

FINAL

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING  
February 21, 2023  
ZOOM MEETING

I. **CALL TO ORDER:** Mr. Spell began the meeting at 6:11 p.m.

Directors Present: Mr. Andrew Spell, President  
Ms. Jennifer Yonkos, Treasurer  
Ms. Alis Marachelian, Secretary  
Ms. Liza Albright, Director

Directors Absent: Hashmat Ali and Lewis Gorman.

Management: Jeff Bonilla, Operations Manager; Katie Briceno,  
Assistant Manager.

Residents: None.

II. **RESIDENT PARTICIPATION:** None.

III. **AGENDA:**

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

IV. **APPROVAL OF MINUTES:**

**MOTION:** Ms. Marachelian moved, Ms. Albright seconded, to approve the minutes of January 17, 2023 as written. The motion passed unanimously (4-0-0).

V. **NEW BUSINESS:**

A. **Emotional Support Animals:** Mr. Spell said that 2 residents have requested approval for emotional support animals.

**MOTION:** Ms. Marachelian moved, Ms. Albright seconded, to approve emotional support animals for the residents of Unit 744 and Unit 928. The motion passed unanimously (4-0-0).

B. **Management Software-Condo Control:** Mr. Spell said he had questions about AvidXchange and Condo Control. He also said that although vendors like to reply yes to inquiries, their later explanations indicate the negative. He then said that moving to Condo Control may mean having another company do financials. Mr. Bonilla said that the new accountant is willing to meet with Condo Control to address how finances can be done. Mr. Spell suggested hiring an IT consultant and that Ms. Yonkos and the new accountant can help.

Mr. Marachelian added that that a tracking sheet can be used as well as "how to" demos. Mr. Spell also said that a spreadsheet comparison to what is being done today versus what the management software companies are proposing would be helpful.

C. Budget Review: Ms. Yonkos said that the increase in assessments for the next fiscal year is tentatively figured at 5.4%. She also said that the biggest expenses were personnel and utilities. She added that the pipe treatment project has helped minimize costs over the life of the budget. In terms of the reserves, she said that reserve contributions have been reduced because of the savings from the pipe treatment project. She also said that 10% was kept as a buffer for expenses related to the pipe project. Mr. Spell said that Sage Water has installed the equipment and is starting the treatment project.

**MOTION: Ms. Yonkos moved, Ms. Marachelian seconded, to update the reserve study for the item "Pipes, Riser Sections, Domestic Water, Epoxy Lining" as follows:**

Whereas the management researched an alternative to the items outlined in the reserve study item, "Pipes, Riser Sections, Domestic Water, Epoxy Lining," hereto referred to as 'the epoxy project,'

Whereas the management determined that water additives, hereto referred to as 'Pipe Restoration,' are as effective as epoxy and easier to implement,

Whereas the full cost of the 'Pipe Restoration' project being not more than 12% of the 2024 line item 'the epoxy project,'

Whereas the project for the 'Pipe Restoration' has been implemented,

Be it resolved that the BOD will reduce the reserve line items for years 2024, 2025, 2026, 2027 of the 'the epoxy project' by 90%, leaving the remaining 10% to apply to any addition costs of the 'Pipe Restoration' project, and distribute the savings across the years 2024 to 2033 of the reserve budget.

**The motion passed unanimously (4-0-0).**

**MOTION: Ms. Yonkos moved, Ms. Marachelian seconded, to approve the 2024 budget with a 5.4% increase. The motion passed unanimously (4-0-0).**

D. Reserve Study: Mr. Spell said that RPN needs a new reserve study. He added that the OA is using Reserve Advisor and the cost is \$6900 for an update and about \$8,000 for a new study. He suggested getting bids on a new full study from FEA, the Falcon Group, Reserve Advisors, and the former Reserve Advisors employee.

E. Annual Meeting: Mr. Bonilla said notices were sent out and The League of Women Voters was engaged as vote counters. He also said the Mr. Ali and Ms. Albright were running. Mr. Spell said that there were 4 open seats on the Board, so nominations would be taken from the floor. He also said that since Mr. Gorman was not running, there are 2 vacancies.

VI. **OLD BUSINESS:**

A. Online Complaint Form-E Form: Mr. Bonilla said the complaint form was like the maintenance form and was not intended to replace the state form. He also said that he will update the minutes on the website. Mr. Spell said that it was an ongoing challenge to have the right people having access to correct material. Mr. Bonilla said that the right management software can address the access issue. Ms. Marachelian said that people will have to be educated on how to access information. Mr. Spell added that getting access should be easy or people will not use it. He suggested having a backup plan for those who are unwilling to log in. Ms. Albright said that most people are used to logging in but suggested handing out a cheat sheet.

B. Smoking Violation Rule Change: Mr. Bonilla said there have been no responses to the smoking detection device. Mr. Spell suggested showing the video on the device as it is used at the resident's door.

**MOTION: Ms. Albright moved, Ms. Marachelian seconded, to approve the smoking violation rule change. The motion passed unanimously (4-0-0).**

VI. REPORTS:

A. Manager: Mr. Bonilla reported on the following projects:

1. Facilities Items:

- Because the hot water pressure pumps were not working, Jim's Electric will be making repairs.
- Fire pump was serviced by ATS. They recommended getting a plumber to inspect and clean the strainer for water coming in from the County.
- NAC said that the condensate return pump is leaking and should be replaced. RFPs were sent out.
- Sage Water will be on site on 2/23/2023 to start the water treatment process.

2. Financials: Mr. Bonilla reported that delinquencies were down \$1,000 from last month.

B. President: Covered in Old and New Business.

C. Treasurer: Ms. Yonkos reported on the following items:

- |                                     |                |
|-------------------------------------|----------------|
| • Operating reserves                | \$77,716.07    |
| • Replacement reserves              | \$4,260,089.74 |
| • Total operating cash and reserves | \$4,372,396.45 |

Ms. Yonkos added that RPN will be short 2 reserve payments which can be taken from the operating reserves, but Mr. Spell said that the corporation can just be short on reserve contributions. He said that the new accountant, Patrick Root, can be a valuable source.

D. OA: Mr. Spell reported that some residents have petitioned for longer hours at the gym. In response, he said that the Board was considering remote monitoring or the use of guards to monitor. He added that security should improve over the coming year. In addition, he said that the County's assessment values have been challenged in terms of improvements versus land. He also said that River Place has land that is not used in the best way and that pickleball courts, a Zen garden, and a reflecting pool have been suggested. He added that the pool furniture must be upgraded and that the new walkway from Lynn Street will eventually be a nice pedestrian entrance to River Place. Ms. Albright then asked how security will be improved. Mr. Spell replied that patrols will make rounds with a checklist of things to look for. He added that ADP has software for a phone checklist. He also said that cameras at the gate will be automated and remote monitoring is being considered. He said that lots of new services were being offered and that the top bidder is cheaper than the current security service.

VII. EXECUTIVE SESSION:

**MOTION:** Ms. Albright moved, Ms. Marachelian seconded, to adjourn to adjourn the meeting at 8:17 p.m. There were no objections.

**SUBMISSION OF MINUTES**

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