

Riverton Tenants Association (RTA)

Executive Board Meeting Minutes (Robert's Rules of Order Format)

Date: January 22, 2026

Time: 4:00 PM

Meeting Type: Regular Executive Board Meeting

1. Call to Order

The meeting was called to order at 4:00 PM by Jonathan Gervasi, Interim President, who presided as Chair.

2. Roll Call

- Jonathan Gervasi – Interim President
- Jackie Spellin – Treasurer
- Carah-Lucas Hill – Sargent at Arms
- Shareen “Pepsi” Harvey – Sargent At Arms

A quorum was present.

3. Adoption of Agenda

The agenda was presented and adopted by unanimous consent.

4. New Business

A. Governance and Communication Standards

It was moved and seconded that email be adopted as the official method of RTA communication and that all initiatives be disclosed to and discussed by the full Board prior to external engagement. The motion was carried unanimously.

B. Task Force Oversight

It was moved and seconded that all Task Force activities be reported to and authorized by the Executive Board prior to engagement with management or external parties. The motion was carried unanimously.

C. Documentation and Data Collection

It was moved and seconded that the Board explore legally acceptable electronic signature platforms and confirm DHCR compliance prior to implementation. The motion was carried unanimously.

D. Legal Strategy Review

It was moved and seconded that prior to initiating legal action, the Board consult legal counsel and review applicable precedents and financial implications. The motion was carried unanimously.

5. Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

Recording Secretary

Approved by the Executive Board on: _____

Jonathan Gervasi, Interim President