

**Minutes of the
RIVER PLACE NORTH HOUSING CORPORATION
May 18, 2004**

CALL TO ORDER: President Hashmat Ali called meeting to order at 6:12PM in the Lobby Party Room, 1121 Arlington Boulevard, Arlington, Virginia.

DIRECTORS PRESENT: Mr. Hashmat Ali, President
Mr. Brian Fredericks, Vice President
Mr. Andrew Spell, Treasurer
Ms. Sara Shahade, Secretary
Dr. Nancy D. Joyner
Mr. Omer Malik
Mr. Assem Iskander
Management: Donna Cooper, Building Manager
Residents: None

APPROVAL OF AGENDA: President Ali asked the Directors to approve the agenda. Director Malik requested to add under New Business – Cleaning of the Premises, Cleaning of Common areas. Director Spell requested to add Prioritize under new business.

Director Fredericks moved and Director Spell seconded to approve agenda as amended. Motion passed unanimously.

APPROVAL OF MINUTES OF APRIL 20, 2004: President Ali requested that the statement about the carpet border be revised to say that the board was informed if there was to be no additional costs, the Board was limited to using the maroon border.

Director Iskander moved and Director Spell seconded to approve Minutes of April 20, 2004 meeting as amended. Motion passed unanimously.

REPORTS: President: Hashmat Ali skipped report
Treasurer: Andrew Spell had no report, asked for questions on financial. Director Fredericks asked about reserve amount and income amount. There was discussion about projected utility increases not reflected in our new budget, bank financial charges, payment of riser replacement for spring, 2004, lobby refurbishment and excess funds. Director Spell explained that excess funds after end of fiscal year are put into reserves. There was discussion and explanation about the Reserve Study. Delinquency report was discussed. Unit 118, the most serious delinquent, will either be turned over to lender or foreclosed on. The mechanics of the transaction was discussed.

OA Representative: Director Fredericks gave OA report. There was a report on the progress of rebuilding of the Entertainment Center. There was discussion on the HVAC systems in the entertainment center and south building. Director Spell asked who is now on the OA board. President Ali responded Lorenzo Ricks is representative from the South Building. Mr. Ott is a new board member and representative from the Parcel 5 commercial. Keith Jones is the representative from East. The OA has not elected officers. Director Joyner asked questions about the hours of the patrol office, who they allow to drive through and their attentiveness. There was discussion on patrol issues.

Management Report: Manager Cooper read note from Carol Brooke, previous financial assistant. She recently accepted a full time position at the east building. Update on acquiring bids to remove the old fan equipment. Hired temp, advertised for position and presented to the board ten resumes submitted from qualified candidates (all had experience in property management). Working with banks to eliminate fee and meeting with other banks to look into options.

Director Joyner moved and Director Malik seconded motion to authorize Manager to explore other options for a bank account for River Place North. Motion passed unanimously.

Working on the convector issue, trying to find a convenient way to allow the residents to adjust airflow. Discussion pursued on how and who can design apparatus or access to apparatus that adjusts the airflow. Director Fredericks would like residents to have options on the apparatus. Manager Cooper reported that a recording secretary is hard to find. Calls have not been returned. She will continue to pursue identifying recording secretary. New policy for charging for services is working out well. Restated and amended ByLaws were just received, printed and hard copy available at meeting. It will email to everyone tomorrow. Just received at 4:40 today.

UNFINISHED BUSINESS:

Decorating: CARPET Director Malik would like to give Director Sara Shahade the authority to move forward with the carpet project. Director Malik made a motion to allow Sara to decide on the carpet, President Ali called for a second. No second. Director Joyner requested a five minute recess to look at the most recent carpet samples. There was discussion on the current samples. There was discussion on how the specifications have been changed. The samples are all solution dyed but not all looped construction. Director Shahade is having a sample made with different colors and the pattern reduced. Director Shahade reported that cut pile will last 10 years, as it is warranted. The visual effect of cut pile will disintegrate, which will not be covered under the warrantee. Discussion continued. The busier of the two patterns is available immediately. If the sample ordered is not acceptable, make a second choice now, so that a decision will have been narrowed down to two. If when the sample arrives and it is not acceptable, the second choice will be the agreed upon pattern. Discussion continued on the price difference.

