

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
September 16, 2003
Arlington, Virginia 22209

CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:25 p.m. in the Lobby Conference Room, 1121 Arlington Boulevard, Arlington, Virginia. Ms. Hollander was welcomed as the newly appointed Director.

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
 Ms. Jessica Hollander, Director

Directors Absent: None.

Management: Ms. Donna Cooper, Building Manager

Residents: None.

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 Fire Prevention and Shareholder Survey Sheet.

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

APPROVAL OF MINUTES: Mr. Ali asked for changes to the President's Report in the July 15 minutes.

(M) Mr. Spell motioned, Ms. Joyner seconded, to approve the minutes as amended. The motion passed (5-0-1) with Ms. Hollander abstaining.

Mr. Ali requested corrections to the President's Report in the August 19 minutes. Mr. Spell had previously requested changes to the Shareholder Transfer Procedures and Appointment of Director discussions.

(M) Mr. Spell motioned, Mr. Iskander seconded, to approve the minutes as amended. The motion passed (5-0-1) with Ms. Hollander abstaining.

REPORTS:

President: Mr. Ali reported that Shelah Lynn, legal counsel for RPNHC, is moving to another law firm effective October 1, 2003. Discussion ensued regarding any contractual agreement that RPNHC may have with Ms. Lynn's current firm. Mr. Spell stated that there is no obligation to retain Chadwick, Washington, Olters, Moriarty & Lynn, P.C. for legal counsel. The Board agreed that Ms. Lynn has been very effective as legal counsel to the Corporation and would like to continue the same informal relationship with Ms. Lynn at her new firm. Mr. Ali acknowledged the proffered assistance from Board members to work on the rehabilitation of the Entertainment Center. Mr. Ali stated that Ms. Joyner and Mr. Spell would be RPNHC's representatives to the rehabilitation committee. Mr. Ali requested that Ms. Cooper electronically distribute an updated roster for the Board of Directors.

Treasurer: Mr. Spell reported that full reports should be available by October. Mr. Spell stated that there is expected to be a slight shortfall in revenues because it had been budgeted to move the management office to L-2 and to commercially rent the L-1 space which has been delayed in part to the temporary office space granted to the OA Parking Office. Mr. Spell noted that the sample delinquency report was not completely accurate. Ms. Cooper acknowledged that the financial reports provided were through June 2003 and current financial data is expected to be available at the next meeting.

OA Report: Mr. Iskander reported that the preliminary report from the Arlington County Fire Marshall supports the assumption of faulty wiring as the cause of the fire at the Entertainment Center (EC). Mr. Iskander stated that OA's insurance company has recommended that OA proceed with their claim against the contractor. Mr. Ali stated that an action plan should be developed with a timeline that must be adhered to in order to complete the rehabilitation in a reasonable period. Mr. Iskander reported that rehabilitation of the EC will include a sprinkler system that meets Arlington County fire codes. Ms. Joyner suggested that a few members of the committee could develop proposals on equipment of a few quality levels to submit to the EC rehabilitation committee for a decision. Mr. Iskander stated that he will provide an estimate of the replacement value from the insurance to assist in the equipment proposals. Ms. Joyner noted the poor communication from the Parking Office regarding notifications to residents. Mr. Iskander stated that the Parking Office has expressed concern that they do not have complete records regarding owners and occupants of parking spaces. Mr. Ali suggested that management collect e-mail addresses from shareholders through Resale Buyers' Applications and the building registration form. Mr. Iskander noted that there were conflicting flyers posted regarding the OA picnic, and asked Ms. Cooper to ensure that posters are consistent for information.

Decorating Committee: Ms. Bunce provided a rendering of the lobby desk sign by Sign-O-Rama and modeled after the sign in the East lobby. The sign will provide hours of operation and identify the personnel on duty.

(M) Mr. Fredericks motioned, Ms. Joyner seconded, to approve the sign as modified. The motion passed (6-0-1) with Ms. Hollander abstaining.

