**

VII. Old Business

- A. Reserve Study Update: See Treasurer's Report.
- B. Sprinkler Alarm Testing: Ms. Presmont noted that OA staff are still not clear on whether the WP garage system is connected to the South building's sprinkler system. **ACTION: OA staff to investigate how the WP garage system sprinkler alarm system is set up.**
- C. Pest Control Contract: It was determined 1) OA wasn't communicating well with the contractor and the contractor wasn't communicating well with building management. An agreed upon process is now in place such that: i. the contractor will sign in upon arrival; ii. the contractor will let the OA know what they will be doing on

that day's visit; 2) the frequency of visits was insufficient; and 3) pests are drawn from their homes beneath the adjacent office building to the loading docks of two of the buildings for food.

ACTIONS: Ms. Presmont indicated that she will: 1) work to increase the frequency of visits; and 2) reach out to the property manager of the adjacent office building to propose working together to resolve the issue.

D. Food Truck Pilot Program: Ms. Presmont referenced Mr. Wolf's recap (by email to Board members, in which it was conveyed the program would welcome food trucks onsite at least twice/month), of the food truck pilot project, a one-day event where one food truck was invited onsite to sell meals to community members.

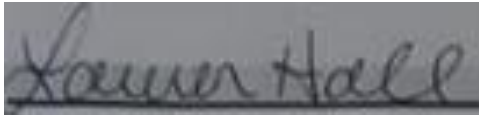
MOTION: Mr. Wolf moved, and Mr. Hess seconded, that the OA convert the food truck pilot project into a program. The Board approved unanimously (5-0-0).

VIII. Adjournment

The next meeting is Tuesday, August 24, 2021 at 6p.m. This is a Special Meeting for purposes of a lengthy Executive Session.

MOTION: With no other business raised, Ms. Hall moved, and Mr. Hess seconded, that the meeting adjourn at 7:57 p.m.

Attested By:



Board Approval Date:

10/28/2021

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