

**MINUTES OF THE  
RIVER PLACE NORTH HOUSING CORPORATION**

**1121 Arlington Boulevard  
Party Room, Lobby Level  
Arlington, Virginia 22209**

**July 20, 2004**

**CALL TO ORDER:** President Hashmat Ali called the meeting to order at 6:15 p.m.

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

Directors Absent: None

Management: Ms. Donna Cooper, Building Manager

Shareholders: Mr. M.S. Chawla #919, 936, 210  
Mr. Norman Randolph #842

**APPROVAL OF AGENDA:**

**MOTION:** Ms. Joyner moved, Ms. Shahade seconded, to approve the agenda as presented. The motion passed unanimously (6-0-0).

**APPROVAL OF MINUTES:**

**MOTION:** Ms. Joyner moved, Mr. Iskander seconded, to approve the Minutes of June 15, 2004 meeting. The motion passed unanimously (6-0-0).

**REPORTS:**

A. President: No report was presented.

B. OA Representative: Mr. Iskander said he would delay his report until Mr. Spell arrived. He reported that the restriping of the garage would be finished by the end of the week, but he was concerned about the quality of the paint. Mr. Ali agreed that quality control should be addressed.

**UNFINISHED BUSINESS:**

A. Flooring: Ms. Cooper reported that she needed two more bids on the tile. The tiling would be for both elevator landings and the lobby.

B. Security Cameras: Ms. Cooper said that she wanted to approach Honeywell and get another referral.

[Mr. Spell arrived at 6:24 p.m.]

C. Elevators: Ms. Cooper said that the contract has been signed and that the work would be completed around the end of September.

D. Revised Carpeting Contract: Ms. Cooper said that a signature was needed on the strike off and the addendum. She added that there was a difference in price. She said that all the leftover border carpet could be used in the new offices as well as in the party room. Ms. Shahade said this carpeting was better quality. Mr. Iskander suggested offering the left over carpet to the new tenant. Mr. Ali agreed and said it could be a sales incentive. Mr. Malik stated that it would be take approximately 8 - 9 more weeks.

**MOTION: Mr. Iskander moved, Ms. Joyner seconded, to approve the revised carpeting contract with CCA for a price not to exceed \$113,358.00. The motion passed unanimously (7-0-0).**

E. Painting Proposal: Ms. Cooper recommended going ahead with the proposal for the four stairwells at a cost of \$1,500.00 each.

**MOTION: Mr. Fredericks moved, Mr. Malik seconded, to approve the contract for a price not to exceed \$6,000.00. The motion passed unanimously (7-0-0).**

F. Office Personnel: Ms. Cooper recommended making changes to personnel policies related to hours and insurance. In response to Mr. Iskander's question, Ms. Cooper said that it was not possible to combine with other buildings on the same policy.

**MOTION: Mr. Fredericks moved, Ms. Shahade seconded, to approve the recommended revisions to personnel policies: Friday and Saturday hours will be the same as weekday hours; RPNHC will provide health and dental insurance to all full-time employees. Employees may elect to obtain health and dental insurance coverage for family members at their expense. RPNHC will also provide insurance benefits equivalent to the employee's annual salary. The motion passed unanimously (7-0-0).**

G. Leasing Agreement: Mr. Ali said that Buck Commercial will not budge on the 5% commission. Ms. Cooper said that Buck wanted to know with whom to communicate. Mr. Ali said he spoke about their sending an email to Ms. Cooper and him to be circulated among the Board members for their input.

TREASURER'S REPORT: Mr. Spell reported that the balances were looking good. Ms. Cooper stated that she was behind on billing and would catch up on delinquencies. She said that registration was going well and that letters were being sent to tenants without updated material on file. She also said she was charging \$20.00 for lost identification cards. Mr. Spell said that the painting and plastering was coming out of reserves since only \$2,000.00 was budgeted for both. Mr. Iskander asked if the reserve study could be revised to include painting and plastering. Mr. Ali added that the work should be done automatically approximately every five (5) years. Mr. Spell said that would be a better way to account for it. Ms. Cooper said she would check if this was not an adjustment item from the previous fiscal year. Mr. Spell said that the slate on the walk

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into the building did not look good. Mr. Iskander said that the slate should be cleaned with acid. Ms. Cooper added that the vestibule would be painted and window treatments taken down. She also said she would come up with a plan and a color scheme.