Director Malik moved and Director Fredericks seconded a motion to choose from one of the two designs, once the ordered sample design arrives. Then each director will email his or her choice. Then whichever design wins, wins and that carpet design will then be ordered. Motion passed unanimously.

FLOORING-LOBBY & ELEVATOR LANDINGS Discussion continued on flooring. Match marble already on floor, wants recommendation from decorator. Meet with decorator and have recommendation from her before next meeting. There was discussion on how the marble will be installed. Directors also discussed putting a tile product on all other floors at the elevator landings. The directors discussed putting a tile product on the elevator landings of all the floors; marble would be in on the lobby level only. Fritztile is the chosen product for the elevators; a similar product could be used on the elevator landings. President Ali polled board to see who is in favor of a tile product on each floor at the elevator landing:

Director Iskander moved and Director Shahade seconded a motion that the manager solicit for quotations for travertine (a marble product) for the Lobby area & travertine or Fritztile for the elevator landings on all the other floors. Motion passed unanimously.

ELEVATORS Manager Cooper presented the choices for the elevators and requested the board make a decision so that when the carpet samples arrive and one is chosen, the elevator project can move forward. Just waiting to be sure it matches with the carpet chosen.

Director Iskander moved and Director Spell seconded a motion that Fritztile be used on the floor of elevators one and two, and rubber tile for the flooring in elevator three. Motion passed unanimously.

Manager reported the recommendations of the decorator. Decorator recommended all elevators are the same and pads are put in freight elevator to protect laminate. Explanation and discussion followed.

Director Malik moved and Director Iskander seconded that the decorator, Director Shahade and Manager Cooper work out colors scheme to be used on the flooring of the elevators and landings. (This motion was never voted on)

Discussion continued on color, material, style and lighting in the elevators. Also discussed having elevators all the same, with pads being put up every day, freight elevator in a metal clad. Decorator recommends all three elevators be the same.

Director Fredericks moved and Director Shahade seconded that the freight elevator be done in a metal product. Motion Passed.

In favor: Director Fredericks
 Director Ali
 Director Iskander
 Director Shahade
 Director Joyner
Opposed: Director Spell
 Director Malik

LOBBY FURNITURE Discussion on looking for furniture, whether to wait until products for carpet & flooring were decided or authorize Director Shahade to proceed with shopping for furniture now. Director Shahade presented the board with preliminary prices on products for the lobby, including sofas, chairs and tables.

Director Fredericks moved and Director Malik seconded a motion to approve up to \$5000 for Director Shahade to identify furniture for the lobby. Motion passed.

In favor: Director Ali
 Director Fredericks
 Director Iskander
 Director Shahade
 Director Joyner
 Director Malik
Opposed: Director Spell

PAINTING Manager Cooper reported her findings on a full building examination of all the doors, trim and wood work. Using criteria that any areas with an obviously visible scratch or old paint showing through was in need of painting. Results - two thirds of the doors and at least that amount of woodwork and trim were in need of painting.

Director Fredericks moved and Director Shahade seconded a motion to approve \$7000 for painting of all the doors, trim and woodwork throughout the building, including common doors and elevator entrance. Motion passed unanimously.

There was discussion on having the same painter paint the stairwells. He is doing the southwest stairwell now, and the small stairwell between the basement and garage. Directors want to see quality before approving additional money for that. Discussion went to whether this was a priority. Decided to wait and put on agenda for next meeting.

