

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
August 19, 2003
Arlington, Virginia 22209

CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:15 p.m. in the Lobby Conference Room, 1121 Arlington Boulevard, Arlington, Virginia.

Directors Present: Mr. Hashmat Ali, President
Mr. Brian Fredericks, Vice President
Mr. Andrew Spell, Treasurer
Ms. Nancy D. Joyner, Secretary
Mr. Assem Iskander, Director
Mr. Omer Malik, Director

Directors Absent: None.

Management: Ms. Donna Cooper, Building Manager

Residents: Ms. Evie Dunkelberger
Ms. Kathryn Dunkelberger
Mr. Jeff Morrison

Others: Ms. Barbara J. Bunce, Recording Secretary

APPROVAL OF AGENDA: Mr. Ali asked the Directors to approve the agenda. Items added to the agenda were Awning & Rear Door and Website.

(M) Mr. Iskander motioned, Ms. Joyner seconded, to approve the agenda as amended. The motion passed unanimously.

APPROVAL OF MINUTES: Mr. Ali asked for draft minutes to be distributed within one week of the Board meetings. Mr. Ali stated that approval of the July 15 minutes is deferred until the September Board meeting.

REPORTS:

President: Mr. Ali reported that the Arlington County Board of Supervisors has decided to pursue the Crystal City site for the Arlington County convention center. Mr. Ali stated that land lease for River Place expires in April 2052. Mr. Ali said that RPNHC's lease is approximately \$22,000 per year. Mr. Ali is concerned that RPNHC may have made an extra payment to Westfield Realty. Ms. Cooper stated that she determined that our account is current with Westfield Realty and the confusion was a result of an invoice which was incorrectly dated. Mr. Ali discussed the recent audit of RPNHC's accounting records and the fact that the Corporation allowed the auditor to remove files from the

property. Mr. Ali stated that any instance in which corporate files are removed from the Corporation's property should be coordinated through the Board Secretary who is the official recordkeeper for the Corporation. Mr. Ali discussed the recent fire at the Entertainment Center on August 13, 2003. RPNHC agreed to provide OA with temporary office space in the conference room located across from the management office. OA has a key to the conference room and has requested a key to the main door. It was noted that the lock on the main door is keyed identically as the main office door and the door that leads from the basement level to the office. Mr. Ali and Ms. Cooper discussed that if OA is to be given a key to the outside door, it should be rekeyed at the expense of OA. Mr. Fredericks stated that it is likely the insurance policy will cover relocation expenses. Mr. Ali stated that Ms. Bereute mentioned the air conditioning is not adequate in the conference room. Ms. Cooper stated that management is willing to accommodate OA's needs in the event that they will remain in the space until the Entertainment Center is rebuilt. Mr. Ali stated that any final decision in this matter will be deferred until after the OA meeting on August 25.

Treasurer: Mr. Spell reported that the reserve fund is at \$1.1 million. A financial report will be available at the September Board meeting. Mr. Fredericks asked if final payment had been made to ELCON for the elevator rehabilitation project. Ms. Cooper stated that the final check for approximately \$38,000 has not been released because she is not fully comfortable that the elevators are operating at peak performance. Ms. Cooper said that there have been three failure tickets since the last meeting and two of the instances were determined to be user failure. Ms. Cooper stated that ELCON has been very responsive to failure reports. The elevator rehabilitation project cost \$360,000.

OA Report: Mr. Iskander discussed the extensive damage to the Entertainment Center from the fire. The only items not damaged were the big screen television and furniture in the theatre. He reported that OA is expected to receive the official report from the Arlington County Fire Marshall by August 22. The Board agreed that this situation has created an opportunity to upgrade the center and modernize it during reconstruction.

Decorating Committee: Ms. Bunce reported that she worked with the carpet consultant to address the Board's request to lighten the sample shown at the last meeting. Three hues of the pattern were presented. The Board chose the medium toned floral pattern and a cranberry border. Ms. Cooper stated that bids will be procured from Carpet Consultants, Commercial Carpets, and Eddie's Carpet.

(M) Mr. Spell motioned, Ms. Joyner seconded, to approve that management procure bids from the agreed upon contractors and make a recommendation to the Board for award of the contract. The motion passed unanimously.

Space Committee: Mr. Spell reported that management sent notices to current occupants of the storage closets notifying them that rates will change effective September 1, 2003. Mr. Spell stated that Ms. Shahade requested a 30-day extension to vacate her storage space.

(M) Mr. Spell motioned, Mr. Iskander seconded, to allow for a 30-day extension on any storage unit as requested. All current occupants will be notified that an extension is granted. The motion passed unanimously.