**NEW BUSINESS:**

A. Entertainment Center Funding: Mr. Iskander said that two offers for the Entertainment Center were both approximately \$1 million, which is approximately three times the insurance payment. He added that the architect was taking out the fancy items and scaling down the design which could bring the figure down to approximately \$500,000.00 to \$600,000.00. He said that the 4 buildings could then contribute \$75,000.00 each for a state-of-the-art amenity that could have an impact on rentals. He said that the rebuilding would take the same amount of time whether going with the new design or going back to the way it was before the fire. He also said that Balfour was providing line item costs. In response to Ms. Joyner's question about whether the original \$80,000.00 for the Entertainment Center was still available, Mr. Iskander said that it was but that the savings in personnel costs were not much. Mr. Spell also said that fees for tenants were discussed but ruled out because of administrative costs. Mr. Iskander added that Mr. Ali's suggestion that the sauna be moved would involve a new design and higher costs. Mr. Spell said that the North Building could afford to contribute \$75,000.00 but the East building could not. He suggested \$25,000.00 with priority given to moving the steam room/sauna closer to the bathroom. Mr. Iskander said that more changes would cause more delays. Mr. Spell added that it would be difficult to get the 4 buildings to agree. Mr. Iskander then suggested borrowing from the OA's parking reserves. Mr. Ali said that the buildings could contribute \$25,000.00 each and \$150,000.00 could be borrowed and paid back with increased assessments over 3 - 4 years. He also suggested the Mr. Iskander negotiate on prices.

**MOTION: Mr. Spell moved, Mr. Ali seconded, to contribute \$25,000.00 to the new design of the Entertainment Center with priority given to relocating the steam room/sauna and eliminating the fancy touches. The motion passed (6-1-0) with Mr. Fredericks opposing.**

B. Letter from Shareholder: Mr. Ali suggested that Ms. Cooper send a letter on his behalf to the shareholder about parking spaces maintained and administered by the OA. Ms. Joyner added that new residents should be given parking information. In terms of loading dock passes, Mr. Fredericks said that the buildings control the loading dock during the week and the gatehouse controls it after hours and on weekends. Ms. Cooper also said that procedures for parking at the loading dock were included in the welcome packet.

[Mr. Malik left the meeting at 7:43]

C. Hypo Holdings Transfer Procedures and Fees: Mr. Fredericks said that all should be charged the same fee. Ms. Cooper said she would speak to Ms. Lynn who advised the Board to issue one resolution contingent on clarifying (1) who was authorized to sign; (2) no questions of shares in common; (3) completion of exhibit B. Ms. Cooper then said that the

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resolution should be subject to approval by Ms. Lynn but that fees have been paid by Hypo Holdings.

**MOTION: Mr. Spell moved, Mr. Iskander seconded, to issue one resolution to Hypo Holdings subject to approval by Legal Counsel and payment of appropriate fees. The motion passed unanimously (6-0-0).**

D. Bike Room Procedures: Deferred to next month's meeting.

E. Reserve Study: Mr. Spell said that the update of Mason and Mason's reserve study has recommended doing the HVAC. Mr. Ali suggested getting ideas from the other buildings. Mr. Spell said that Mason and Mason also suggested evaluations such as a plumbing study which would cost \$3,500.00.

**INFORMATIONAL ITEMS:**

A. Fan Equipment: Ms. Cooper said it would take 7 days to remove the fan equipment and work would begin on August 2<sup>nd</sup>.

B. Loading Dock and Office Relocation Drawings: Ms. Cooper said the drawings were submitted to Arlington County and that the County would respond in thirty (30) days. She also said that another loading dock drawing was done which created 2 more parking spaces. She added that if the County approved, then the OA would also approve.

C. Recommendations of the Legal Seminar for Community Associations: Ms. Joyner said she attended presentations on websites and the extensive use of emails. She said that agendas could be emailed but that attorney, Ken Ingraham, presenting the seminar, cautioned Boards about sending official business through email.

**EXECUTIVE SESSION:**

**MOTION: Ms. Joyner moved, Mr. Iskander seconded, to adjourn the open meeting at 8:13 p.m. to convene an Executive Session. The motion passed unanimously (6-0-0).**

**ADJOURNMENT:**

**MOTION: Mr. Iskander moved, Ms. Joyner seconded, to adjourn the meeting at 8:14 p.m. There being no objections, the meeting was adjourned.**

**SUBMISSION OF MINUTES**

**Approved by:**

**Barbara Seaman  
Recording Secretary**

**Sara Shahade, Secretary  
River Place North  
Housing Corporation**