

FINAL

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING  
January 17, 2023  
HYBRID MEETING-PARTY ROOM & ZOOM

I. **CALL TO ORDER:** Mr. Spell began the meeting at 6:03 p.m.

Directors Present: Mr. Andrew Spell, President  
Ms. Jennifer Yonkos, Treasurer (Zoom)  
Ms. Alis Marachelian, Secretary [arrived 6:20]  
Mr. Lewis Gorman, Director  
Ms. Liza Albright, Director

Directors Absent: Mr. Hashmat Ali.

Management: Daisy Angelino, Building Manager; Jeff Bonilla,  
Operations Manager.

Residents: None.

II. **RESIDENT PARTICIPATION:** None.

III. **AGENDA:**

**MOTION:** Mr. Gorman moved, Ms. Albright seconded, to approve the agenda as written. The motion passed unanimously (4-0-0)

IV. **APPROVAL OF MINUTES:**

**MOTION:** Ms. Albright moved, Ms. Yonkos seconded, to approve the minutes of August 16, 2022 as amended. The motion passed unanimously (4-0-0).

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

V. **NEW BUSINESS:**

A. **Administrative Processes:** Mr. Spell said that who has access to what should be established. Ms. Albright said that some encrypted apps for user names and passwords, such as DataVault work well and have a tiered approach. Ms. Angelino added that the bank uses tokens for logins. Mr. Spell also said that his concern was for backup if systems go down. Ms. Angelino replied that there is backup on the Cloud. Ms. Albright then said that she uses the Quickbooks online version where an administrator and a record of logins can be set up. Ms. Angelino will look into both DataVault and Quickbooks online.

B. **Gas Price Lock:**

VI. **OLD BUSINESS:**

A. Building-Wide Pipe Treatment Status: Mr. Bonilla said that the project was proceeding pending County approval and should be finalized by the 1<sup>st</sup> week of December. Ms. Marachelian added that the water shutoff went smoothly.

B. Online Complaint Form: Mr. Bonilla said he did updates and will upload on the system, test it, and make sure it is functional.

C. Separation of Garage Annunciator Panels: Mr. Spell said that he hoped that the timing of the work could be bumped up and that the OA will take care of the batteries and loose wires currently in the panel. He also said that a manual system check would be done each night. He added that the OA Board was reviewing the reserve studies to see what could be done long term and hoped that a consultant will determine that it needs maintenance, not replacement. Ms. Albright said she knows a small company that does fire security and can give an estimate on the work needed.

D. Smoking Violation Confirmation Process: Mr. Spell said that since shareholders agreed to ban smoking in the building, enforcement has been a challenge. Mr. Bonilla said that technology can measure the quality of air and the source of the odor. A notice can then be sent to the unit. He added that the cost of the technology is less than \$1,000 but it cannot detect if the smoke is from cigarettes or marijuana. Mr. Spell said that the rules do not allow any kind of smoke. Mr. Bonilla said that the technology was the most cost-effective way to enforce the ban against smoking. Mr. Spell added that the unit can be sent a warning and then, if violations continue, next steps can be considered.

VI. **REPORTS:**

A. Manager:

1. Facilities Items:

- Semi-annual convector preventive maintenance is under way.
- Tests of the fire alarm, sprinkler systems, fire pump, hose valve, main drain, and FDC inspection have been scheduled for November 28, 29, and 30.
- MP Garage Fire Alarm Control Panel trouble is being reviewed by the RPOA Manager.
- WSCI is waterproofing the area outside of Unit 141 because of water penetration that can cause damage to the building.

2. Financials: Mr. Bonilla reported that delinquencies mainly involve 5 accounts.

B. President/OA: Mr. Spell said that there would be no December meeting but that a Board/staff dinner would be held. In terms of his work on the OA, he said that he is creating a spreadsheet to share among managers in order to prevent problem residents from hopping to other buildings. In response to Mr. Ali's question about getting reports on managers' meetings, Mr. Spell said he will ask about them. He also said that he was still working on the pedestrian entrance with KCS, the landscaper of Monday Properties. He said that the OA approved plantings in the front circle and hanging plants. He added that KCS recommended replacing the chain link fence but it was not in the reserve study. Mr. Spell then said that the OA was working to bring in EV charging stations.

C. Treasurer: Ms. Yonkos said that the Treasurer's report was not finished and asked for the Variance Report. Mr. Spell said that cash was laddered for the rest of the fiscal year and that after the water treatment project, the next project was the boilers.

Turning to the Calendar of Events for November, Mr. Bonilla said that a rent adjustment was sent to RPN Storage, the trash chute would be cleaned, heat was turned on, and window washing would be done in the spring. Ms. Yonkos said that the annual holiday buffet would be held at the end of the year. She added that the date will be coordinated with management but it was typically on a Friday.

VII. **EXECUTIVE SESSION:**

**MOTION:** Ms. Yonkos moved, Ms. Albright seconded, to adjourn to Executive Session at 7:21 p.m. There were no objections.

**SUBMISSION OF MINUTES**

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