

FINAL

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
June 15, 2021
VIRTUAL MEETING**

I. **CALL TO ORDER:** Mr. Spell called the meeting to order at 5:36 p.m.

Directors Present: Mr. Andrew Spell, President
Mr. Raymond Miller, Vice President [arrived 6:04]
Ms. Jennifer Yonkos, Treasurer [arrived 6:32]
Ms. Alis Marachelian, Secretary
Ms. Sabrina Faber, OA Representative
Mr. Hashmat Ali, Director
Mr. Lewis Gorman, Director

Directors Absent: None.

Management: Building Manager, Ms. Daisy Angelino.

Residents: Hafizur Rahman.

II. **RESIDENT PARTICIPATION:** None.

III. **AGENDA:**

MOTION: Mr. Ali moved, Ms. Marachelian seconded, to approve the agenda as written. The motion passed unanimously (5-0-0).

IV. **APPROVAL OF MINUTES:**

MOTION: Mr. Ali moved, Mr. Gorman seconded, to approve the May 18, 2021 Minutes as amended. The motion passed unanimously (5-0-0).

V. **REPORTS:**

A. **President:** Mr. Spell said that his comments will be covered in the agenda. He also said that he would like the Board to consider electronic approvals for check cutting.

B. **Treasurer:** Ms. Angelino said that there was no financial report and that she was contacting other companies to replace the current person.

Operating Reserves-\$77,860.72
Replacement Reserves-\$4,177,807.10
Replacement Reserve in Capitol One \$204,512.01

Mr. Spell added that a new reserve study was coming. He also suggested that the Board consider hiring a collection agency because the delinquency list was growing. He said that the agency would take late fees as payment along

with a \$250 charge to the delinquent owner. The Board would then have the flexibility to use the collection service in certain cases that Ms. Angelino would determine.

C. OA Representative: Ms. Faber said that pool hours have been extended to every day of the week as well as weekends. She also said that the Fitness Center will be open an extra hour in the afternoon but that there was not enough staff. She added that the search for a general manager was ongoing. Mr. Ali congratulated Ms. Faber as new president of the OA. The other new members of the Board are Anthony Priest (East); Lauren Hall (South); Pat Fairman (West); and Richard Hess, James Morandi, and Jum Wolf (Commercial Villages). Ms. Faber went on to say that payment for dissemination of the results of the land lease survey will be approved at the next meeting.

D. Manager:

Staff: Ms. Angelino said that Mario Breda, longtime building engineer, was retiring and expressed appreciation for his service and expertise. She also said that Fidelity Mechanical will be supplying supplemental engineering services in the interim and that hiring junior maintenance staff is part of the plan for the transition.

Engineer's Report: A leaky line between boilers was repaired; filters have been changed in the main air handler and in the hallway fan unit; A/C pumps and Daikin chiller are both functioning well.

Contracts: Ms. Angelino said that pump seal replacement was completed and the cooling tower water treatment controller will be replaced by the end of the week. She is also getting pricing for a chiller replacement and upgrades to the security surveillance cameras. She added that she contacted Monday Properties about the 2nd quarter land lease check not clearing but has had no response so she will send a replacement check.

V. **NEW BUSINESS:**

A. Ratification of Vote on Piping Repair: The Board voted by email to approve the in-plant piping repair.

MOTION: Mr. Ali moved, Mr. Miller seconded, to ratify approval of \$4,990 to Fidelity Mechanical to address a burst pipe in plant. The motion passed unanimously (6-0-0).

B. Ratification of Vote on Cooling Tower Work: The Board voted by email to approve the cooling tower work.

MOTION: Mr. Ali moved, Mr. Miller seconded, to ratify approval of \$2,015 for work on the cooling tower water treatment control. The motion passed unanimously (6-0-0).

C. Collections Policy Update Resolution: Ms. Angelino said that the anyone sent to collections will be allowed to set up a collections plan but will still pay the \$25 late fee while plan is going on. She also said that the Board can say which accounts should be sent to collections. Ms. Marachelian said that there should be equal treatment and that Ms. Angelino can bring guidelines to the Board. Mr. Spell suggested that when the amount of 1 month's assessment or more is outstanding for 60 days and the Board approves, the delinquency will be referred to the collection agency. He also said that the matter did not have to be decided now, but can be tabled to the next meeting. He asked Mr. Gorman for suggestions on exceptions.

MOTION: Ms. Marachelian moved, Ms. Faber seconded, to delay the matter to next month. The motion passed unanimously (6-0-0).

D. Lighting Efficiency Proposal: Mr. Spell said that the bid was for LED lighting in the building. Ms. Angelino said she would like a list of what will be replaced. She also said that the cost of \$74,181 can be paid up front or financed like water savings. Mr. Spell said that the project did not have to be approved at this meeting but that the company can send sample LED lights and respond to questions from the Board. He added that they might be willing to install a prototype and provide options for stairwells, common areas, lobby, etc.

E. Building-Wide Surveillance Upgrade: Mr. Spell said that more cameras are needed in the common areas. Ms. Angelino said she was working on getting information from Stanley Security, the company that installed the existing cameras, especially in terms of exit cameras. Ms. Faber also suggested getting cameras in the stairwells that go outside and near parking decks. Mr. Spell said it might be possible to co-ordinate with the OA that also uses Stanley Security.

F. Lobby Level Ceiling Repairs: Ms. Angelino said that the repairs would cover the entire lobby level, hallways, and stairs to upper floors. She said that the project will take 3 weeks to complete.

MOTION: Ms. Yonkos moved, Ms. Faber seconded, to spend not more than \$13,000 to repair the lobby level ceiling and related areas. The motion passed unanimously (7-0-0).

Ms. Angelino said she was seeking bids and that Luis would oversee the project.

G. Engineering Services Contract: Ms. Angelino said that Fidelity Mechanical has already worked in the building and that the company can do preventive maintenance as well as train staff to monitor and record service work daily. She also said that 1-year contract can be paid quarterly.

MOTION: Mr. Miller moved, Mr. Gorman seconded, to approve the contract with Fidelity Mechanical at a cost of \$17,497 a year. The motion passed unanimously (7-0-0).

VI. **OLD BUSINESS:**

- A. WiFi Service Upgrade: Work completed.
- B. Reserve Study Update: Study delayed because items were added.
- C. Smoking Policy: Ms. Angelino said there were no updates but if the policy of the South building is successful, RPN can follow it.
- D. Pest Control: Mr. Ali said that since more pests appear in the summer, the corporation needs to make sure pest control is working well. In addition, Ms. Angelino can contact Monday Properties about problems with their trash pickup.

VII. **ADJOURNMENT:**

MOTION: Mr. Ali moved, Ms. Faber seconded, to adjourn the meeting at 7:41 p.m. There were no objections.

SUBMISSION OF MINUTES

**Alis Marachelian, Secretary
River Place North
Housing Corporation**