

**FINAL**

**MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING  
April 19, 2022  
VIRTUAL MEETING**

I. **CALL TO ORDER:** Mr. Spell called the meeting to order at 6:05 p.m.

Directors Present: Mr. Andrew Spell, President  
Ms. Jennifer Yonkos, Treasurer  
Ms. Alis Marachelian, Secretary  
Mr. Hashmat Ali, Director  
Mr. Lewis Gorman, Director

Directors Absent: Ms. Sabrina Faber, Director.

Management: Building Manager, Ms. Daisy Angelino.

Residents: Liza Albright, Jesse Rifkin.

II. **RESIDENT PARTICIPATION:**

- Mr. Rifkin said that the leaf blowing problem is continuing but that another idea is to ask the landscaper to use electric leaf blowers. Mr. Spell said he told the OA manager and the landscaper to pass the suggestion on to the landscape maintenance company. He also said that another project was an improved pedestrian walkway. He added that the leaf blower problem wasn't mentioned on the building satisfaction survey. Mr. Rifkin then said he appreciated the follow up and would do anything he could to help.
- Ms. Albright said she just wanted to see what was going on.

III. **AGENDA:**

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

Mr. Miller has resigned from the Board. A note of thanks will be sent to him for his years of service.

IV. **APPROVAL OF MINUTES:**

**MOTION: Ms. Marachelian moved, Mr. Gorman seconded, to approve the minutes of February 15, 2022 as written. The motion passed (5-0-0).**

V. **REPORTS:**

A. President/OA: Mr. Spell reported that a survey by the landscaper was under way on the unique plantings that have to be ordered a year in advance but may not be available this year.

B. Treasurer: Ms. Yonkos gave the Treasurer's report:

Operating cash	\$81,961
Operating Reserves	\$76,917
Replacement Reserves	\$4,445,268
Total operating and replacement reserves	\$4,604,146

Ms. Angelino reported that delinquencies were in excellent shape and that most were due to water damage. She went on to give the Variance Report for January 2022.

C. Manager:

- Calendar: Will be addressed next month.
- Financials: Excellent progress is being made.
- Facilities Items:
  - Semi-annual maintenance is under way.
  - Building-wide water savings sweep is in progress.
  - Chiller replacement prep work is being done by Fidelity and parts will be delivered.
  - Cooling tower fan drive is awaiting delivery.
  - Boiler replacement vs. overhaul options will be presented to the Board.
  - Loading dock door and laundry room door were vandalized. The full loading dock door must be replaced and is out for bids.
  - L-2 apartment has been cleaned out and sanitized and repairs have been completed.
  - Pipe replacement and mechanical installation work are under way and should be completed before cooling season.
  - Energy savings project continues with the 1<sup>st</sup> floor completed and 9<sup>th</sup> floor started and working down.
  - Noyes contract was approved by email.

**MOTION: Mr. Ali moved, Ms. Marachelian seconded, to confirm the email vote to approve the contract for mechanical piping replacement with Noyes Mechanical for \$445,710. The motion passed unanimously (5-0-0).**

VI. NEW BUSINESS:

A. Resident Survey: Mr. Spell cited some recurring themes in the survey: better a/c-in progress; fewer elevator outages- being addressed; lighting in hallways-in progress; improved loading dock signs-addressed in the building managers' meeting along with a new system for better control. Guest parking is another issue that is being addressed at the OA as well as

longer gym hours and guest passes for the pool. Mr. Spell then said that the resident survey also mentioned fewer fire alarms, less smoking, greater clarity on home owner services, and a ramp in the lobby. Ms. Marachelian and Ms. Angelino have drafted a formal request to the OA Board for a separate annunciator which is related to the fire alarm issue but the fire department wanted more time to look into it. Ms. Angelino said that the major concern is that residents are becoming de-sensitized to the alarms and that this was a safety issue. She will follow up on it with the OA. Mr. Spell added that residents gave positive comments to 4 members of the staff: Lottie, Sandra, Luis, and Daisy. The Board will decide on how to acknowledge their good work.

B. Elections: Ms. Yonkos suggested continuing with the same slate of officers. Mr. Gorman was suggested to replace Mr. Miller but he said that Mr. Ali had more experience. Mr. Spell suggested perhaps rotating positions next year.

**MOTION: Ms. Yonkos moved, Mr. Gorman seconded, to approve the following slate of officers: Mr. Spell-President; Mr. Ali-Vice President; Ms. Yonkos-Treasurer; Ms. Marachelian-Secretary; and Ms. Faber-OA Representative. The motion passed (5-0-0).**

C. Priorities for Fiscal Year 2023: Mr. Spell said that the biggest priority was the pipe treatment which was approved in February and would extend the life of the current pipes and address the subject on the reserve study. Ms. Angelino added that the prep work was going well and that she would get prices on backflow regulation. Ms. Marachelian said that elevators should be added to priorities. Ms. Angelino replied that an elevator consultant was hired and the project was in progress. Mr. Spell then said that the resident survey seemed to indicate that the lobby was fine but that home services needed to be clarified. He also said that the corporation hired a lawyer to look at the governing documents in order to take actions but that updating policies can be done parallel to other priorities. Mr. Ali then suggested making the website more user friendly and providing a way to get more feedback. Mr. Spell said that that the home page encourages residents to send messages and that the resident survey elicited 108 responses to that end. He then summarized the 6 items on the priorities list: pipe treatment, A/C; lobby, policies, and communication.

C. Investment Policy: Mr. Spell said that the Board passed an investment policy in 2001 and that it should be updated. He also said that there were constraints if the corporation needed more money. Ms. Marachelian suggested that Mr. Spell draft an update so that the Board can compare options but to leave the matter for now.

D. Mechanical Plant Pipe Replacement: The contract with Noyes was approved. See motion under Manager's Report.

E. Board Vacancy: Mr. Spell said that it was the Board's duty to appoint someone to Mr. Miller's seat until next year. He said that in the past a notice of a vacancy was sent to owners, but it didn't generate much

interest. Ms. Yonkos suggested reaching out to people personally before sending out an email blast asking shareholders to volunteer for the Board.

F. Vandalism: To be discussed in Executive Session.

G. Water Damage Expenses: Mr. Ali suggested looking into an alarm to alert a resident of a water leak. Ms. Angelino said that there are water leak sensors and that she will get prices. Mr. Ali said that shareholders can be encouraged to get them and that better communication between residents and staff is needed. Ms. Angelino said that a building-wide sweep is under way and that an email reminder can be sent out every 2-3 months but that a policy or resolution is needed. Mr. Spell suggested getting guidance from legal counsel and having them draft the language. Ms. Angelino said that legal counsel provided a list of recommendations but that they can be asked for something adhering to the governing documents as well as legality. Mr. Spell said the recommendations were not specific. Ms. Angelino then suggested asking them to define negligence which is not covered specifically in the governing documents and to draft guidance on water damage. She said she can feed them the framework and that she will also contact other building managers about their resolutions.

H. Staffing: Mr. Ali said there should be a list of current full and part-time staff along with their duties so the Board can plan for the future.

**MOTION: Mr. Ali moved, Ms. Marachelian seconded, to table discussion on staffing. There were no objections.**

## VII. EXECUTIVE SESSION:

**MOTION: Mr. Ali moved, Ms. Marachelian seconded, to adjourn the open meeting and convene an Executive Session at 8:24 p.m. There were no objections.**

## SUBMISSION OF MINUTES

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