Space Committee: Mr. Spell reported that the committee is addressing its priority projects of moving the management office to L-2 and renting L-1 as commercial space and ensuring that each unit is assigned one storage bin. Ms. Cooper and Ms. Bunce visited the storage spaces and identified unassigned bins occupied without authorization. Ms. Cooper asked the Board to approve management assigning a bin to each unit and notifying each shareholder and tenant of the policy and provide them an opportunity to vacate bins they are not authorized to occupy. Ms. Bunce drafted a terms and conditions policy on storage bins. The Board decided that these terms could be briefly outlined in the letter to shareholders and notice to tenants in common areas. The Board stated that the letter should indicate that the storage bin number does not correlate to the unit number. Mr. Spell noted that past practice has been to assign the storage bins on the first floor to owner-occupants as an extra security measure since each user is provided a key to that storage area. Mr. Ali suggested that adjacent spaces should be allotted to multi-unit owners.

(M) Mr. Iskander motioned to allow management to assign a storage bin to each unit, to notify shareholders of bin assignment for their unit(s) and to provide a 30-day notice for shareholders and tenants to vacate unauthorized storage space or their property will be relocated by management or its designee.

(M) Mr. Spell motioned, Ms. Joyner seconded, to amend this motion by keeping owner-occupant storage space separate from tenant storage to the extent possible. The motion passed (6-0-1) with Ms. Hollander abstaining.

{Subsequent to the meeting, a letter regarding storage bin assignments was sent to each shareholder on October 7, 2003.}

UNFINISHED BUSINESS:

Lighting: Ms. Cooper reported that the lighting upgrade project continues and she expects it to be completed on or about October 15 as requested by the Board. Ms. Cooper stated that the lighting fixtures are different on the 9th and 10th floors and may be changed if lighting fixtures with the same footprint can be acquired. Mr. Spell suggested that the sconces on the 10th floor could be changed or removed.

Carpet Contract Award: Ms. Cooper discussed the three proposals received by Commercial Carpets of America (CCA), Carpet Consultants, and Eddie's Carpet & Interiors. Ms. Cooper noted that CCA submitted the lowest bid and provided considerable consulting assistance during the carpet selection process; therefore, management is confident in recommending that CCA be awarded the contract. Mr. Spell noted that the proposals differ in format making it difficult to do line item comparisons of cost. Mr. Spell recommended that management request Best and Final offers from CCA and Carpet Consultants in the same format. Mr. Spell stated that the contract should be

awarded not to exceed \$103,000 which are the funds allotted in the Reserve Study for carpet replacement.

(M) Ms. Joyner motioned, Mr. Iskander seconded, to request Best and Final offers from CCA and Carpet Consultants in the same line item format and authorize management to award the contract based on the lowest proposal not to exceed \$103,000. The motion passed (6-0-1) with Ms. Hollander abstaining.

Exterminating Service: Ms. Cooper reported that Triple ‘S’ started their contract with RPNHC for exterminating services in September. The entire 9th floor was exterminated to address roach and mice complaints from shareholders and tenants. The next complete floor extermination will be the 3rd floor. Ms. Cooper reported that following extermination, there is increased activity for a few weeks while the pesticides take effect. Ms. Cooper stated that there is considerable infestation in the boiler, main trash, and storage rooms, as well as the trash and recycle rooms on each floor. The current process which is governed by funds allocated by the Board provides for a rotation schedule for vacant and complaint units, common areas, and management office. The Board instructed Ms. Cooper to accelerate the building-wide extermination. Ms. Cooper will meet with Triple ‘S’ to develop an aggressive schedule to exterminate the entire building in October.

