

MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION  
February 20, 2003  
Arlington, Virginia 22209

**CALL TO ORDER:** President Norman Mikalac called the meeting to order at 6:05 p.m. in the Management Office Conference Room, 1121 Arlington Boulevard, Suite L-1, Arlington, Virginia.

Directors Present: Mr. Norman Mikalac, President  
Mr. Hashmat Ali, Vice President  
Ms. Sara Shahade, Secretary  
Mr. Andrew Spell, Treasurer  
Mr. T. Malcolm Roberts II, Director  
Ms. Nancy Joyner, Director

Directors Absent: Mr. Walter Charlton

Management: Ms. Mary Riddlemoser, Building Manager

Residents: Mr. Brian Fredericks  
Mr. Omar Malik

Others: Ms. Barbara J. Bunce, Recording Secretary

**RESIDENT PARTICIPATION:** Mr. Fredericks stated that Unit 312 sustained water damage due to a broken pipe and directed the Board's attention to a letter he sent to Ms. Riddlemoser regarding reimbursement of expenses. Mr. Fredericks stated that he paid a private contractor to remove the standing water in his unit because the on-site engineer of River Place North Housing Corporation (RPNHC) was working on the pipe. Mr. Fredericks originally requested reimbursement of \$25.00 for the contractor and that RPNHC have the carpet cleaned to remove the mildew smell. Ms. Riddlemoser had the carpet cleaned twice. Mr. Fredericks is not satisfied with the carpet and would like a professional contractor to assess the damage and determine a remedy, and for RPNHC to pay the costs. Ms. Riddlemoser stated that although RPNHC has been generous in assisting owners with cost recovery for damages, the by-laws state that the Corporation has limited liability and that the carpet is not covered. Mr. Mikalac stated that is the reason for owners to carry insurance on their units. Mr. Mikalac stated that the Board would discuss this issue further and notify Mr. Fredericks of their decision.

Mr. Fredericks suggested that RPNHC encourage participation at the Annual Shareholders meeting by offering door prizes for those individuals who participate in the meeting and voting in person or by proxy. The Board agreed to discuss this issue further and determine its feasibility and implementation.

Mr. Fredericks requested that the proxies for the upcoming elections at the Annual Shareholders meeting should be available in advance. Mr. Mikalac stated that he would discuss this with the attorney, and if there are no legal issues, that the proxies should be available to all shareholders.

**APPROVAL OF AGENDA:** Mr. Mikalac asked the Directors to approve the agenda. Mr. Roberts requested that a Communications Update be added to the agenda. Mr. Mikalac added Drawing to Increase Shareholder Participation discussion.

**(M) Mr. Mikalac motioned, Mr. Ali seconded, to approve the agenda as amended. The motion passed unanimously (6-0-0).**

**APPROVAL OF MINUTES:** Mr. Mikalac requested clarification of his comments regarding notification for shareholder meetings and the discussion regarding salaries of RPNHC employees. Mr. Ali asked for clarification in the Space Committee report. Mr. Spell requested changes to his comments in the FY04 budget discussion.

**(M) Mr. Mikalac motioned, Mr. Ali seconded, to approve the minutes as amended. The motion passed unanimously, (6-0-0).**

#### **REPORTS:**

**President:** No new business to report.

**Treasurer:** Mr. Spell reported that operating assessments are significantly over budget this month as a result of clearance of a long-outstanding debt. Under expenses hospitalization was over budget due to doubling up on premium payments. Electricity was under budget for the month but still over budget for the year.

**OA Report:** Ms. Joyner announced that Mr. Mikalac would be her representative at the Owners' Association (OA) Board meeting on February 24, 2003. Ms. Joyner voiced concern that OA has not produced a final budget for FY04. Ms. Joyner stated that renovation on the Entertainment Center (EC) is poorly managed and work does not progress without Ms. Joyner's involvement. Mr. Ali recommended that Mr. Malik be proposed to supervise the completion of the contract. Ms. Joyner stated that management of the contract would be very time consuming. Mr. Ali noted that the responsibility lies with the Facilities Manager. It was recommended that concerns/complaints regarding the completion of the EC be put in writing and brought to the attention of the OA and the individual housing corporations.

**HVAC:** No new business to report.

**Space Committee:** No new business to report.

## **UNFINISHED BUSINESS:**

**Communications Update:** Mr. Roberts stated that negotiations with developing a contract with Dish Network have been progressing slower than he had expected. Mr. Roberts stated that he will post information to find out how many residents may be interested in the service. If a minimum of thirty households do not sign up then we will not proceed with a contract.

## **NEW BUSINESS:**

**Building Manager:** Interviews to choose a candidate to fill the position are being held on February 23, 2003. Ms. Joyner volunteered to assist in verifying candidate recommendations.

**Spring 2003 Riser Replacement:** Ms. Riddlemoser recommended that the risers #06, #31 and #32 be replaced.

**(M) Mr. Spell motioned, Ms. Joyner seconded, to replace the risers, not to exceed \$48,467. The motion passed unanimously (6-0-0).**

**Financial Signatory Cards:** Ms. Riddlemoser stated that the paperwork to remove her as a signatory on the SunTrust checking account required the signatures of the Board. The Board completed new signatory cards and bank resolution.

**Request from Shareholder to Replace Carpet:** Ms. Riddlemoser suggested that RPNHC not absorb the cost to replace the carpet in Unit 312. Initially, Mr. Fredericks requested \$25.00 reimbursement for the contractor he hired to remove water. After that request was denied, he subsequently requested for the carpet to be replaced. There was discussion on previous actions taken by RPNHC that assisted owners in a limited capacity with damage that was a result of faulty pipes, convectors, etc. It was noted that previous actions by RPNHC were on an ad-hoc basis and did not follow any written policy. It was further noted that the by-laws state that RPNHC is not responsible for such damage. Mr. Mikalac restated the necessity of owners to carry insurance on their units.

**(M) Ms. Shahade motioned, Mr. Ali seconded, to offer Mr. Fredericks \$500.00 to mitigate his costs for replacement of the carpeting in Unit 312. The motioned failed (2-4-0).**

It was determined that more investigation should be done regarding this issue. Management will take steps to determine if there is an unacceptable odor that remains in the carpet following the two cleanings paid for by Management. Mr. Mikalac stated that the issue would be taken up again at the next meeting after more information is gathered regarding Unit 312.

**Drawing to Increase Shareholder Participation:** The Board agreed that increased participation at Shareholder meeting is desirable; however, there was also agreement that these door prizes should not be viewed as the only incentive to attend the meetings. It was noted that prizes could be community-oriented, such as certificates for a free movie at the River Place Market, food certificates at local restaurants, or River Place T-shirts. Ms. Riddlemoser noted that there was a lot of work to be done to prepare for the Annual Shareholders Meeting and it would fall on the new manager. She suggested that the idea of door prizes would be best considered for next year's meeting. The Board agreed to table this discussion until constitution of the new Board of Directors.

**Candidate Information:** Ms. Joyner suggested that Board candidates may only send out solicitation information after the official Board package to shareholders is disseminated. It was noted that it is not feasible or reasonable to adopt this policy.

**Election Rules:** Since the proposal developed by Mr. Cedrone was not finalized and adopted by the Board, the current election rules are in effect.

**(M) Mr. Roberts motioned, Mr. Ali seconded, to adjourn the Board of Directors Regular Session Meeting at 7:50 p.m.**

Respectfully submitted,

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Sara Shahade, Secretary

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Date Approved

Attested by: \_\_\_\_\_  
Barbara J. Bunce, Recording Secretary