

MINUTES OF THE
RIVER PLACE NORTH HOUSING CORPORATION
March 16, 2004
Arlington, Virginia 22209

CALL TO ORDER: President Hashmat Ali called the meeting to order at 6:00 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
Dr. Nancy D. Joyner, Secretary
Mr. Omer Malik, Director
Ms. Jessica Hollander, Director
Mr. Assem Iskander, 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.

(M) Mr. Fredericks motioned, Ms. Hollander seconded, to approve the agenda. The motion passed unanimously.

APPROVAL OF MINUTES: Mr. Ali asked the Directors to approve the minutes from the February 17, 2004 meeting. Mr. Spell requested a change to the discussion on the Budget for FY2004/2005. Mr. Ali stated that the Board would not vote on approval of the February 24, 2004 meeting minutes stating it was a Special meeting.

(M) Mr. Fredericks motioned, Dr. Joyner seconded, to approve the minutes as amended. The motion passed unanimously.

REPORTS:

President: Nothing to report.

Treasurer: Nothing to report.

OA Report: Mr. Iskander stated that the River Place Owner's Association (RPOA) accepted the proposal for rental of office space across from the North Management office. Rent will be \$350.00 per month retroactive to August 2003. Mr. Spell stated that the architect reported there may be code violation issues with the design submitted by Corporate Fitness for the Entertainment Center. A meeting will be scheduled with the architect and Corporate Fitness to mitigate any concepts that may not pass Arlington County building codes.

UNFINISHED BUSINESS:

Bylaw Amendments/Annual Meeting Package: Mr. Ali reported that Dr. Cay had withdrawn his nomination for candidacy to the RPNHC. Mr. Ali stated that nominations from the floor will be accepted at the meeting and voting for the vacant Board seat will commence at the close of the nominations. The ballot was reviewed by the Board and rewritten to reflect the vacant seat and to clearly state the total number of votes the shareholder may cast in any split among the available candidates.

(M) Mr. Fredericks motioned, Mr. Spell seconded, to authorize Dr. Joyner and Ms. Cooper to edit the 22nd Annual Shareholders Meeting package as noted and mail it to shareholders. The motion passed unanimously.

The Board reviewed the proposed bylaw amendments that will be put before the shareholders for vote at the Annual Shareholders meeting.

(M) Mr. Fredericks motioned, Mr. Iskander seconded to approve the proposed bylaw amendments to Section 2.10 Voting of Shares and Section 2.11 Manner of Voting. The motion passed unanimously.

(M) Mr. Fredericks motioned, Mr. Spell seconded, to approve the proposed bylaw amendment 3.1 Number and Selection of Directors and Section 3.3 Removal of Directors omitting the 30-day notification requirement and denoting this rule refers to regular meetings. The motion passed unanimously.

Budget for FY 2004/2005:

(M) Mr. Fredericks motioned, Mr. Ali seconded, to approve the 2004/2005 Budget for submittal to the shareholders at the Annual Shareholders meeting. The motion passed unanimously.

Interior Designer Proposals:

(M) Mr. Fredericks motioned, Dr. Joyner seconded, to approve the proposal for Design Services, Inc. to consult on the carpet and elevator cab rehabilitation project not to exceed \$2,000. The motion passed unanimously.

Architect Proposals:

(M) Mr. Spell motioned, Mr. Fredericks seconded, to approve the proposal by Jon Hensley Architects for redesign of the loading dock and management office space. The motion passed unanimously.

Accounting Services:

(M) Mr. Spell motioned, Mr. Fredericks seconded, to defer discussion on outsourcing RPNHC accounting services until the next Board meeting. The motion passed unanimously.

OA Reimbursement for Electricity: Ms. Cooper stated that OA will reimburse for electricity retroactive three years. Mr. Fredericks stated River Place West Housing Corporation is being reimbursed retroactive five years. Ms. Cooper stated she will discuss the same arrangement for RPNHC.

Party Room Deposit: There was discussion regarding the cost of cleaning and repairs as a result of misuse of the party room by tenants. The current deposit for use of the party room is \$50.00. Ms. Cooper and Ms. Bunce recommended that the deposit be significantly increased to cover any expenditures from misuse.

(M) Mr. Fredericks motioned, Dr. Joyner seconded, to increase the party room deposit to \$150.00 payable only in negotiable funds (cash or money order). The motion passed unanimously.

Copier: Ms. Cooper discussed the need to replace the copier in the management office. Ms. Cooper procured three bids, including one from Masterfax, our current copier contractor.

(M) Mr. Fredericks motioned, Mr. Iskander seconded, to approve Ms. Cooper to lease a copier for 24 months not to exceed \$300.00 per month or to purchase a reconditioned machine not to exceed \$4,000. The motion passed unanimously.

(M) Mr. Iskander motioned, Ms. Joyner seconded, to adjourn the Board of Directors meeting at 8:20 p.m. The motion passed unanimously.

Respectfully submitted,

Nancy D. Joyner, Secretary

Date Approved

Attested by: _____
Barbara J. Bunce, Recording Secretary