Elevator Project: Ms. Cooper reported that the elevators are operating well and the most recent out of service calls were due to user failure. The Board agreed to release the final check to ELCON for the rehabilitation project. Mr. Fredericks suggested that the lobby and/or maintenance staff could be trained to reset elevators when possible to avoid service calls from ELCON. Ms. Cooper stated she will contact ELCON to determine if RPNHC staff could be instructed on resetting out of service elevators. Ms. Cooper reported that the Decorating Committee met on September 13 to review designs and materials for the elevator interior rehabilitation project. The committee recommends laminate panels and a composite tile floor for the passenger elevators. It is recommended that the freight elevator have metallic walls with padded cushions and a rubber composite floor. Ms. Cooper stated that she and Ms. Bunce will visit sites that have these materials in elevators, will procure bids from three firms, meet with the committee and submit recommendations to the Board.

Loading Dock Door & Awning: The Board reviewed the proposals from ESSI and House of Doors for rehabilitation of the loading dock door.

(M) Mr. Spell motioned, Ms. Joyner seconded, to approve the ESSI proposal. The motion passed (6-0-1) with Ms. Hollander abstaining.

Ms. Cooper stated that management will move forward with the purchase of the awning for the loading dock door from Washington Canopies. Mr. Spell requested that Ms. Cooper have a photocell installed in the light outside the boiler room so that the entire loading dock area is illuminated from dusk to dawn.

Transfer/Resale Procedures: Ms. Bunce presented draft transfer/resale procedures developed to explain the process and timeline for transfer of shares in RPNHC. Mr. Fredericks questioned whether it is necessary for the Corporation to issue stock certificates. Ms. Joyner recommended deferring action on approval of the draft procedures until the next Board meeting so the issue of stock certificates could be examined. Mr. Ali stated that the transfer/resale procedures are guidelines for RPNHC, agents and shareholders to explain the process.

(M) Ms. Joyner motioned, Mr. Fredericks seconded, to approve the transfer/resale procedures as amended without discussion of stock certificates. The motion passed (5-1-1) with Mr. Spell dissenting and Ms. Hollander abstaining.

Balcony Railings and Floors: Mr. Iskander stated that the balcony railings should be sandblasted and painted to prevent spalling of the concrete. Mr. Spell reported that the Reserve Study calls for sealing the balcony floors in FY2004 which is recommended every ten years. The budget allows for \$23,000 for sealing of the balconies from the 1st through 9th floors. Ms. Cooper reported that she visited the 10th floor patios with the building engineer and contractor to investigate plant growth in the patio pavers which has created leakage. Steps will be taken to kill and remove the plant growth. Ms. Cooper will inspect each balcony and determine stage of concrete deterioration/damage and will procure bids from three firms on repair and sealing of the balcony floors. The inspection will also identify those balconies with carpet and notice will be given to the shareholder to remove the carpet to prevent water retention and spalling of the concrete.

Fire Prevention: Mr. Spell stated that he has seen grills on balconies and noted that Arlington County Fire Code does not permit grills. The Board acknowledged that this restriction is in the Rules and Regulations distributed to each resident upon registration with the management office. Ms. Cooper stated that management cannot confiscate grills but does inform residents about violations.

NEW BUSINESS:

Entryway to the North Building: Mr. Iskander reported that the Owners Association received a bid for \$4,000 for cleaning, repairing and resealing the slate entryway.

(M) Mr. Iskander motioned, Mr. Malik seconded, to approve \$4,000 to refurbish the entryway to the north building. The motion passed (4-1-1) with Mr. Spell dissenting and Mr. Fredericks abstaining.

Charter of the RPR Task Force: Mr. Ali reported that the charter states that all proposals, ideas and projects on the potential redevelopment of River Place will be examined and shareholders will be notified as to the merit and impact on maximizing shareholder value.

(M) Mr. Fredericks motioned, Mr. Malik seconded, to approve the Charter of the RPR Task Force as amended. The motion passed unanimously.

Shareholder Survey Sheet: Mr. Fredericks recommended that a survey be sent to shareholders to update management records for billing contact information and to identify who manages the unit(s).

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

(M) _____ motioned, _____ seconded, to adjourn the Board of Directors meeting at _____ p.m. The motion passed unanimously.

Respectfully submitted,

Nancy D. Joyner, Secretary

Date Approved

Attested by: _____
Barbara J. Bunce, Recording Secretary