

**River Place Owners' Association**  
Final Minutes from the Board of Directors' Meeting  
Thursday, November 18, 2021

**In Attendance – Board of Directors**

Sabrina Faber - President (Director, North)  
Lauren Hall – Secretary (Secretary, South)  
Troy Dibley – Treasurer (Non-Voting Member)  
Pat Fairman - Director (President, West)  
Richard Hess - Director (Parcel 5 Commercial Representative)  
James Marandi - Director (Parcel 5 Commercial Representative; Director, South) (Departed at 7:33 p.m.)  
Jim Wolf - Director (Parcel 5 Commercial Village Representative)

**Regrets - Board of Directors**

Anthony Priest – Vice President (Director, East)

**In Attendance – Property Management**

Terry Presmont, General Manager

**I. Call to Order**

A meeting of the River Place Owners' Association Board of Directors was held on Thursday, November 18, 2021. The meeting was convened via Zoom conferencing. Board President Sabrina Faber called the meeting to order at 6:04 p.m.

**II. Approval of the Agenda**

**MOTION: Mr. Hess moved to approve the November 18, 2021 Board of Directors Meeting agenda as amended to move “Approval of Prior Meeting Minutes” to the end of the meeting. Ms. Hall seconded. The motion carried unanimously (6-0-0).**

**III. Reports**

A. President's Report: Ms. Faber reported the following information:

1. The South Board of Directors would like to establish a garden near South building in remembrance of Joette Waters, the long-time General Manager of River Place South who passed away suddenly. The Owners' Association has jurisdiction over gardens at River Place.  
**MOTION: Mr. Wolf moved to have the groundskeepers identify possible locations for implementing a garden, funded by the South Housing Corporation, in remembrance of Joette Waters. Ms. Hall seconded. The motion carried unanimously (6-0-0).**
2. To modernize systems the OA is transitioning to accepting cashless payments for the Management Office and gatehouse. Management's proposal to procure tools to do so requires a Board vote. Piloting one Square Register in the OA management office before using the new technology in the gatehouse was recommended and a motion was requested.  
**MOTION: Mr. Marandi moved to approve management's purchase of one Square Register for \$799 for use in the OA's office. The Board will then decide whether to purchase an additional Square Register for use at the gatehouse. Ms. Fairman seconded. The motion carried unanimously (6-0-0).**
3. The fee for lockout services is less than the cost of implementing the service and it reportedly incentivized service. There is interest in ensuring the fee covers the cost of service, incentivizes caution, and can be paid for easily.  
**MOTION: Mr. Marandi moved to increase the fee for lockout services from \$15 per request to \$35 per request, effective on the date when the gatehouse accepts e-payments and following thorough distribution of notice. Mr. Hess seconded. The motion carried unanimously (6-0-0).**
4. How camera footage is stored is a key consideration in assessing monitoring system options.  
**ACTION: Ms. Presmont will research free, cloud-based storage providers for camera systems that can be used by the Owners' Association, and then speak with the vendors who have submitted proposals to inquire about their proposed fees. The Board will then use that information to decide about the camera system upgrade.**

5. The OA was due to initiate a recommended maintenance plan on an installed air purifying system.  
**MOTION: Mr. Wolf moved to approve the recommended quarterly preventative maintenance agreement with NOVA Facility Solutions, Inc. for the UV ionization system that serves the fitness center at an annual cost of \$1,989 (to be billed in quarterly installments of \$497.25). Mr. Hess seconded. The motion carried unanimously (6-0-0).**
6. Management was due to report OA's commitment to acting on reserve study recommendations and one company employed a preferred method and proposed making a large number of identified improvements at a bargain unit price.  
**MOTION: Mr. Marandi moved to approve a reserve expense of \$14,598 to have Precision Safe Sidewalks make recommended improvements throughout the River Place campus. Ms. Fairman seconded. The motion carried unanimously (6-0-0).**
7. Ms. Faber brought to the Board's attention a list of the OA's active contracts. The OA's umbrella insurance was discussed.  
**MOTION: Mr. Hess moved to establish an Insurance Committee to develop a plan of action and milestones for implementation no later than spring 2022. Mr. Marandi seconded. The motion carried unanimously (6-0-0). Richard Hess and Jim Wolf volunteered to serve on the committee.**  
**ACTION: The Committee is to report on progress by the December meeting.**

