

River Place Owners' Association
Final Minutes from the Board of Directors' Meeting
Thursday, September 19, 2024

In Attendance – Board of Directors and Officers of the Board

Matthias Mitman – President (Parcel 5 Commercial Village Representative)
Pat Fairman - Vice President (West Representative)
Lauren Hall – Secretary (South Representative)
Andrew Spell - Treasurer (Non-Voting Officer) - arrived at 5:51p.m.
Hassan El Shazly- Director (East Representative)
Richard Hess - Director (Parcel 5 Commercial Representative)
Amy Rojas Kantorczyk - Director (Parcel 5 Commercial Representative)
Olivier Lombard - Director (North Representative)

In Attendance – Property Management and Guests

Terry Presmont - General Manager
Joe Rice - Vice President, Associated Insurance Management - until 5:54p.m.

- I. **Call to Order:** A meeting of the River Place Owners' Association Board of Directors was called to order by Matthias Mitman at 5:33 p.m. EDT.
- II. **Approval of Agenda:**
MOTION: Ms. Hall moved to approve the agenda as amended. The motion carried with one abstention (6-0-1).
- III. **Master Insurance Policy Presentation:** The Association's master insurance policy broker presented information on the Association's master insurance policy, loss control efforts, and options for the coming term.

Mr. Spell joined the meeting at 5:51p.m. during the presentation on options for the coming term. At the conclusion of the presentation at 5:54 p.m., Mr. Rice left the meeting.
- IV. **Approval of Prior Meeting Minutes:**
Draft meeting minutes for the August 15, 2024 monthly meeting
MOTION: Mr. Hess moved to approve the minutes for the August 15, 2024 monthly meeting. The motion passed with two abstentions (5-0-2).
- V. **President's Report:** Mr. Mitman reported on parking, a recommendation regarding tax assessments, survey results, and an investment strategy.
- VI. **Treasurer's Report:** Mr. Spell led a review of the August financial report via review of the managing agent's monthly financial report summary memo. A Balance Statement, Statement of Operations, Cash Report, and Reserve Report were not specifically discussed but the Delinquency Report was discussed. Adjusting the structure of future fiscal years' budgets to disable the ability of the Board to borrow reserves funds to support operating expenses was of interest.
ACTION: Ms. Presmont to structure the next draft operating budget to remove capital expenses from the operating budget.

- VII. **Manager's Report:** Ms. Presmont began her report by presenting a Community Inspection Report that included a sign audit. Concern about driver behavior that may be corrected by more severe signage was raised. There was a concern that signage around Peanut Island near the pedestrian entry and near the bus stop was insufficient as it is state law that drivers must stop for pedestrians, these locations have heavy pedestrian activity, and more severe signs are posted in the County that the Association could model communication after. There was also a concern about drivers driving against the flow of one-way traffic around Peanut Island from the Peanut Island / Pedestrian Entry crosswalk. Ms. Presmont then transitioned her report to parking matters, which referenced information in the Parking Occupancy Report. Hearing previously-authorized garage parking spaces for sale sold quickly, and conscious of the assessment for garage spots, the Board was interested in continuing to sell garage parking spaces. It was noted that garage spots sold with units are typically appraised at \$10,000 and one parking space purchaser was listed twice on a bank check deposit document with the same parking space number.
- ACTIONS:** Ms. Presmont to: 1) ensure a more severe sign(s) is posted at Peanut Island, communicating to drivers they must stop for pedestrians, 2) explore options to further disincentivize drivers from driving against the one-way flow of traffic beyond existing one-way traffic signage, 3) investigate why one parking space purchaser was listed twice under the same unit number on the bank check deposit document.
- MOTION:** Mr. Mitman moved that the General Manager identify five garage parking spots that the Association can sell, and first offer the spots for sale to those on the waitlist, giving them a reasonable amount of time to accept, such as 48 hours, before advertising the spots for sale to all shareholders. As these five spots are sold, the Association will continue to offer garage spots for sale, so long as the Association continues to own garage spots that are sellable, such that there are two available for sale at a time. The motion carried with one abstention (6-0-1).
- DECISION:** It was decided the garage parking spaces to be sold will continue to be advertised for sale at \$10,000 each.

VIII. **Committee Reports:**

- 1) **Parking:** Members reported on various matters discussed in Committee, and discussion ensued. It was reported: 1) \$25 is the maximum fee that is permitted to be charged to remove a parking boot in Virginia, 2) real estate agents are accustomed to free onsite parking in convenient locations, 3) there is a row of six hourly pay-for guest parking spaces in a broader string of seven parking spaces behind the gatehouse, and 4) the Fire Marshall will penalize the Housing Corporation if the Fire Marshall spots an unauthorized vehicle parked in the fire lane in front of a building.
DECISIONS: The Board decided to set the fee amount for removing a parking boot to \$25, and reaffirmed the Association's commitment to take enforcement measures, including, specifically, towing rather than booting, against vehicles parked in the fire lanes. The Board also agreed with the concept of designating certain parking spots for quick dropoff, and to send back to the Parking Committee, for further discussion, the question of how to handle parking for real estate agents, and the associated issue of the seventh parking space in a row of seven parking spaces in which six parking spaces are already hourly guest parking for \$4/hour.
ACTIONS: Ms. Presmont to distribute: 1) a notice to notify shareholders about the change in the boot removal fee, and to inform shareholders that it is up to the shareholder to initiate a boot or tow by filling out a form at the gatehouse or parking office; 2) a one-page description of parking operations to Board members/officers.
- 2) **Finance:** Mr. Hess reported on the Committee's recent activities and anticipated next steps.
- 3) **Community Safety:** It was reported a kickoff meeting for the Committee's current fiscal year's activities was anticipated.
- 4) **Landscape:** Mr. Lombard recommended the Association establish an automated watering system to increase efficiencies with campus beautification efforts but otherwise reported information that largely appeared out-of-scope with the perceived mission of the Landscape Committee and fit more with the scope of the Community Safety Committee.
DECISION: The Board requested the Landscape Committee coordinate findings with the Community Safety Committee to work toward streamlined proposals being brought before the Board.
ACTION: Management to explore information regarding establishing an automated watering system and present options to the Board.

IX. **Old Business:**

- 1) **Update on HVAC condensing coil repair:** Three bids were presented to address the need to repair the HVAC condensing coil. One bidder, Perry Aire, would repair the coil for a small amount more money than the minimum bid, but could also do the repair much more quickly than the other two bidders could and could provide a preventative maintenance agreement on all four HVAC units, which only the most expensive bidder was also offering.

MOTION: Ms. Fairman moved to accept Perry Aire's bid to repair the HVAC condensing coil for \$7,352.17. The motion carried with one abstention.

X. **New Business:**

- 1) **OA towing & booting policies:** See Parking Committee report.
- 2) **Guest parking update:** See Parking Committee report.

XI. **Executive Session:** The Board planned to discuss the Executive Session agenda.

MOTION: Mr. Mitman moved the Board into Executive Session at 7:05 p.m. EDT. The motion carried with one abstention.

DECISION: At 7:28 p.m. EDT, Mr. Mitman moved the Board back into Regular Session.

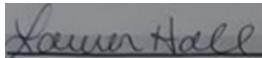
Upon the Board's return to Regular Session, Mr. Mitman reported that during the Executive Session the Board discussed a number of items related to parking and contracts and reached a consensus on a way forward on an issue with the landlord of the property.

XII. **Adjournment:**

MOTION: At 7:30 p.m. EDT, Ms. Hall moved to adjourn the meeting. The motion carried with one abstention.

Attested By:

Board Approval Date:



10/17/2024

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