The Board did agree that October 1, 2003 is the deadline for occupancy at the current rates and anyone occupying space after October 1 will pay for storage at the new rates. A discussion ensued regarding storage space that was previously granted to Board members free of charge. It was noted that this practice was in conflict with by-laws that limit compensation for service and all occupants should be made aware of the new policy. Ms. Joyner suggested that the Board President send letters of appreciation to storage occupants who have served RPNHC. Mr. Ali requested Ms. Joyner to draft a letter for his approval and signature.

The Board requested Ms. Cooper to determine if there are smoke alarms in the chicken coop storage space. The Board will determine if smoke alarms or a sprinkler system should be installed in the storage area.

Ms. Cooper stated that the management office could be moved to L-2 with minimum construction. The old maintenance shop will be rehabilitated as necessary. The other possible location is the party room on the lobby level. The party room could possibly be relocated to 1-H and 1-I storage rooms. Ms. Cooper stated one reason for relocating the management office would be revenue generated from commercially renting the current management space.

Ms. Cooper distributed a prototype of the new management database which will have all shareholder/tenant and building information on units and the ability to generate labels for mailings. Mr. Ali requested that 'square footage' and 'model type' be added to the information.

UNFINISHED BUSINESS:

Disposition of Unit 247: The unit was purchased by a new shareholder investing in River Place. The shareholder has agreed to let the current tenant continue his occupancy.

Lighting: Ms. Cooper reported that the lighting upgrade project continues and she stated that it takes approximately 2 hours for each wing. The Board directed Ms. Cooper to complete the project by October 15.

Exterminating Service: Ms. Cooper reported that the building is having a serious problem with roaches and mice on the 9th floor. Ms. Cooper stated that the Board had previously voted against a building-wide extermination in an effort to control costs. Ms. Cooper stated she met with Triple S, our new contractor on board as of September, and they provided a proposal which results in a \$200 increase over the current monthly budgeted amount which will take care of a building-wide extermination. Ms. Cooper asked the Board to give her the authority to work as necessary with Triple S for one year to get the infestation problem under control.

(M) Mr. Spell motioned, Ms. Joyner seconded, to allow management to authorize an additional \$200 per month for extermination services for the period of one year. The motion passed unanimously.

The Board also discussed the problem with residents putting regular trash in the recycle rooms. The Board directed management to make appropriate signage in different languages to abate this issue. Management will also investigate replacing the current receptacles with containers that are recognizable as recycle bins.

NEW BUSINESS:

Letter from Former Tenant in Unit 943: Ms. Cooper stated that the former tenant from Unit 943 is requesting RPNHC's assistance in receiving the remaining 50% of the security deposit from the landlord. The Board directed Ms. Cooper to draft a letter for Mr. Ali's signature to the tenant with the telephone number for the Tenant-Landlord Association. RPNHC will not intervene between the tenant and the landlord.

Shareholder Transfer Procedures: Mr. Fredericks stated that the other housing corporation's approve resales/transfers on a monthly basis at their board meetings. Mr. Fredericks requested that the RPNHC Directors be provided data on sellers, buyers at board meetings. Mr. Spell recommended a report matrix as part of the advance package to the Directors. Mr. Ali recommended that RPNHC approve resales twice monthly on the 10th and 25th of the month. Management will send information to real estate agents informing them of this new policy which will require that all necessary information be received in the management office five (5) days prior to approval.

Appointment of Director: Jessica Hollander was appointed to the Board of Directors. Ms. Hollander will serve the remainder of the term vacated by Norman Mikalac that will be up for reelection at the 2004 Annual Shareholders meeting.

Rear Door and Awning: The Board approved Ms. Cooper to procure a bid/proposal to install an awning on the loading dock door. It was recommended that Ms. Cooper coordinate with RPWHC since they already have a contractor to install an awning on the west building. The Board also directed Ms. Cooper to refurbish the lock and panic bar on the loading door and have the door repainted.

Website: Mr. Spell reported that he had been approached by representatives of the other housing corporations to develop a website that would address the entire property. A name and domain for the website are under investigation. Mr. Spell will report to the board as the project progresses.

(M) Ms. Joyner motioned, Mr. Iskander seconded, to move to Executive Session. The motion passed unanimously.

(M) Ms. Joyner motioned, Mr. Spell seconded, to adjourn the Board of Directors meeting at 9:30 p.m. The motion passed unanimously.

Respectfully submitted,

Nancy D. Joyner, Secretary

Date Approved

Attested by: _____
Barbara J. Bunce, Recording Secretary