- B. **Committee Reports:** Mr. Marandi reported the following information:
1. **Parking Committee:** The Parking Committee recently held a meeting and discussed several topics. Preliminary reports are anticipated from Ms. Presmont, and the Parking Committee will review that information before submitting recommendations to the Board of Directors in spring 2022. Mr. Marandi also reported that an audit of the parking spaces is underway.
  2. **Ground Lease Strategy Committee:** The Ground Lease Strategy Committee has arranged a meeting for Tuesday, November 23, 2021 and reviewed various matters with the Board.
- C. **Treasurer's Report:** Mr. Dibley reported the following information:
1. **Reserve Study:** Mr. Dibley will submit comments from management and Board members to The Falcon Group for incorporation into the final draft of the reserve study for review by the Board of Directors.
  2. **Budget:** The OA is due to approve the next fiscal year's budget by February.
- ACTION: Mr. Dibley will work with Ms. Presmont to develop the upcoming year's budget for presentation and assessment vote during the January 2022 OA Board of Directors' Meeting.**
- D. **Manager's Report:** Ms. Presmont reported that due to time constraints, key topics including many action items were addressed during the President's Report and the Manager's Report would be submitted as written. In addition, Ms. Faber raised an additional action item from the Management Report: ratification of an emergency action management took due to heat not working in the gatehouse.  
**RATIFICATION: The Board of Directors ratified the General Manager's emergency decision to have the gatehouse heat pump replaced by Ahmed Brothers Heating & Air Conditioning at a cost of \$1,795.**

#### IV. New Business

(Mr. Marandi exited the meeting at this juncture at 7:33p.m.)

- A. **Midyear Review:** This item was discussed during the Treasurer's Report as part of item III.C.2.
- B. **UV Ionization Device PM:** This item was discussed during the President's Report; see item III.A.5.
- C. **Cash Receipts:** This item was discussed during the President's Report; see item III.A.2.
- D. **Contracts:** This item was discussed during the President's Report; see item III.A.7.
- E. **ACPD Community Engagement:** Ms. Faber recommended scheduling a community engagement meeting with the Arlington County Police Department (ACPD) to discuss what is happening in the community - particularly in the 22209-zip code; and suggested having the OA General Manager and a few Board members in attendance.  
**MOTION: Mr. Hess moved to have Ms. Presmont reach out to plan a meeting between the River Place Owners' Association and the Arlington County Police Department. Ms. Hall seconded. The motion carried unanimously (5-0-0). Ms. Faber will provide contact information to Ms. Presmont to assist with planning the meeting.**

V. **Old Business**

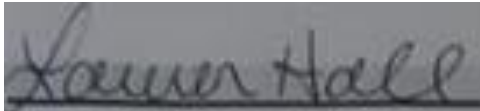
- A. Reserve Study Update: This item was discussed as part of the Treasurer's Report; see item III.C.1.
- B. Sidewalk and Asphalt Repairs & Crack Filling: This item was discussed as part of the President's Report; see item III.A.6.
- C. Electric Vehicle Charging Stations: This item was discussed during Parking Committee; see item III.B.1.
- D. Parking Space Audit/Survey: This item was discussed during Parking Committee; see item III.B.1
- E. Lockout Policy: This item was discussed as part of the President's Report; see item III.A.3.
- F. Cameras & Access Control: This item was discussed as part of the President's Report; see item III.A.4.

(Board members agreed to defer discussions and decisions regarding all other items listed on the agenda.)

VI. **Adjournment**

**MOTION:** With no other business raised, Mr. Hess moved to adjourn the November 18, 2021 Board of Directors Meeting at 7:41 p.m. Ms. Hall seconded. The motion carried unanimously (5-0-0).  
**ACTION:** A Special Meeting to hold an Executive Session is anticipated and will be scheduled by email.

Attested By:



Board Approval Date:

1/20/2022

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