

**FINAL**

**MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
BOARD MEETING  
June 20, 2023  
IN-PERSON/ZOOM MEETING**

I. **CALL TO ORDER:** Mr. Spell began the meeting at 6:53 p.m.

Directors Present: Mr. Andrew Spell, President  
Ms. Jennifer Yonkos  
Mr. Hashmat Ali  
Ms. Rudaina Mitman {arrived at 7:02 p.m.}  
Ms. Kelly Saghafi

Directors Absent: Ms. Alis Marachelian and Ms. Liza Albright.

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

Residents/  
Shareholders: Mireya Long; Hugo Silva.

II. **AGENDA:**

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

III. **APPROVAL OF MINUTES:** Tabled.

IV. **NEW BUSINESS:**

A. **Reserve Study Proposals:** Mr. Spell said that 2 Companies submitted proposals for the reserve study: Reserve Advisors for \$7100 and Miller Dodson for \$7,875. He also said he had suggested a new study rather than an update since the pipe project will have a significant impact on the budget. He added that he was impressed with the Reserve Advisors representative and that the OA was using the company. Mr. Bonilla will go back to Reserve Advisors for a Level I study so that it is comparable to the Miller Dodson Level I study. Mr. Spell then suggested approving Reserve Advisors if their Level I study comes in under \$7800.

**MOTION: Ms. Yonkos moved, Mr. Ali seconded, to approve the proposal from Reserve Advisors for a Level I study if the cost is under \$7800; if not, to approve the Miller Dodson study. The motion passed unanimously (5-0-0).**

B. **Transfer Service Agent Proposal:** Mr. Bonilla said that VIBO was the only company that responded to do transfer services.

**MOTION: Ms. Yonkos moved, Ms. Mitman seconded, to approve the hiring of VIBO as the transfer agent for transfer services. The motion passed unanimously (5-0-0)**

Ms. Saghafi said she has had no problems with VIBO but did not know how records are kept. Mr. Bonilla said that he will follow up with VIBO to find out how and where it stores records.

C. L-4 Commercial Space Lease Renewal: Mr. Bonilla said Ms. Angelino met with the owner of River Place Self Storage who proposed a \$50 increase and a 5% increase at the end of 12 years. Mr. Spell added that it was a very difficult space to rent.

**MOTION: Ms. Mitman moved, Mr. Ali seconded, to propose renewing the lease with River Place Self Storage at the rate of \$2905 for the first 3 years, \$3005 for the next 3 years, and \$3100 for the last 3 years of the lease. The motion passed unanimously (5-0-0).**

[Ms. Saghafi left the meeting at 7:52 p.m.]

V. **OLD BUSINESS:**

A. Smoking Violation Fine Notification Process: Mr. Bonilla said that the Rules and Regulations provide for a notice of the smoking violation along with a \$200 fine with lab fee. He added that a 3<sup>rd</sup> violation would be \$500 per incident with "possible eviction."

VI. **REPORTS:**

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

1. Facilities Items:

- Problems with hot water was caused by bad pumps. Pump #2 was repaired and Request for Proposal has gone out for Pump #1.

**MOTION: Ms. Yonkos moved, Ms. Mitman seconded, to approve the replacement of recirculating pump #1 for an amount not to exceed \$12,000. The motion passed unanimously (4-0-0).**

2. Financials: Mr. Bonilla discussed delinquencies.

B. President: Mr. Spell reported that staff has been experiencing issues with owners and renters while owners/renters are complaining about not getting responses from staff. He said that interpersonal problems can be a matter of differing perceptions. He added that getting feedback is important but that suggestion boxes never worked in the past. He also said that a camera in the office was discussed but at this time there is just a sign saying "Smile: You're on Camera." He suggested getting a camera with audio. Another suggestion from shareholders, he said, was to install a ramp in the lobby. He added that the building was grandfathered. He suggested doing the work

incrementally starting with curb cuts and fixing trip hazards at the end of the RPN property. He added that the complaints about staff non-responsiveness could be a matter of their not being sent to the right email address. Ms. Mitman said that email can be migrated to the correct address using Google as the host. Mr. Bonilla said that RPN has a company that does email for facilities, etc. and that changes must be implemented in phases.

OA: Mr. Spell said that the walkway has been completed and will improve safety. He also said that the OA was hiring someone to work at the gym on Saturdays and Sundays so it can open earlier. Ms. Mitman added that the HVAC was not working properly in the Entertainment Center. Mr. Spell then said that visitor parking was now available.

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

- Operating cash \$78,700.55
- Operating reserves \$78,444.22
- Replacement reserves \$4,130,676.84
- Total operating cash  
and reserves \$4,287,896.45

VII. EXECUTIVE SESSION: Mr. Bonilla said that the Variance Report will be covered in Executive Session.

**MOTION: Mr. Ali moved, Ms. Mitman seconded, to adjourn to adjourn the meeting at 8:45 p.m. There were no objections.**

**SUBMISSION OF MINUTES**

, Secretary

River Place North  
Housing Corporation