

River Place Owners' Association
Final Minutes from the Board of Directors' Meeting
Tuesday, December 28, 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)
Pat Fairman – Director (President, West) (Joined at 6:08 p.m.)
Richard Hess – Director (Parcel 5 Commercial Representative)
James Marandi – Director (Parcel 5 Commercial Representative)
Jim Wolf – Director (Parcel 5 Commercial Village Representative)

In Attendance – Property Management and Guest Presenter

Terry Presmont, General Manager
Andrew Spell, President, River Place North Board of Directors

I. Call to Order

A meeting of the River Place Owners' Association Board of Directors was held on Tuesday, December 28, 2021. The meeting was convened via Zoom conferencing. Board President Sabrina Faber called the meeting to order at 6:02 p.m.

II. Approval of the Agenda

Ms. Faber inquired as to whether Board members had changes to the December 28, 2021 Board of Directors' Meeting agenda and called for a second and a vote after each change.

MOTIONS: Ms. Hall raised an amendment to the agenda, thereby moving to approve the agenda as amended. Mr. Priest seconded. The motion carried unanimously (6-0-0). Ms. Faber then raised an amendment to the amended agenda, thereby moving to approve a further amended agenda. Mr. Hess seconded. The motion carried unanimously (6-0-0).

(Pat Fairman joined the meeting during the 1616 Ft. Myer discussion below at 6:08 p.m.)

III. Reports

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

- 1.) 1616 Ft. Myer Drive is being planned for redevelopment. North Board President Andrew Spell was invited and present to share concerns regarding the project. Board members provided feedback.
- 2.) Ms. Faber received an email urging various Arlington buildings to look into historic preservation status.
ACTION: Ms. Faber will further research the matter and report back to the Board of Directors.
- 3.) Northeastern University recently moved into a building across the street from River Place.

B. Management Report: Ms. Presmont highlighted the following from the full December 2021 Management Report:

- 1.) Assistance Animal Waste Area: Management received three bids for the groundskeeper-recommended artificial turf for the assistance animal waste area and will send them and a bid matrix to Board members December 29th.
- 2.) Smoking Shelter: Locations for relocating designated smoking areas away from building openings have been or are being identified if desired.
- 3.) Correspondence: Correspondence was received from four building shareholders regarding parking and gym restrictions. Board members requested documentation of the parking grievance process.
ACTION: The General Manager will define via flow chart a parking grievance process to be shared with the Parking Committee and the Board of Directors.

C. Committee Reports: Committee members reported information on committees they serve on:

1.) Parking Committee:

- i. Mr. Marandi reported a parking space audit is underway and Ms. Presmont noted it is planned for completion by Friday, January 14, 2022.
- ii. Rollout of a parking management application called Parking Boss is anticipated in Q1 2022 pending information from the audit and successful staff training.
- iii. Troy Dibley was noted as a committee member.
- iv. The Parking Committee is progressing on the effort to establish electric vehicle charging stations. Installation and logistics still need to be determined.

2.) Ground Lease Strategy Committee: Mr. Marandi reported committee members were asked to review information ahead of the next meeting scheduled for January 12, 2022 at 6:00 p.m to discuss goals, expectations and history.

ACTION: Ms. Presmont to request the attendance of a legal expert experienced with the property at the meeting.

3.) Ad Hoc Joette Waters Memorial Garden Committee: A collaborative effort is taking place to establish a memorial garden in front of South building in memory of long-time South Building Manager Joette Waters.

ACTION: Ms. Faber and Ms. Hall will work offline to select a chairperson.

4.) Compensation Committee:

i. Mr. Hess reported the Compensation Committee devised a plan of action and milestones with a total of seven tasks, which will be presented to the Board of Directors for review and decision.

ACTION: This topic will be revisited during the January 2022 Board of Directors' Meeting. Prior to that, the Compensation Committee will hold a meeting, with Ms. Faber to suggest various dates via email by December 30.

ii. It was noted Ms. Hall is a member of the Committee.

5.) Insurance Committee:

i. Mr. Hess reported posting insurance documents for review by the OA Board.

MOTION: Mr. Hess moved to direct the Insurance Committee to investigate documents of current RPOA and River Place community coverage and report to the Board of Directors; and to direct the Insurance Committee to develop short-term and long-term RPOA insurance strategies and report to the Board of Directors. Mr. Marandi seconded. The motion carried unanimously (7-0-0).

ii. Board members discussed ways to determine replacement value of River Place structures for insurance coverage.

MOTION: Mr. Marandi moved to have the Insurance Committee investigate the cost of a building replacement cost analysis. Mr. Hess seconded. The motion carried unanimously (7-0-0).

ACTIONS: Ms. Faber to seek advice from Association's attorney regarding bylaws. Mr. Dibley will forward a copy of the 2011 appraisal to the OA Board members.

iii. The Insurance Committee asked the OA Board of Directors to implement a River Place-wide indemnification process for on-site contractors.

DECISION: The Board of Directors agreed by unanimous consent to defer a decision concerning this matter.

iv. The Insurance Committee asked the OA Board of Directors to implement a River Place-wide claims reporting management system.

DECISION: The Board of Directors agreed by unanimous consent to defer a decision concerning this matter. ACTION: Ms. Presmont to share documentation of the claims reporting process with the Committee.

6.) Amenities Advisory Committee: Ms. Faber reported Committee members supported: 1) the proposal to update transmitters to correct the audio/visual connection problem between some gym equipment and the televisions in the gym; 2) continuing the mask requirement in the gym; 3) not requiring COVID-19 vaccination as a prerequisite to gym use.

