

**MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
BOARD MEETING
August 15, 2023
In Person/ZOOM MEETING**

I. **CALL TO ORDER:** Mr. Spell began the meeting at 6:27 p.m.

Directors Present: Mr. Andrew Spell, Acting President
 Ms. Alis Marachelian
 Mr. Hashmat Ali
 Ms. Liza Albright

Directors Absent: Ms. Rudaina Mitman
 Ms. Kelly Saghafi

Management: Daisy Angelino, Building Manager; Katie Briceno,
 Assistant Manager; T.J. Adams, Incoming Manager

Others: Patrick Rood, Rood Financial Services.

Residents: Hugo Silva #247; Samir Hamdan #844.

II. **ACCOUNTANT'S FINANCIAL REPORT:**

- Mr. Rood said that he was compiling the financial data and getting the financial statements up to date. He also said that some data was duplicated or missing because of the migration. He added that the work was almost complete and that he was using Quickbooks but was trying to remove Skyline eventually. His first priority, he said, was to have accurate financial information for shareholders.

III. **RESIDENT PARTICIPATION:**

- Mr. Silva suggested looking into the Click & Pay system used by RPS for assessments. He also asked about the status of stock certificates. Mr. Spell said that the Board was wrapping up getting a transfer agent. Mr. Silva then said he was concerned that it was difficult to talk to people in the management office and that they need better training to deal with the public. Ms. Angelino said the office was waiting for a policy to be passed to protect staff from harassment. She also said that legal counsel said it was okay to have audio and video surveillance in the office to protect employees. Mr. Spell said that there was now a safe work environment policy in place and that it will be sent to owners. In terms of the status of the Board, Mr. Spell said that all the directors resigned and that he was now the acting president.

- Mr. Hamdan asked if the Board saw his petition. Mr. Spell said they did not. Mr. Hamdan then said the convector in his unit leaked and damaged his floors. He added that it was the corporation's responsibility to maintain the convector and not his to fix. Mr. Spell said that owners were responsible for their units and should make claims with their insurance company. He also said that liability was discussed at the Annual Meeting but no one moved to change from negligence to strict liability. Mr. Ali added that the corporation took responsibility by maintaining convectors twice a year. Mr. Spell said that the Board will discuss the matter in New Business.

IV. **AGENDA:**

MOTION: Ms. Marachelian moved, Ms. Albright seconded, to approve the agenda as written. The motion passed (3-0-1) with Mr. Ali abstaining.

V. **APPROVAL OF MINUTES:**

MOTION: Ms. Albright moved, Ms. Marachelian seconded, to table approval of minutes of July 18, 2023 to the next meeting. The motion passed (4-0-0).

VI. **NEW BUSINESS:**

Introduction of New Manager: Ms. Angelino introduced the new manager who will start in early September. Mr. T.J. Adams then discussed his 20-year experience in property management and said he was eager to start at River Place North.

Website Recovery: Ms. Angelino said that the website was hacked and that recovery of the site to the old state has been a challenge. She also said that links are now operable and that the website should be available in a few weeks. Ms. Marachelian added that it should have links to resources in the community such as mental health, social services, and County services. Mr. Spell also said that some content needed updating.

Water Damage: Mr. Ali said that RPN should do maintenance on convectors twice a year and check for leaks. Ms. Angelino said that comprehensive maintenance is done and that leaks may have environmental causes. She added that new flooring should not be installed over old parquet floors or humidity will appear between layers. She also said that leaks are rare. Mr. Spell then suggested looking into water sensors. In terms of negligence, Ms. Marachelian said that if the corporation pays for damages, fees will go up. She suggested asking shareholders at the Annual Meeting if they are willing to increase their fees. Mr. Spell then added that RPN does semi-annual inspection and preventive maintenance and that negligence is a matter of notifying the owner to fix a leak and, if not, the owner is negligent. He said that there was no support to change the policy at the Annual Meeting.

VII. **OLD BUSINESS:**

Anti-Harassment Policy: Ms. Albright said that legal counsel drafted the policy and that it can be distributed by text and email. Ms. Angelino suggested adding it to Rules and Regulations and the lease addendum. Mr. Spell said that the Rules and Regulations should be updated. He suggested sending out a Resolution and then updating the Rules and Regulations and the lease addendum. Ms. Angelino and Ms. Albright will draft a one-sentence Resolution.

Homeowner Insurance Requirement: Mr. Spell said that legal counsel can be consulted on the proposed homeowners' insurance requirement and can draft a policy. He also said that RPN has an insurance deductible of \$10,000. He added that the matter should be kept in Old Business until complete. Ms. Marachelian said that the requirement must be approved by shareholders at the Annual Meeting. Mr. Spell said it was a 2-year process to approve, vote and amend the bylaw about insurance. He added that legal counsel will be consulted about this bylaw change.

VIII. REPORTS:

A. Manager: Ms. Angelino reported on the following projects:

1. Facilities Items:

- Inventory of old pumps will be conducted with Mr. Adams.
- Reserve study will be updated.
- Hallway air handler coils must be replaced. This is a capital expense. NAC submitted a proposal for \$29,690.

MOTION: Ms. Marachelian moved, Mr. Ali seconded, to approve the NAC proposal to replace the hallway air handler coils at an amount not to exceed \$29,690; the amount will be taken from reserves. The motion passed (4-0-0).

- Engineering is preparing for semi-annual maintenance and inspections. Workers will go into each unit but will do only emergency repairs.

2. Financials:

- Ms. Angelino can provide recommendations on cash flow and where the Board can transfer funds needed for projects. The auditor and legal counsel can also help put the new manager in a good position with the cash flow.

B. President:

Mr. Spell said that leaks were slowing down since the Sage Water solution was installed. He also said that restoration of the website is proceeding and that minutes from this year as well as Resolutions from the past need to be recovered as the state requires.