SECURITY CAMERAS There was discussion on purpose of the cameras. Safety, providing security, monitor vandalism, etc. A poll was taken

Director Spell Cameras everywhere
Director Shahade Cameras everywhere
Director Malik In favor
Director Fredericks
Director Joyner In favor
Director Ali
Director Iskander In favor

Director Spell recommended keeping discussion on the level of monitoring for protection of River Place resources. Manager Cooper was directed to obtain information and preliminary bids.

LOADING DOCK AND OFFICE SPACE: Manager Cooper passed out three options for the office space and one for the loading dock. Discussion continued on space layout, rest room, ADA accessibility compliance and various other issues. Once the layout is approved, it will be put on a computer model and electronically transmitted. Board would like to gain parking spaces, removing the island that used to have a tree, and add parking spaces there.

APPROVAL OF MAINTENANCE AND REPAIR LIST Discussion on approval of list so that it can be transmitted to Shareholders. It was discussed and decided appliances are not to be serviced, with the exception of unclogging dishwashers and jammed disposals.

Note: Put on list with an asterisk next to certain line items indicating owner can provide apparatus and the charge will be for labor only or parts and labor, if using our stock parts.

Director Malik moved and Director Shahade seconded a motion to approve the Maintenance and Repair list as presented. Motion passed unanimously.

Discussion to send Maintenance and Repair list to all shareholders, explaining it is on a trial basis. This to be sent along with the Shareholders information sheet and clearing house for available rentals. Manager was directed to send out communication to all shareholders.

ACCOUNTING: Discussion on outsourcing accounting. Manager asked directors to give specific reasons for outsourcing accounting functions and direction on which functions are put out to bid. Manager recommend it stays in house, allows for better accountability, quicker access to information and more accurate reports. Director Spell, the treasurer reported that all the recommendations made by the Auditor were adopted. Auditors also stated that it is more probable outsourcing financial services would result in fraud than if done in house. Director Spell would like to take this issue out of consideration stating that we have better control, timely reports and more control if this remains in house. Nicole Lamont, a CPA recommended by our auditors, comes in as needed once or twice a month to reconcile our bank accounts, and makes other adjustments.

Director Spell moved and Director Joyner seconded a motion to keep the financial functions in house. Motion passed unanimously.

MOTION TO ADJOURN:

Director Joyner moved and Director Iskander seconded a motion to adjourn. Motion passed unanimously. Meeting adjourned 9:05OPM

(No Executive Session or New Business)

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Minutes Board of Directors Meeting
River Place North Housing Corporation
May 18, 2004

Respectfully submitted,

Sara Shahade, Secretary

Date Approved

Attested by: _____
Donna Cooper
Recording Secretary

**REGULAR MEETING OF THE
RIVER PLACE NORTH BOARD OF DIRECTORS
TUESDAY, May 18, 2004, 2004, 6:00PM
1121 ARLINGTON BOULEVARD
PARTY ROOM – LOBBY LEVEL
ARLINGTON, VIRGINIA 22209**

AGENDA

- I. CALL TO ORDER
- II. RESIDENT PARTICIPATION
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
Board of Directors Meeting April 20, 2004
- V. REPORTS
 - A. President
 - B. Treasurer
 - C. OA Representative
 - D. Management
- VI. Unfinished Business
 - A. Decorating
 - 1. Flooring
 - 2. Elevators
 - 3. Lobby
 - 4. Painting
 - B. Security Cameras-Discussion & Direction
 - C. Design for loading dock/Office Relocation update
 - D. Approval of Maintenance & Repairs List
 - E. Accounting-Discussion & Direction
 - F. Priorities
- VII. New Business
 - A. In-Unit Air Flow Controls for Convector
 - B. Audit
 - C. Cleaning of Common Areas
- VIII. EXECUTIVE SESSION
 - A. Wilkins matter
 - B. Personnel Issues
- IX. INFORMATION ITEMS
 - A. Semi Annual Convector Cleaning
 - B. Sales
- X. ADJOURNMENT