- D. Treasurer's Report: Mr. Dibley reported the following information:
- 1.) 2022-2023 Budget: The 2022-2023 budget is being prepared and will be discussed during the January 2022 OA Board of Directors' Meeting. Mr. Dibley asked management to present him a draft budget by Friday, December 31st so that he can review it before forwarding to the Board of Directors during the week of January 3rd to allow time for review ahead of the January Board Meeting.
 - 2.) Tax Returns: The Association's federal and state tax returns were received from the Goldklang Group CPAs, P.C. Board President Sabrina Faber signed the state return, which has been filed with the Commonwealth of Virginia.
ACTION: Management to provide a hard copy of the federal filing to be signed by Ms. Faber and then mailed out on December 29th.
 - 3.) Reserve Study: Ms. Presmont and her team have compiled a five-year plan based on the draft reserve study and approved reserve expenditures for the current year. A list of Board and management comments will be provided to The Falcon Group.

IV. Financials

Ms. Presmont sent the November 2021 financial and aging reports to the Board of Directors for review.

V. New Business

- A. Committee Charters: The Association's attorney drafted a committee charter for the Board's consideration.
ACTION: The Board of Directors will discuss this matter during Executive Session.
- B. Fitness Equipment Connectivity Issues: See also III.C.6, Amenities Advisory Committee.
MOTION: Mr. Priest moved to approve the proposal from Matrix Fitness to resolve connectivity issues with the fitness equipment at a cost of \$2,350.74. Mr. Marandi seconded. The motion carried unanimously (7-0-0).
ACTION: Ms. Presmont to provide the new transmitter warranty information and ensure it is on file.
- C. 2022 Landscape Plan:
- 1.) Andrew Spell offered and gave a presentation concerning the North Board's request for pedestrian entrance changes near Freedom Park.
MOTION: Mr. Priest moved to approve the presented changes to the pedestrian entrance / landscaping plan presented by Mr. Spell. Mr. Marandi seconded. The motion carried unanimously (7-0-0).
ACTION: Ms. Presmont will share the North Building's pedestrian access landscaping plan with whichever vendor is chosen as the landscape designer.
 - 2.) A proposal was obtained from Campbell & Ferrara to provide landscape design services to River Place.
ACTION: Management will seek at least two additional bids for landscape design services; and will ask Campbell & Ferrara to submit their best and final bid.
- D. 2022-2023 Draft Budget: Please see Section III.D.1 of these minutes. Additionally, Ms. Presmont noted that the five-year capital plan referenced in Section III.D.3 of these minutes will be submitted to OA Board members on December 29th and discussed the basis for assessments.
- E. Risk Assessment Letters: Risk assessors recommended the performance of staff OSHA training in relation to the general liability and workers' compensation line items of the master insurance policy. Ms. Presmont learned that OA provider Harford Mutual offers free OSHA training to its policy holders.
ACTION: Ms. Presmont will obtain more information from Harford Mutual in advance of the January 2022 Board of Directors' Meeting.

VI. Old Business

- A. Cameras and Access Control: The Board is due to decide on a monitoring system provider and system storage technology compatible with both system and campus needs, but the potentially higher utility storage technology is costly, and the Board needs more time to weigh the options.
DECISION: The Board of Directors agreed by unanimous consent to defer a decision concerning this matter until their January 2022 meeting.

- B. Parking Boss: Please see Section III.C.1.ii of these minutes. Additionally, Mr. Dibley and Ms. Presmont reported Parking Boss is offering an incentive valued at \$2,785 if the OA signed up for service by December 31, 2021.
MOTION: Mr. Marandi moved that the OA contract with Parking Boss to serve as the parking management system for River Place according to the associated costs reflected in their proposal. Mr. Wolf seconded. The motion carried unanimously (7-0-0).
ACTION: Ms. Presmont to ask Parking Boss whether the incentive would still be provided if service started at River Place not before mid-January 2022, and to determine whether, if there are any problems, payment could be made after problems are resolved.

- C. Reserve Study: Management prioritized projects such that some are planned for the next five years while others are planned for later years.

- D. Asphalt, Concrete, and Sidewalk Repairs: The risk assessors were pleased that the OA committed to implementing these reserve study recommendations in spring 2022.

- E. Gate Replacement: Ms. Presmont reported that for the front and back gate operator to be replaced an electrical permit and Knox box replacement would be required. Ms. Presmont is awaiting legal advice regarding whether she can request the permit.

- F. Food Truck Program: Ms. Presmont reported the food truck program will return revamped in spring 2022. Ms. Hall suggested sending out a residents' survey to gather input.

- G. Arlington County Police Department (ACPD) Community Engagement: The Board would like to invite ACPD to a meeting to discuss neighborhood concerns
ACTION: Ms. Faber will determine a mutually agreeable date for Board members to meet with the Arlington County Police Department.

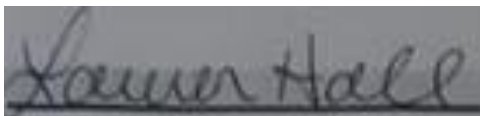
VII. Approval of Prior Meeting Minutes

MOTION: Mr. Wolf moved to approve the minutes from the October 28, 2021 OA Board of Directors' Meeting as amended. Ms. Hall seconded. The motion carried unanimously (7-0-0).
DECISION: The Board of Directors agreed by unanimous consent to defer approval of the November 18, 2021 meeting minutes until their January 2022 meeting.

VIII. Adjournment

MOTION: With no other business raised, Mr. Wolf moved to adjourn the December 28, 2021 Board of Directors Meeting at 8:32 p.m. Ms. Hall seconded. The motion carried unanimously (7-0-0).

Attested By:



Board Approval Date:

2/17/2022

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