

River Place Owners' Association
Final Minutes from the Board of Directors' Meeting
Thursday, March 20, 2025

In Attendance – Board of Directors and Officers of the Board

Matthias Mitman – President (Parcel 5 Commercial Village Representative)
Pat Fairman - Vice President (West Representative (also alternate East Representative))
Lauren Hall – Secretary (South Representative) (until 5:35 p.m. EDT and rejoined at 5:41 p.m. EDT)
Andrew Spell - Treasurer (Non-Voting Officer) (arrived at 5:58 p.m. EDT)
Richard Hess - Director (Parcel 5 Commercial Representative) (until approx. 6:26 p.m., rejoined at approx. 6:32 p.m.)
Amy Rojas Kantorczyk - Director (Parcel 5 Commercial Representative)
Olivier Lombard - Director (North Representative) (until 5:46 p.m. EDT and rejoined at 5:47 p.m. EDT)

Absent – Board of Directors

Anand Hemraj- Director (East Representative)

In Attendance – Property Management

Terry Presmont - General Manager

- I. **Call to Order:** A meeting of the River Place Owners' Association Board of Directors was called to order by Mr. Mitman at approximately 5:30 p.m. EDT.
- II. **Approval of Agenda:**
MOTION: Mr. Hess moved to approve the agenda. The motion carried unanimously (6-0-0).
- III. **Approval of Prior Meeting Minutes:**
Draft meeting minutes for the February 20, 2025 Monthly Meeting and March 5, 2025 Special Meeting.
MOTION: Mr. Hess moved to approve the meeting minutes for the February 20, 2025, monthly meeting and the March 5, 2025, Special Meeting. The motion carried unanimously (6-0-0).
- IV. **President's Report:** Mr. Mitman reported on an interest in demonstrating the value the community is receiving from the assessments in the coming year.
ACTION: Management to present to the Board at the next meeting the goals and objectives of the Owners' Association for the upcoming fiscal year to show what the Association intends to do with the assessments.

At the beginning of the President's Report, Ms. Hall briefly left the meeting at 5:34 p.m. due to a technical issue and for the duration of the President's Report. As Mr. Spell hadn't yet joined the meeting at the conclusion of the President's Report, the Board agreed to delay the Treasurer's Report until after his arrival. and next take up the Manager's Report.
- V. **Treasurer's Report:** Mr. Spell led the review of the February 2025 Financial Report with a focus on utility invoices.

Following the Treasurer's Report, the Board continued with the agenda from Old Business.
- VI. **Manager's Report:** Ms. Presmont reported on a River Place North crane project that was sufficiently expansive such that it was not expected to be contained to the North building's loading dock area, and while it wasn't anticipated to impact the adjacent property, there was an interest in informing the adjacent property's manager as a precautionary measure. It was also noted the expansion of Assistance Animal relief areas was being explored and anticipated for approval at the next meeting.
ACTIONS: Management to: 1) inform the adjacent property's management about the upcoming River Place North crane work, and 2) circulate the site map designating Assistance Animal relief areas to the Board the week prior to the next meeting.

Ms. Hall rejoined the meeting at 5:41 p.m., Mr. Lombard left the meeting briefly at approximately 5:46 p.m. and rejoined at approximately 5:47 p.m., and Mr. Spell joined the meeting at 5:58 p.m., during the Manager's Report.

VII. Committee Reports:

- 1) Parking: Chair Fairman reported that the Committee was developing proposed documentation regarding expectations related to parking matters.
- 2) Finance: Chair Hess reported the Finance Committee is heavily tasked in light of the bandwidth of its membership.
- 3) Community Safety: Co-Chair Rojas summarized the Committee's focus areas since the last Board meeting and Co-Chair Spell provided more details on the campus modernization effort.

Following Mr. Spell's comments on the Community Safety Committee, Mr. Spell gave the Treasurer's Report.

- 4) Landscape: Nothing further on this topic was discussed at this time as this topic was discussed in the Manager's Report.

VIII. Old Business:

- 1) WP Garage Waterproofing Project Update: Ms. Presmont reported on the bids received for the HVAC equipment relocation task of the WP terrace repair work and noted that, of the three bids received, the lowest bid, by NoVA Facilities Solutions, was also a current vendor. It was noted that because the Association was splitting the entire project with the South Housing Corporation, by the Association paying the vendor bill and then invoicing South for half, this task would also be split.

MOTION: Mr. Mitman moved that the Board approve the bid for NoVA Facilities Solutions of \$5,630 to relocate the equipment on the platform for the WP Garage Waterproofing project. The motion carried unanimously (6-0-0).

During discussion of this item and before the vote, Mr. Hess left the meeting due to technical issues at approximately 6:26 p.m. and rejoined by approximately 6:32 p.m.

- 2) Managing Agent RFP: Ms. Presmont reported that some bidders were engaged in response to an RFP for a financial managing agent and inquired whether she should engage more in light of the transition schedule.
DECISION: The Board decided to have Management continue to solicit bids so long as the April 3, 2025, timeline to submit proposals could be met.
- 3) Asphalt RFP: Ms. Presmont summarized progress in identifying a vendor and shared a couple of milestones in the timeline for asphalt repair.
- 4) Preventative Maintenance (PM) Proposal for Entertainment Center HVAC Equipment: The Board was due to approve a preventative maintenance proposal for HVAC equipment in the Entertainment Center pending completed repairs on one of the machines, which had been completed. A current vendor of the Association was the lowest bid.

MOTION: Mr. Mitman moved to accept the bid of NoVA Facility Solutions for a quarterly preventative maintenance program at a cost of \$3,956/year. The motion carried unanimously (6-0-0).

IX. New Business: There was no New Business on the agenda.

X. **Executive Session:**

MOTION: At 6:45 p.m. EDT, Mr. Mitman moved the Board to Executive Session to discuss the Executive Session agenda. The motion carried unanimously.

At approximately 7:09 p.m. EDT the Board returned to Regular Session. It was then reported that in Executive Session the Board discussed contracts, delinquencies and legal matters for parking spaces.

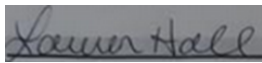
DECISION: It was then reported that the Board decided to pay administrative fee(s) for a transfer for a parking space the Association is acquiring, and the Board decided to waive a \$50 late fee for a parking space that was related to misapplied payments.

XI. **Adjournment:**

MOTION: At approximately 7:11 p.m. EDT Ms. Hall moved the Board adjourn. The motion carried unanimously (6-0-0).

Attested By:

Board Approval Date:



4-17-2025

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